

SECTION 01300

SUBMITTALS

1. PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Submittal Procedures.
- B. Construction Progress Schedules.
- C. Proposed Products List.
- D. Shop Drawings.
- E. Product Data.
- F. Manufacturer's Instructions.
- G. Manufacturer's Certificates.

1.2 RELATED SECTIONS

- A. Section 01019 - Contract Considerations.
- B. Section 01039 - Coordination and Meetings.
- C. Section 01400 - Quality Control: Manufacturer's field services and reports.
- D. Section 01700 - Contract Closeout: Contract warranty closeout submittals and manufacturer's certificates.

1.3 SUBMITTAL PROCEDURES

- A. Transmit each submittal with Engineer accepted transmittal form.
- B. Sequentially number the transmittal forms. Resubmittals to have original number with an alphabetic suffix.
- C. Identify Project, Contractor, subcontractor or supplier; pertinent plan sheet and detail number(s), and specification Section number, as appropriate.
- D. Apply Contractor's stamp, signed or initialed certifying that review, verification of products required, field dimensions, adjacent construction Work, and coordination of information, is in accordance with the requirements of the Work and Contract Documents.
- E. Schedule submittals to expedite the Project, and deliver to Engineer. Coordinate submission of related items.
- F. Identify variations from Contract Documents and product or system limitations, which may be detrimental to successful performance of the completed Work.

- G. Provide space for Contractor and Engineer review stamps.
- H. Revise and resubmit submittals as required, identify all changes made since previous submittal.
- I. Distribute copies of reviewed submittals to concerned parties. Instruct parties to promptly report any inability to comply with provisions.

#### 1.4 CONSTRUCTION PROGRESS SCHEDULES

- A. Submit initial progress schedule in duplicate within 5 days prior to preconstruction conference to the Engineer. Construction schedule shall include a detailed list of construction dates, equipment to be used for construction, number of personnel to complete construction and location of construction.
- B. Revise and resubmit as required.
- C. Submit revised schedules with each Application for Payment, identifying changes since previous version.
- D. Submit a horizontal bar chart with separate line for each major section of Work or operation section of Work, identifying first workday of each week.
- E. Show complete sequence of construction by activity, identifying Work of separate stages and other logically grouped activities. Indicate the early and late start, early and late finish, float dates, and duration.
- F. Indicate estimated percentage of completion for each item of Work at each submission.
- G. Indicate submittal dates required for shop drawings, product data, samples, and product delivery dates, including those furnished by Owner and under Allowances.

#### 1.5 PROPOSED PRODUCTS LIST

- A. Within 15 days after date of Notice to Proceed, submit complete list of major products proposed for use, with name of manufacturer, trade name, and model number of each product.
- B. For products specified only by reference standards, give manufacturer, trade name, model or catalog designation, and reference standards.

#### 1.6 SHOP DRAWINGS

- A. Shop drawings shall be submitted for all items to be installed, fabricated, constructed etc. unless otherwise indicated on the plans, in the specifications, or by the Engineer.
- B. Submit the number of copies, which the Contractor requires, plus three copies, which will be retained by the Engineer.
- C. After review distribute in accordance with Article on Procedures above and for Record Documents described in Section 01700 – Contract Closeout.

1.7 PRODUCT DATA

- A. Product data shall be submitted for all items to be installed, fabricated, constructed etc. unless otherwise indicated on the plans, in the specifications, or by the Engineer.
- B. Submit the number of copies, which the Contractor requires, plus three copies, which will be retained by the Engineer.
- C. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturer's standard data to provide information unique to this Project.
- D. After review, distribute in accordance with Article on Procedures above and provide copies for Record Documents described in Section 01700 - Contract Closeout.

1.8 MANUFACTURER'S INSTRUCTIONS

- A. When specified in individual specification Sections, submit manufacturers' printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing, in quantities specified for Product Data.
- B. Identify conflicts between manufacturer's instructions and Contract Documents.

1.9 MANUFACTURER'S CERTIFICATES

- A. When specified in individual specification Sections, submit manufacturers' certificate to Engineer for review, in quantities specified for product data.
- B. Indicate material or product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
- C. Certificates may be recent or previous test results on material or product, but must be acceptable to Engineer.

END OF SECTION