

SECTION 01300

SUBMITTALS

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. Samples.
- G. Manufacturers' instructions.
- H. Manufacturers' certificates.

1.2 RELATED SECTIONS

- A. Section 01400 - Quality Control: Manufacturers' field services and reports.
- B. Section 01700 - Contract Closeout: Contract warranty and manufacturer's certificates closeout submittals.

1.3 SUBMITTAL PROCEDURES

- A. Transmit each submittal with AIA Form G810 or Architect accepted form.
- B. Sequentially number the transmittal forms. Re-submittals are to have original number with an alphabetic suffix.
- C. Identify Project, Contractor, Subcontractor, or supplier; pertinent Drawing 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 Architect at business address. 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 Architect 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 15 days after date of Owner-Contractor Agreement for Architect review.
- B. Revise and resubmit as required.
- C. Submit revised schedules with each Application for Payment, identifying changes since previous version.
- D. Submit a computer-generated horizontal bar chart with separate lines for each major section of work or operation, identifying the 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 the Owner-Contractor Agreement 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. Submit in the form of one reproducible transparency and five opaque reproductions or provide a minimum of six 8½x11 copies to the Architects Office. A minimum of two will be returned.
- B. After review, reproduce and distribute in accordance with Article on Procedures above and for Record Documents described in Section 01700 - Contract Closeout.
- C. Allow 7 working days for Architect to review submittal. Allow additional 7 working days if the Architect will be forwarding submittal to his consultant for review. Submittal should be far enough in advance to allow for this and any re-submittal and review which may be required without delay of project.

1.7 PRODUCT DATA

- A. Submit the number of copies which the Contractor requires, plus three copies which will be retained by the Architect.
- B. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information unique to this Project.
- C. Flag any products that are substitutions or otherwise different from that specified.

- 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 SAMPLES

- A. Submit samples to illustrate functional and aesthetic characteristics of the Product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
- B. Submit samples of finishes from the full range of manufacturers' standard colors, or in custom colors selected if so specified, textures, and patterns for Architect's selection.
- C. Include identification on each sample, with full Project information. If a specified product is found marked in documentation (i.e. floor tile marked F-3 in Finish Schedule), mark sample with schedule mark.
- D. Submit the number of samples specified in individual specification (no less than 3) Sections; one of which will be retained by Architect.
- E. Reviewed samples which may be used in the Work are indicated in individual specification Sections.
- F. Flag any products that are substitutions or otherwise different from that specified

1.9 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 manufacturers' instructions and Contract Documents.

1.10 MANUFACTURER'S CERTIFICATES

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

1.11 LONG LEAD ITEMS

- A. All long lead items will be identified at the Pre-Construction Conference. These items will be flagged and expedited by all parties.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

END OF SECTION 01300