

## SECTION 01 33 00 - SUBMITTALS

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. This Section specifies administrative and procedural requirements for submittals, including, but not necessarily limited to, the following:
  - 1. Contractor's Construction Schedule.
  - 2. Shop Drawings.

#### 1.2 SUBMITTALS

- A. Bonds and Insurance Certificates shall be submitted to and approved by Owner and Engineer prior to the initiation of any construction on Site.
- B. Permits, Licenses, and Certificates: For Owner's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, and similar documents; correspondence and records established in conjunction with compliance with standards; and regulations bearing upon performance of the Work.

#### 1.3 SUBMITTAL PROCEDURES

- A. Coordination:
  - 1. Coordinate preparation and processing of submittals with performance of construction activities. Transmit each submittal sufficiently in advance of performance of related construction activities to avoid delay.
  - 2. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
  - 3. Coordinate transmittal of different types of submittals for related elements of the Work so processing will not be delayed by the need to review submittals concurrently for coordination.
  - 4. Engineer reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- B. Processing:
  - 1. Allow sufficient review time so that installation shall not be delayed as a result of the time required to process submittals, including time for resubmittals.
  - 2. Engineer will review and return submittals with reasonable promptness, or advise Contractor when a submittal being processed must be delayed for coordination or receipt of additional information by putting the submittal "On Hold" and returning a transmittal identifying the reasons for the delay.
- C. Submittal Preparation:
  - 1. Place a permanent label or title block on each submittal for identification. Indicate the name of the entity that prepared each submittal on the label or title block.

2. Provide a space approximately 4 inches by 5 inches on the label or beside the title block on submittals not originating from Contractor to record Contractor's review and approval markings and the action taken.
3. Include the following information on the label for processing and recording action taken.
  - a. Project name.
  - b. Date.
  - c. Name and address of Engineer.
  - d. Name and address of Contractor.
  - e. Name and address of subcontractor.
  - f. Name and address of supplier.
  - g. Name of manufacturer.
  - h. Number and title of appropriate Specification Section.
  - i. Drawing number and detail references, as appropriate.
4. Any markings done by Contractor shall be done in a color other than red. Red is reserved for Engineer's marking.
5. The number of copies to be submitted will be determined at the pre-construction conference. Reproducibles may be submitted and will be marked and returned to Contractor. Blue or black line prints shall be submitted in sufficient quantity for distribution to Engineer and Owner recipients.

D. Submittal Transmittal:

1. Package each submittal appropriately for shipping and handling. This shall include an index either on the transmittal or within the submittal itself. Transmit each submittal from Contractor to Engineer using a transmittal form. Submittals received from sources other than Contractor will be returned without action. Use separate transmittals for items from different specification sections. Number each submittal consecutively. Resubmittals should have the same number as the original, plus a letter designation for each resubmittal (i.e., 7-A, 7-B, etc.).
2. Indicate on the transmittal relevant information and requests for data. On the form, or separate sheet, record deviations from Contract Document requirements, including minor variations and limitations. Include Contractor's certification that information complies with Contract Document requirements. On resubmittal, all changes shall be clearly identified for ease of review. Resubmittals shall be reviewed for the clearly identified changes only. Any changes not clearly identified will not be reviewed and original submittal shall govern.

#### 1.4 SHOP DRAWINGS

- A. Submit newly prepared information, drawn to accurate scale. Highlight, encircle, or otherwise indicate deviations from the Contract Documents. Do not reproduce Contract Documents or copy standard information as the basis of Shop Drawings. Standard information prepared without specific reference to the Project is not considered Shop Drawings.
- B. Shop Drawings include fabrication and installation drawings, setting diagrams, schedules, patterns, templates, and similar drawings. Include the following information:
  1. Dimensions.
  2. Identification of products and materials included.
  3. Compliance with specified standards.
  4. Notation of coordination requirements.
  5. Notation of dimensions established by field measurement.

- C. Shop Drawings shall indicate shop painting requirements to include type of paint and manufacturer.
- D. Manufacturer's catalog sheets, brochures, diagrams, illustrations, and other standard descriptive data shall be clearly marked to identify pertinent materials, products, or models. Delete information which is not applicable to the Work by striking or cross-hatching.
- E. Measurements given on Shop Drawings or standard catalog sheets, as established from Contract Drawings and as approved by Engineer, shall be followed. When it is necessary to verify field measurements, they shall be checked and established by Contractor. The field measurements so established shall be followed by Contractor and by all affected trades.
- F. Sheet Size: Except for templates, patterns, and similar full-size Drawings, submit Shop Drawings on sheets at least 8-1/2 inches by 11 inches but no larger than 36 inches by 48 inches.
- G. Do not use Shop Drawings without an appropriate final stamp indicating action taken in connection with construction.

#### 1.5 ENGINEER'S ACTION

- A. Except for submittals for record, information or similar purposes, where action and return is required or requested, Engineer will review each submittal, mark to indicate action taken, and return promptly.
  - 1. Compliance with specified characteristics is Contractor's responsibility.
- B. Action Stamp: Engineer will stamp each submittal with a uniform, self-explanatory action stamp. The stamp will be appropriately marked, as follows, to indicate the action taken:
  - 1. Final Unrestricted Release: Where submittals are marked "No Exceptions Taken," that part of the Work covered by the submittal may proceed provided it complies with requirements of the Contract Documents; final acceptance will depend upon that compliance.
  - 2. Final-But-Restricted Release: When submittals are marked "Furnish as Corrected," that part of the Work covered by the submittal may proceed, provided it complies with notation or corrections on the submittal and requirements of the Contract Documents; final acceptance will depend on that compliance.
  - 3. Returned for Resubmittal: When submittal is marked "Rejected" or "Revise and Resubmit," do not proceed with that part of the Work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Revise or prepare a new submittal in accordance with the notations; resubmit without delay. Repeat if necessary to obtain a different action mark.
    - a. Do not permit submittals marked "Rejected" or "Revise and Resubmit" to be used at Site, or elsewhere where Work is in progress.
  - 4. Other Action: Where a submittal is primarily for information or record purposes, special processing or other activity, the submittal will be returned, marked "Acknowledge Receipt."
  - 5. The approval of Engineer shall not relieve Contractor of responsibility for errors on Drawings or submittals as Engineer's checking is intended to cover compliance with Drawings and Specifications and not enter into every detail of the shop work.

PART 2 - PRODUCTS

NOT USED

PART 3 - EXECUTION

NOT USED

END OF SECTION 01330