

SECTION 01 33 00  
SUBMITTAL PROCEDURES

PART 1 GENERAL

1.1 SUMMARY

- A. Section Includes.
  - 1. Submittal procedures.
  - 2. Product data.
  - 3. Shop drawings.
  - 4. Samples.
  - 5. Design data.
  - 6. Test reports.
  - 7. Certificates.
  - 8. Manufacturer's instructions.
  - 9. Manufacturer's field reports.
  - 10. Construction progress schedules.
  - 11. Proposed products list.
  - 12. Erection drawings.
  - 13. Construction photographs.

1.2 SUBMITTAL PROCEDURES

- A. Submit number of copies Contractor requires, plus two copies Engineer will retain.
- B. Deliver to Engineer at business address.
- C. For each submittal for review, allow 15 days excluding delivery time to and from Contractor.
- D. Transmit each submittal with Engineer accepted form.
- E. Sequentially number transmittal forms. Mark revised submittals with original number and sequential alphabetic suffix.
- F. Identify Project, Contractor, subcontractor and supplier, pertinent drawing and detail number, and specification Section number appropriate to submittal.
- G. Apply Contractor's stamp signed or initialed certifying that review, approval, verification of products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with requirements of the Work and Contract Documents.
- H. Schedule submittals to expedite Project. Coordinate submission of related items.
- I. Identify variations from Contract Documents and product or system limitations which may be detrimental to successful performance of completed Work.
- J. Allow space on submittals for Contractor and Engineer review stamps.
- K. When revised for resubmission, identify changes made since previous submission.
- L. Distribute copies of reviewed submittals as appropriate. Instruct parties to promptly report inability to comply with requirements.
- M. Submittals not requested will not be recognized or processed.

### 1.3 PRODUCT DATA

- A. Product Data: Submit to Engineer for review for limited purpose of checking for conformance with information given and design concept expressed in Contract Documents.
- B. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information specific to this Project.
- C. Indicate product utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.

### 1.4 SHOP DRAWINGS

- A. Shop Drawings: Submit to Engineer for review for limited purpose of checking for conformance with information given and design concept expressed in Contract Documents.
- B. Indicate special utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
- C. When required by individual specification sections, provide shop drawings signed and sealed by professional engineer responsible for designing components shown on shop drawings.
  - 1. Include signed and sealed calculations to support design.
  - 2. Submit drawings and calculations in form suitable for submission to and approval by authorities having jurisdiction.
  - 3. Make revisions and provide additional information when required by authorities having jurisdiction.
- D. Submit number of copies described in SUBMITTAL PROCEDURES article.

### 1.5 SAMPLES

- A. Samples: Submit to Engineer for review for limited purpose of checking for conformance with information given and design concept expressed in Contract Documents.
- B. Submit number of samples specified in individual specification sections; Engineer will retain one sample.
- C. Samples For Selection as Specified in Product Sections:
  - 1. Submit to Engineer for aesthetic, color, or finish selection.
  - 2. Submit samples of finishes from full range of manufacturers' standard colors, in custom colors selected, textures, and patterns for Engineer selection.
- D. Submit samples to illustrate functional and aesthetic characteristics of Products with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
- E. Include identification on each sample with full Project information.
- F. Reviewed samples which may be used in the Work are indicated in individual specification sections.

- G. Samples will not be used for testing purposes unless specifically stated in specification section.
- H. After review, produce duplicates and distribute in accordance with SUBMITTAL PROCEDURES article and for record documents purposes described in Section 01 70 00 - Execution and Closeout Requirements.

#### 1.6 DESIGN DATA

- A. Submit for Engineer's knowledge as contract administrator or for Owner.
- B. Submit for information for limited purpose of assessing conformance with information given and design concept expressed in Contract Documents.

#### 1.7 TEST REPORTS

- A. Submit for Engineer's knowledge as contract administrator or for Owner.
- B. Submit test reports for information for limited purpose of assessing conformance with information given and design concept expressed in Contract Documents.

#### 1.8 CERTIFICATES

- A. When specified in individual specification Sections, submit certification by manufacturer, installation/application subcontractor, or Contractor to Engineer.
- 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.

#### 1.9 MANUFACTURER'S INSTRUCTIONS

- A. When specified in individual specification Sections, submit printed instructions for delivery, storage, assembly, installation, startup, adjusting, and finishing to Engineer for delivery to Owner.
- B. Indicate special procedures, perimeter conditions requiring special attention, and special environmental criteria required for application or installation.

#### 1.10 MANUFACTURER'S FIELD REPORTS

- A. Submit reports for Engineer's knowledge as contract administrator or for Owner.
- B. Submit report within 72 hours of observation to Engineer for information.
- C. Submit for information for limited purpose of assessing conformance with information given and design concept expressed in Contract Documents.

#### 1.11 CONSTRUCTION PROGRESS SCHEDULES

- A. Submit initial schedules within 15 days after date established in Notice to Proceed. After review, resubmit required revised data within 10 days.

- B. Submit revised Progress Schedules with each Progress Meeting or Application for Payment, but not less than monthly.
- C. Distribute copies of reviewed schedules to Project site file, subcontractors, suppliers, and other concerned parties.
- D. Instruct recipients to promptly report, in writing, problems anticipated by projections indicated in schedules.
- E. Submit computer generated Gantt chart with separate line for each major portion of Work or operation, identifying first work day of each week.
- F. Show complete sequence of construction by activity, identifying Work of separate stages and other logically grouped activities. Indicate early and late start, early and late finish, float dates, and duration.
- G. Indicate estimated percentage of completion for each item of Work at each submission.
- H. Submit separate schedule of submittal dates for shop drawings, product data, and samples. Indicate dates reviewed submittals will be required from Engineer. Indicate decision dates for selection of finishes.
- I. Indicate delivery dates for Owner furnished products and products identified under Allowances if required.
- J. Revisions To Schedules:
  - 1. Indicate progress of each activity to date of submittal, and projected completion date of each activity.
  - 2. Identify activities modified since previous submittal, major changes in scope, and other identifiable changes.
  - 3. Prepare narrative report to define problem areas, anticipated delays, and impact on Schedule. Report corrective action taken, or proposed, and its effect, including effect of changes on schedules of separate contractors.

#### 1.12 PROPOSED PRODUCTS LIST

- A. Within 15 days after date of Notice to Proceed, submit 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.

#### 1.13 ERECTION DRAWINGS

- A. Submit drawings for Engineer's knowledge as contract administrator or for Owner.
- B. Submit for information for limited purpose of assessing conformance with information given and design concept expressed in Contract Documents.
- C. Data indicating inappropriate or unacceptable Work may be subject to action by Engineer or Owner.

#### 1.14 CONSTRUCTION PHOTOGRAPHS

- A. Provide photographs of site and construction throughout progress of Work produced by an experienced photographer, acceptable to Engineer.

- B. Submit photographs monthly or to show milestones of Work.
- C. Photographs: Two prints; color, glossy; 8 x 10 inch size; mounted on 8-1/2 x 11 inch soft card stock, with left edge binding margin for three-hole punch.
- D. Take three photographs from differing directions for each section of work indicating relative progress of the Work, three days maximum prior to submitting.
- E. Take photographs as evidence of existing project conditions.
- F. Identify each print on front. Identify name of Project, contract number, phase orientation of view, date and time of view, name and address of photographer, and photographer's numbered identification of exposure.
- G. Deliver negatives to Owner with project record documents. Catalog and index negatives in chronological sequence; include typed table of contents.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

END OF SECTION