

SECTION 01300

SUBMITTALS

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Submittal procedures.
- B. Action on submittals.
- C. Shop Drawings.
- D. Product data and warranties.
- E. Samples.
- F. Manufacturers' instructions.
- G. Manufacturers' certificates.
- H. Construction Progress Schedule.
- I. Submittals specified in other documents/sections.

1.02 SUBMITTAL PROCEDURES

- A. Transmit each submittal with Owner Representative's accepted form.
- B. Number each submittal. Number shall consist of the following parts, each separated by a dash:
 - 1. Project Name.
 - 2. Five-digit Specification Section number.
 - 3. Two-digit sequence number starting for each Specification Section with 01 and continuing with 02, 03, etc., for subsequent submittals with the same Specification Section number.
 - 4. Use the fourth part of the number only for resubmittals. For the first resubmittal of a previous submittal, add -R1 to the previous number. For the second resubmittal, change to -R2, and so on.

As an example of the numbering process for Contract Number 1, the third submittal under Section 03300 would be numbered 1-03300-03 and the second resubmittal of this same submittal would be numbered 1-03300-03-R2.

- C. Identify Project, Contractor, Subcontractor, or supplier. Identify 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 Specifications. Stamp shall have the following format:

Approved for Contract Requirements

The Contractor's signature below indicates that this Submittal has been checked with the Drawings, Specifications, and site conditions and found to meet all requirements of same, including dimensions, and that the Contractor's guarantee fully applies to the Product(s) covered.

RE: Project _____

Submittal Number _____

Drawing Sheet Number _____ Detail Number _____

Deviations from Contract Documents? No _____ Yes _____ (letter attached)

By _____

Signature (Contractor)

Contractor's Name _____

- E. Schedule submittals to expedite the Project, and deliver to Owner's Representative at business address. Coordinate submission of related items.
- F. Submit letter which specifically identifies deviations from these Specifications. Identify Product or system limitations which may be detrimental to successful performance of the completed Work.
- G. Provide space for Contractor and Owner Representative's 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.

1.03 ACTION ON SUBMITTALS

- A. Owner Representative's Action: Where action and return is required or requested, Owner's Representative will review each submittal, mark with the action taken, and where possible return within two weeks of receipt. Where submittal must be held for coordination, Contractor will be so advised by Owner's Representative.
- B. Submittals returned with "APPROVED" action indicate that the information submitted was found to be in conformance with the design concept and in compliance with the requirements of the Specifications. The Contractor remains responsible for work-related errors, deviations, and discrepancies in the submittal, but may proceed with performance of the work covered by the submittal.
- C. Submittals returned with "APPROVED AS NOTED" action indicate that the information submitted was found to be in conformance with the design concept and in compliance with the requirements of the Specifications, provided the noted clarifications or corrections are

incorporated in the Work and in the Record Documents. The Contractor remains responsible for work-related errors, deviations, and discrepancies in the submittal, but may proceed with performance of the work covered by the submittal. Resubmission of information is not required.

- D. Submittals returned with "RETURNED FOR CORRECTION" action indicate that:
 - (1) information submitted is at least partially not in conformance with the design concept,
 - (2) information submitted is at least partially not in compliance with the requirements of the Specifications, (3) submittal is incomplete and does not include all items required by the individual Specification Sections, or (4) certifications or computations required by the individual Specification Sections have not been included with the Shop Drawings and Product data. Owner's Representative will note the deficiencies or corrections required, and return the submittal to the Contractor. Performance of the work covered by the submittal shall not proceed until corrected information is submitted and approved.
- E. Submittals returned with "NOT AS SPECIFIED" action indicate that the Owner's Representative interprets the information submitted to be not in conformance with the design concept or not in compliance with the Specifications. This action may also indicate non-compliance with the Contractor's responsibility to review information and submit notification of deviations and discrepancies for the Owner Representative's review. Performance of the work shall not proceed until new information is submitted and approved.
- F. Review Action does not establish submitted information as an authorization to deviate from the Specifications.
- G. For all re-submittals except the first, Owner's Representative and Owner Representative's consultant(s) will record manhours required for review of the re-submittal. At the discretion of the Owner's Representative, Contractor may be charged for review of such repeat re-submittals at Owner Representative's and Owner consultant's current hourly rates.

1.04 SHOP DRAWINGS

- A. Submit the number of opaque reproductions which Contractor requires, plus two copies which will be retained by Owner's Representative.
- B. After review, distribute in accordance with Article on "Submittal Procedures" above.

1.05 SAMPLES

- A. Submit samples of Products if required by the individual specifications or as requested by Owner's Representative.

1.06 PRODUCT DATA AND WARRANTIES

- A. Submit the number of copies which the Contractor requires, plus two copies which will be retained by the Owner's Representative.

- 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. Submit sample warranty certificates, if any, in quantities specified under paragraph A.
- D. After review, distribute in accordance with Article on "Submittal Procedures" above.

1.07 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 these Specifications.

1.08 MANUFACTURER'S CERTIFICATES

- A. When specified in individual Specification Sections, submit manufacturers' certificate to Owner's Representative for review, in quantities specified for Product data.
- B. Indicate Product conforms to or exceeds specified requirements. Submit supporting computations, 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 Owner's Representative.
- D. When required by individual Specification Sections, include computations signed and sealed (or stamped) by a registered Professional Engineer.

PART 2 - PRODUCTS

NOT APPLICABLE TO THIS SECTION

PART 3 - EXECUTION

NOT APPLICABLE TO THIS SECTION

END OF SECTION