

## **Part 1 General**

### **1.1 RELATED SECTIONS**

- .1 Section 01 78 00 – Closeout Submittals.

### **1.2 ADMINISTRATIVE**

- .1 Submit to Contract Administrator for review. Submit with reasonable promptness and in orderly sequence so as not to cause delay in work. Failure to submit in ample time is not considered sufficient reason for an extension of contract time and no claim for extension by reason of such default will be allowed. Work affected by submittals to proceed only after review is complete.
- .2 Review submittals prior to submission to Contract Administrator. Stamp and sign submittals certifying review of submission. This review represents that necessary requirements have been checked and coordinated with requirements of work and contract documents. Submittals not stamped, signed, dated and identified as to specific project will be returned without being examined and considered rejected.
- .3 Notify Contract Administrator, in writing at time of submission, identifying deviations from requirements of contract documents stating reasons for deviations.
- .4 Verify field measurements and affected adjacent work is coordinated.
- .5 Contractor's responsibility for errors and omissions in submission is not relieved by Contract Administrator's review of submittals.
- .6 Contractor's responsibility for deviation in submission from requirements of Contract Documents is not relieved by Contract Administrator review.
- .7 Keep one reviewed copy of each submission on site.

### **1.3 SHOP DRAWINGS AND PRODUCT DATA**

- .1 Term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data provided by Contractor to illustrate details of portion of work.
- .2 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been coordinated, regardless of section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.

- .3 Submit 1 electronic copy (pdf) of all shop drawings.
- .4 Submit 1 electronic copy (pdf) of product data sheets or brochures for requirements requested in Project Manual Sections and as requested by Contract Administrator where shop drawings will not be prepared due to standardized manufacture of product.
- .5 Adjustments made on shop drawings by Contract Administrator are not intended to change contract price. If adjustments affect value of work, state such in writing to Contract Administrator prior to proceeding with work.
- .6 Make changes in shop drawings as Contract Administrator may require, consistent with contract documents. When resubmitting, notify Contract Administrator in writing of any revisions other than those requested.
- .7 Accompany submissions with transmittal letter, containing:
  - .1 Date.
  - .2 Project title and number.
  - .3 Contractor's name and address.
  - .4 Identification and quantity of each shop drawing, product data and sample.
  - .5 Other pertinent data.
- .8 Submissions to include:
  - .1 Date and revision dates.
  - .2 Project title and number.
  - .3 Name and address of Subcontractor, Supplier, Manufacturer.
  - .4 Contractor's stamp, signed by Contractor's authorized representative certifying approval of submissions, verification of field measurements and compliance with contract documents.
  - .5 Details of appropriate portions of work as applicable:
    - .1 Fabrication.
    - .2 Layout, showing dimensions, including identified field dimensions, and clearances, relation to adjacent structure or materials.
    - .3 Setting or erection details.
    - .4 Capacities.
    - .5 Performance characteristics.
    - .6 Standards.
    - .7 Operating weight.
    - .8 Wiring diagrams.
    - .9 Single line and schematic diagrams.
- .9 After Contract Administrator's review, distribute copies to subtrades as required.
- .10 Supplement standard information to provide details applicable to project.

- .11 If upon review by Contract Administrator, no errors or omissions are discovered or if only minor corrections are made, copy will be returned and fabrication and installation of work may proceed. If shop drawings are rejected, noted copy will be returned and resubmission of corrected shop drawings, through same procedure indicated above, must be performed before fabrication and installation of work may proceed.

#### **1.4 SAMPLES**

- .1 Submit samples for review as requested in respective specification Sections. Label samples with origin and intended use.
- .2 Notify Contract Administrator in writing, at time of submission of deviations in samples from requirements of contract documents.
- .3 Reviewed and accepted samples will become standard of workmanship and materials against which installed work will be verified.

#### **Part 2 Products**

#### **Part 3 Execution**

END OF SECTION