

SECTION 01330 - SUBMITTALS

PART 1 - GENERAL

1.1 Summary:

- A. Make submittals required by Contract Documents to Architect, and revise and resubmit as necessary to establish compliance with the specified requirements.

1.2 Related Sections:

- A. Individual requirements for submittals may be described in Divisions 2 through 16 of these Specifications.
- B. Maintain a record document set of approved submittal documents. See Section 01720.
- D. Submittals not required will not be reviewed by Architect.
- E. Contractor may require Subcontractors to provide drawings, setting diagrams, and similar information to help coordinate the Work, but such data shall remain between the Contractor and Subcontractors and will not be reviewed by Architect.

1.3 Quality Assurance:

- A. Certifications: Provide such certification as is required per pertinent sections of these specifications. A minimum of two originals and one copy of Certification shall be forwarded.

1.4 Coordination of submittals:

- A. Prior to each submittal, carefully review and coordinate aspects of each item being submitted.
- B. Verify that each item and submittal for it conform with the specified requirements.
- C. Verify field measurements and conditions prior to submission.
- D. By affixing Contractor's signature to each submittal, certify that coordination has been performed.
- E. Each drawing submittal shall be certified by Contractor with the following stamp:
 - 1. "This is to certify that specification requirements have been met and dimensions, conditions and quantities are verified as shown and/or corrected on these drawings."

Signed _____
Contractor

1.5 Submittals:

- A. Make submittals of Product Data, Shop Drawings, Samples, and other items in accordance with the provisions of this Section.

PART 2 - PRODUCTS

2.1 Shop Drawings:

- A. Upon signed release from the Contractor, Architect will make electronic copies of construction documents available for use as base sheet for providing coordinated Shop Drawings.
- B. Scale and measurements: Make Shop Drawings accurately to a scale sufficiently large to show pertinent aspects of the item and its method of incorporation into Work.
- C. Types of media required:
 - 1. Submit Shop Drawings in the form of one original reproducible copy of each drawing plus six bond prints of each.
 - 2. Unless absolutely necessary, the size of Shop Drawings shall not exceed 42" x 30". Provide space on Drawings for approval stamps and brief review comments.
 - 3. Copies of architectural/engineering blueprints will not be accepted.
- D. Review comments of the Architect will be shown on the reproducible drawing when it is returned to the Contractor. The Contractor may make and distribute such copies as are required for his purpose.

2.2 Product Data:

- A. Manufacturers' data include catalogue cuts, technical descriptive brochures, performance charts, test reports, wiring diagrams, details, specifications, and other printed information issued or provided by manufacturers. Data shall be submitted in not less than eight (8) copies each. Upon receipt, the Architect will review, stamp copies, and return to the Contractor. If resubmittal is necessary, repeat process until approval has been obtained.
- B. Manufacturers' data for equipment includes materials, type, performance, characteristics, voltage, phase, capacity, and similar data. Provide wiring diagrams when applicable. Submittals shall indicate catalogue, model, and serial numbers representing specified equipment.
- C. Where contents of submitted literature from manufacturers include data not pertinent to submittal, clearly show which portions of the contents is being submitted for review.
- D. Provide material safety sheets to Owner for approval prior to releasing product for manufacture.

2.3 Samples:

- A. Provide physical Samples of precise items proposed to be provided. Identify as described under "Identification of Submittals" below.
- B. Number of Samples required:
 - 1. Submit Samples in quantity which is required to be returned, plus one which will be retained by Architect.
 - 2. By prearrangement in specific cases, a single Sample may be submitted for review and, when approved, be installed in Work at a location agreed upon by Architect.

- C. Colors and Patterns: Unless the precise color and pattern is specifically called out in Contract Documents, and whenever a choice of color or pattern is available in the specified products, submit samples of accurate color and pattern, to Architect for selection.

2.4 Equipment Operating and Maintenance Data:

- A. Provide Operating, Maintenance and Product data manuals as described in Section 01782 of these Specifications.

2.5 Utility Approvals:

- A. Approval of utilities or other public authorities having jurisdiction shall be obtained and reflected on affected submittals.

PART 3 - EXECUTION

3.1 Deviations from Contract Documents:

- A. Clearly mark deviations in a conspicuous manner indicating component and system variations, additions and deletions, revised equipment locations, construction detail variations, substitutions, and similar changes or deviations. Indicate headroom heights, ceiling heights, clearances, and other dimensions affected by proposed deviations. Variations from Contract Documents not brought to the attention of Architect shall be the sole responsibility of Contractor even though such submittal has been accepted.

3.2 Identification of Submittals:

- A. Consecutively number submittals.
 - 1. When material is resubmitted for any reason, transmit under a new letter of transmittal and with original transmittal number and letter designation beginning with "A".
 - 2. Changes should be clearly designated as to revisions made. No consideration will be allowed for submittal revision labor made to coordinate revised, changed, adjusted details or extent.
- B. Accompany each submittal and resubmittal with a letter of transmittal showing information required for identification and checking. Letter of transmittal should make reference to applicable drawing numbers, specification sections and submittal schedule item number to which each submittal applies.
- C. On at least the first page of each submittal, and elsewhere as required for positive identification, show submittal number in which item was included.
- D. Each submittal should indicate supplier/installer's name, phone number and specific location(s) of submitted product in project.
- E. Maintain an accurate submittal log for duration of Work, showing current status of submittals at all times. Make submittal log available to Architect for review upon request. List submittals and resubmittals together.

3.3 Grouping of Submittals:

- A. Unless otherwise specified, make submittals in groups containing associated items to ensure that information is available for checking each item when it is received.

1. Partial submittals unless approved in advance by Architect may be rejected as not complying with provisions of Contract.
2. Contractor may be held liable for delays so occasioned.

3.4 Timing of Submittals:

- A. Contractor shall submit within thirty (30) calendar days of Contract award a submittal schedule listing items by number and dates of submittal, and lead time for each item with particular note of priority items to be reviewed. Submittals shall be submitted in an orderly sequence with priority items clearly identified.
- B. A complete list of material and other required information in connection with mechanical and electrical Work of project (plumbing, heating, ventilating, air conditioning, electrical), as listed under respective mechanical and electrical Specification Sections, must be submitted within thirty (30) calendar days after date of Notice to Proceed; no consideration will be given to partial lists submitted from time to time.
- C. Other submittals by Contractor should be made within 90 calendar days of Notice to Proceed and far enough in advance of scheduled dates for installation to provide time required for reviews.
- D. Where Contractor has neglected to submit shop drawings on a timely basis or to place orders for materials and labor early enough to conform to materials and labor requirements, color schemes, etc., such failure shall not be deemed as legitimate cause for delay.
- E. In scheduling, allow at least fourteen (14) working days for review by Architect following receipt of the submittal. The following submittals will, by their nature, require additional time for review which should be factored into the schedule.
 1. Structural steel and joists
 - a. For buildings of such size that parts of building will be constructed in separate stages, submit drawings in same stages, in order of need.
 2. Metal fabrications
 3. Hollow metal, doors and finished hardware
 4. Elevator
 5. Sprinkler systems
 6. Automatic temperature controls
 7. Sound system
 8. Lighting fixtures
 9. Casework shop drawings

3.5 Architect's Review:

- A. Review by Architect does not relieve the Contractor from responsibility for errors which may exist in submitted data.

B. Revisions:

1. Make revisions required by Architect.
2. If Contractor considers required revisions to be a change, notification shall be given to Architect as provided for in General Conditions.
3. Make only those revisions required to obtain approval by Architect.

C. Architect's approval:

1. Until approval has been given by Architect, materials or items shall not be fabricated or incorporated in Work. Architect's approval will be only general in nature and shall not be construed as permitting departure from Contract requirements, or as relieving Contractor of responsibility for any errors concerning details, dimensions, materials, etc. If drawings show variations from Contract requirements because of standard shop practice or for other reasons, Contractor shall describe such variation in letter of transmittal. If acceptable, Architect may approve variations, subject to proper adjustment in Contract price. If Contractor fails to describe such variation, Contractor shall not be relieved of responsibility for executing Work in accordance with Contract, even though such drawings have been approved.
2. Acceptance shall not be construed as a complete check but will indicate only that design, fabrication, and detailing is consistent with design intent and that errors and discrepancies observed when reviewed have been noted. Acceptance of a separate item shall not be interpreted as an approval of an assembly in which the item functions. The right is reserved by the Owner or Architect to require submission of additional detail, shop, erection or setting drawings and of any schedules for any part of Work, whether or not specifically mentioned in Project Specifications, where substitutions or modifications are proposed by Contractor, or where such information is essential to proper assembly, coordination or execution of Work under Contract.
3. Review and acceptance shall not relieve the Contractor from responsibility for errors in shop drawings or for proper coordination assembly of materials and equipment with other Work, nor from responsibility of furnishing materials and labor not indicated on approved shop drawings, but required by Contract Documents for completion of Work.

END OF SECTION