
PART 1 GENERAL**1.1 SUMMARY**

- A. Section Includes:
1. Products list.
 2. Project directory.
 3. Shop drawings.
 4. Design-build engineering design/shop drawings.
 5. Product data.
 6. Samples.
 7. Colors.
 8. Operating and maintenance manuals.
 9. Field samples and mock-ups.
 10. Submittal procedures.
 11. Requests for Information (RFI's).
 12. Final distribution of submittals.

1.2 RELATED WORK

- A. Comply with the requirements specified in addition to submittal review procedures and requirements of the Agreement.
- B. Do not commence any portion of the Work requiring submission of a shop drawing, product datum, or sample until the submittal has been reviewed and accepted by Owner's Representative.
- C. Shop drawings, product data, and samples are in no case to be considered Contract Documents but are to be treated only as instruments of convenience and facility to further the progress of the Work.
- D. Shop drawings, product data, samples and supporting data shall be prepared by Contractor or its suppliers but shall be submitted to Owner's Representative by Contractor as instruments of the Contractor.
1. Contractor shall check the drawings of its suppliers as well as its own drawings before submitting them to Owner's Representative.
 2. Contractor shall ascertain that shop drawings, product data, and samples meet all requirements of the Contract Documents and also conform to the structural and space conditions. If shop drawings, product data, and samples show variations from Contract Documents, whether because of standard shop practice or other reasons, Contractor shall make special mention thereof in its letter of transmittal.
 3. Contractor shall be fully responsible for observing the need for and making changes in arrangement and manner of installation of piping, connections, wiring, and similar items that may be required by equipment it proposes to supply, both as pertains to its own work and work affected under other parts, headings, or Divisions of the Contract Documents.
 4. Prior to submittal to Owner's Representative, each shop drawing, product datum, and sample submitted for review shall be stamped, dated, and signed by Contractor, verifying that it has been checked by Contractor to be in accordance with the Contract Documents. Submittals not signed by Contractor will be returned without review by the Owner's Representative.
- E. Miscellaneous systems not specifically specified but installed to meet code requirements or for other reasons are subject to Owner's Representative review prior to installation.

1.3 COORDINATION

- A. Coordinate submittals with performance of construction activities.
- B. Coordinate each submittal with other submittals and related activities that require sequential activities.
- C. Coordinate transmittal of different types of submittals for related parts of the Work to avoid delays in processing when concurrent coordination is required.
1. The Owner's Representative reserve the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.

1.4 PRODUCTS LIST

- A. Within 14 calendar days after execution of the Contract, submit to Owner's Representative a complete list of products as required in each Specification Section.
- B. Tabulate list of products by each Specification Section. Allow space on the tabulated list sheet for Owner's Representative's stamp and Owner's Representative's notation adjacent to each product/item.
 - 1. Name and address of manufacturer.
 - 2. Trade name.
 - 3. Model or catalog designation.
 - 4. Manufacturer's data.
 - a. Performance and test data.
 - b. Reference Standards.

1.5 PROJECT DIRECTORY

- A. After execution of the Contract but prior to commencement of Work, Contractor shall submit to Owner's Representative a Project Directory listing subcontractors and vendors on the Project and giving a brief description of their scope of work, firm name, contact person, address, phone number, and fax number.
- B. Shop drawings shall be drawn to scale and shall be completely dimensioned. Show plan and sections as necessary clearly to show construction detail and methods.
- C. Sheet size shall not exceed the size of the Construction Drawing Set.
- D. Entitle shop drawings with name of the Project and list applicable divisions, sections, article, or reference on each sheet.
- E. Submit separate items on separate sheets.

1.6 DESIGN-BUILD ENGINEERING DESIGN/DRAWINGS

- A. Engineering design/shop drawings shall be furnished in a computer-aided drafting file format, compatible with AutoCAD, or accepted equal. Drawings shall plot at a minimum 1/8" = 1'-0" scale.

1.7 PRODUCT DATA

- A. Manufacturer's standard drawings shall be modified to delete information which is not applicable and shall be supplemented to provide additional information where so required.
- B. Manufacturer's catalog sheets, brochures, diagrams, schedules, performance charts, illustrations, and other standard descriptive data shall:
 - 1. Have each copy clearly marked to identify pertinent materials, products, models, finishes, etc.
 - 2. Show clearly standard options included.
 - 3. Show dimensions and clearances required.
 - 4. Show performance characteristics and capacities.
 - 5. Show wiring diagrams and controls, and show necessary rough-in requirements for utility services and connections, where applicable.
 - 6. Include manufacturer's installation instructions on 8.5-inch-x-11-inch format.
- C. Identify each item of product data by reference to sheet and detail numbers of Contract Drawings and/or specific reference to Sections and Paragraphs of the Specifications.
- D. Where product data, as submitted, contains extraneous information, unmarked options, or is incomplete, it will be returned to Contractor without review.

1.8 SAMPLES

- A. Contractor shall forward to Owner's Representative, at its own expense, samples designated for use on the Project. Include material, equipment, textures, colors, and fabrics in sizes and quantities as required by the Drawings and Specifications or as requested by Owner's Representative. Where there is an expected range of color or texture variations for the specified item, submit sufficient number of samples to illustrate range.

- B. Review of samples is only for general conformance with the design concept of the project and general compliance with information included in the contract documents. Contractor is responsible for correlating and confirming dimensions at the job site, choice of fabrication processes and techniques of construction, coordination of his work with that of other trades and performing the work in a safe and satisfactory manner. The Owner's Representative has not reviewed and is not responsible for substitutions and/or deviations from the contract documents not clearly noted as a substitution by the Contractor and specifically accepted by the Owner's Representative in writing.
- C. Submit and resubmit samples until accepted by Owner's Representative.
- D. No review of a sample shall be taken in itself to change or modify the Contract requirement.
- E. Finishes, materials, and workmanship in the completed Project shall match accepted samples.
- F. Samples of value will be returned to Contractor, when requested in writing at time of submittal, for its use in the Project after review, analysis, comparison, or testing as may be required by Owner's Representative.
- G. No samples shall be incorporated into the Work, unless otherwise specified or specific approval is given by Architect and Owner.

1.9 COLORS

- A. Unless the color and pattern are shown or specified, whenever a choice of color or pattern is available in a specified product, submit accurate color charts and pattern charts to Owner's Representative for review and selection.
- B. Completely describe the relative costs and capabilities of each color and pattern, unless available colors and patterns have identical costs and wearing capabilities.

1.10 OPERATING AND MAINTENANCE MANUALS

- A. Prepare and submit in accordance with Section 01 77 00, "Closeout Procedures."

1.11 FIELD SAMPLES AND MOCK-UPS

- A. Erect at Project site at a location specified and/or as directed by Owner's Representative.
- B. Provide field samples or mock-ups as required by individual Sections.
- C. Size of Area: As specified in individual Section.
- D. Each sample and mock-up shall be complete and finished.
- E. Materials, colors, and textures shall be installed and/or applied to certain on-site trial areas.
- F. Contractor shall adjust materials, colors, and textures in these trial areas until acceptable to the Owner's Representative and approved for final finish.
 - 1. When these representative areas are finished as directed, final review by the Owner's Representative will be given.
 - 2. Construct or prepare as many additional samples or mock-ups required, as directed by Owner's Representative, until desired qualities are obtained.
 - 3. Do not start work represented by field samples or mock-ups until Owner's Representative has accepted the field samples or mock-ups.
 - 4. Accepted samples and mock-ups shall serve as the standard of quality for similar work throughout the Project.
 - 5. Finished work shall match accepted field samples and mock-ups.
- G. Accepted field samples and mock-ups may remain as part of installed Work, unless otherwise specified.

1.12 SUBMITTAL PROCEDURES - SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES

- A. Submit shop drawings, technical literature, mill reports, certificates, material lists, and samples as specified in the Agreement and Specification Sections.
 - 1. Subcontractors shall make submittals to Contractor.

2. Contractor shall make submittals to the Owner's Representative unless otherwise directed. The Owner's Representative will distribute submittals to the Owner's Representative and relevant Consultants. Where submittals are sent to Consultants, a copy will also be sent to the Owner's Representative.
 3. Consultants will return submittals to the Owner's Representative.
 4. The Owner's Representative will return reviewed submittals to the Contractor.
- B. Identification:
1. Properly identify each submittal with name of Project, Contractor, subcontractor, and date.
 2. Accompany each submittal by an acceptable transmittal form referring to Project name and Specifications Section number, and paragraph number, when applicable, for identification of each item.
 3. Consecutively number shop drawings for each Section of work; retain numbering system throughout all revisions.
 4. Allow clear space on each drawing, product datum, and sample for stamp of Contractor and Owner's Representative. Where clear space is not available on samples, submit with tags or stickers attached.
- C. Stamp each shop drawing, product datum, and sample to certify that it has been coordinated and checked for completeness and compliance with requirements of the Work, Project, and Contract Documents.
- D. Architect Review:
1. General:
 - a. Except for finish, color, and other aesthetic matters left to Owner's Representative's decision by Contract Documents, Owner's Representative review of shop drawings, product data, and samples is only for Contractor's convenience in following work and does not relieve Contractor from responsibility for deviations from requirements of Contract Documents.
 - b. Do not construe Owner's Representative review as a complete check or relief from responsibility for errors of any sort in shop drawings or schedules or from necessity of furnishing work required by Contract Documents that may not have been shown on shop drawings.
 - c. Owner's Representative's and Consultant's review of a separate item does not indicate review of complete assembly in which it functions.
 2. Submittals not stamped by Contractor and submittals which, in Owner's Representative's opinion, are incomplete, contain numerous errors, or have not been checked or have only been checked superficially will be returned to Contractor for re-submittal.
 3. Processing:
 - a. Architect will review shop drawings, product data, and samples in accordance with agreed upon "Submittal Schedule" and will return them to Owner with Owner's Representative's stamp.
 - b. Notations by Owner's Representative which increase Contract cost or time of completion shall be brought to Owner's Representative's attention in writing before proceeding with work.
 - c. Each submittal will be stamped indicating appropriate action as specified below.
- E. Copies required in each submittal shall be as follows:
1. Shop Drawings: One electronic copy and three sets of prints, except as otherwise requested.
 2. Product Data: One electronic copy and three hard copies unless otherwise requested.
 3. Samples: Four each, unless otherwise specified under applicable Specification Sections or requested.
- F. Action and Distribution:
1. Typically, Architect will stamp submittals "No Exceptions Taken, Proceed," "Make Corrections Noted, Proceed," "Revise and Resubmit," or "Rejected, See Remarks."
 - a. When stamped "No Exceptions Taken, Proceed," Contractor is advised that fabrication, manufacture, or construction may proceed, provided that it complies with the Contract Documents.
 - b. When stamped "Make Corrections Noted, Proceed," Contractor is advised that fabrication, manufacture, or construction may proceed, provided that it complies with Architect notations and the Contract Documents. Submittal shall not be revised and resubmitted.
 - c. When stamped "Revise and Resubmit," Contractor is advised that no work shall be fabricated, manufactured, or constructed; Contractor shall make a new submission.

- d. When stamped "Rejected," Contractor is advised that no work shall be fabricated, manufactured, or constructed; the submittal is unacceptable, do not proceed with selection.
 2. Owner's Representative will review design-build submittals for general compliance with the design concept of the Project and compliance with the performance specifications and reference drawings provided for bid purposes. The Owner's Representative's review or comments as respects a specific item shall not indicate approval of an assembly of which the item is a component, nor shall it relieve the Contractor of his responsibilities for the means, methods, sequences, or safety of the construction.
 3. Owner's Representative's reviewed submittal will be returned to Owner's Representative for distribution. Returned items will consist of the following:
 - a. For Owner's Representative: One copy of all submittals.
 - b. For Contractor: One reproducible
 - c. Two copies of product data.
 - d. Two samples.
- G. Use of Submittals:
1. Work shall be fabricated, manufactured, or constructed only from submissions stamped by the Owner's Representative with "No Exceptions Taken, Proceed" and "Make Corrections Noted, Proceed" or submissions stamped with similar instructions by Owner's Consultants.
 2. If for any reason Contractor cannot comply with the notations, Contractor shall resubmit submittal.

1.13 REQUESTS FOR INFORMATION (RFI'S)

- A. RFI's shall be submitted by subcontractors to the Contractor who shall then assign the request an RFI number and forward the request on to the Owner's Representative with a copy to the Owner's Representative.
- B. Subcontractors shall submit RFI's to the Owner's Representative only through the General Contractor.
- C. The Contractor shall be responsible for assuring there aren't excessive RFI's by subcontractors.
 1. Subcontractors and/or Contractor shall state their interpretation of the Contract documents or propose their solution for conflict resolution in the RFI.
 2. The Owner's Representative's response to RFI's will confirm a stated interpretation or otherwise interpret the design intent and may include furnishing an alternative conflict resolution.
- D. Form for submittal of an RFI shall be acceptable to the Owner's Representative.
- E. Contractor shall periodically submit to the Owner's Representative a list of RFI's, the date submitted and received, and notation of status.

1.14 FINAL DISTRIBUTION AFTER REVIEW

- A. In addition to required copies of submittals from Contractor, subcontractors, suppliers, and fabricators, Contractor shall make distribution to:
 1. Job site file.
 2. Project Record Documents file.

END OF SECTION