

## SECTION 01 33 00

### SUBMITTALS

#### PART 1 GENERAL

##### 1.1 SECTION INCLUDES

- A. Submittal procedures.
- B. Proposed Products list.
- C. Product Data.
- D. Shop Drawings.
- E. Samples.
- F. Design data.
- G. Test reports.
- H. Certificates.
- I. Manufacturer's instructions.
- J. Manufacturer's field reports.
- K. Warranties
- L. Erection drawings.

##### 1.2 RELATED SECTIONS

- A. Section 01 40 00 - Quality Control: Manufacturers' field services and reports.
- B. Section 01 77 00 - Contract Closeout: Contract warranties, bonds, manufacturers' certificates, and closeout submittals.

##### 1.3 REFERENCES

- A. AGC (Associated General Contractors of America) publication "The Use of CPM in Construction - A Manual for General Contractors and the Construction Industry".

##### 1.4 GENERAL SUBMITTAL PROCEDURES

- A. Transmit each submittal with AIA Form G810. Or Architect/Engineer accepted form.

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- B. Sequentially number the transmittal form. Revise submittals with original number and a sequential alphabetic suffix.
- C. Identify Project, Contractor, Subcontractor or supplier, pertinent drawing and detail number, and **specification section numbers**, as appropriate.
- D. 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 the requirements of the Work and Contract Documents. **The contractor shall review submittal before submitting to Architect.** Architect will not review submittal until Contractor has shown proof of review. **DO NOT MAKE SEPARATE SUBMITTAL ENTRIES FOR PROJECT DATA, INSTALLATION, SHOP DRAWINGS, ETC. SUBMIT AS ONE ENTRY.**
- E. **Group submittals of like type/by one subcontractor together such as Plumbing submittals, HVAC submittals, Masonry submittals, Structural submittals, etc.** Review of single submittals of like types will be subject to delay until remaining submittals related to that being submitted are received by Architect.
- F. Architect will review submittals and if applicable, forward to consultant(s) for review. When **Construction Manager** uses website-based program, **Construction Manager** to submit applicable submittals to consultant and then route to the Architect. Architect must be final review for all submittals/shop drawings before return to **Construction Manager**. Upon review, Architect or consultant shall stamp each set of submittals indicated review status or required action, if any. This stamp in no way relieves the Contractor of meeting the requirements and/or intent of the specifications. The architect's review of shop drawings and submittals is for intent and general compliance with contract documents. All other criteria are the sole responsibility of the General Contractor and his supplier.
- G. Schedule submittals to expedite the Project and deliver to Architect/Engineer at business address. Coordinate submission of related items.
- H. Where colors and/or patterns are to be selected, or specifications include cash allowances by Architect, request such selections and materials in ample time for procurement.
- I. For each submittal for review, allow 15 days excluding delivery time to and from the Contractor. However, Architect will make every effort to return submittals in a timely manner.
- J. Identify variations from Contract Documents and Product or system limitations which may be detrimental to successful performance of the completed Work.
- K. Provide space for Contractor and Architect/Engineer review stamps on front of submittal, minimum space of **4" x 8" on right hand border**.
- L. When revised for resubmission, identify all changes made since previous submission. Similar procedures are to be followed when resubmitting.

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- M. Distribute copies of reviewed submittals as appropriate. Instruct parties to promptly report any inability to comply with requirements.
- N. Submittals not requested will not be recognized or processed.

## 1.5 ELECTRONIC SUBMITTAL PROCEDURE

- A. **All product data sheets, shop drawings, and miscellaneous submittal information are to be submitted electronically via email, FTP site, website platform, or other acceptable electronic submittal means. Please note that at Architect's discretion for large shop drawing submittals, a hard copy would need to be submitted along with electronic submittal. The architect will advise the contractor of such submittals.**
  - 1. The contractor shall perform initial review and have comments and review stamp included on electronic submittal or shop drawings. **Please note that this is mandatory. Submittals and shop drawings will not be reviewed by Architect until Contractor reviews them and notes any comments or corrections required.**
  - 2. Submit for Architect's review.
  - 3. After review, electronic copy will be sent back to Contractor with any comments and markups, including review stamp status. If comments require re-submittal of all or partial original submittals or shop drawings, correct and resend for final approval or for Architect's record copy.
  - 4. Contractor is to list **specification section numbers** related to each item submitted. This shall include product data and shop drawings.
- B. Items to be included in electronic submittals (As required by each product or item specification section):
  - 1. Product data
  - 2. Shop drawings
  - 3. Design data
  - 4. Test reports
  - 5. Certificates
  - 6. Manufacturer's instructions
  - 7. Warranties
  - 8. Erection drawings
  - 9. Any other information pertinent to a product or item.

## 1.6 PRODUCT DATA

- A. Product Data for Review:
  - 1. Submitted to Architect for review for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents.
  - 2. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article above and for record documents purposes described in Section 01 77 00 - CONTRACT CLOSEOUT.

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- B. Product Data for Information:
  - 1. Submitted electronically for the Architect/Engineer's knowledge as contract administrator or for the Owner.
- C. Product Data for Project Closeout:
  - 1. Submitted for the Owner's benefit during and after project completion.
- D. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information specific to this Project.
- E. Indicate Product utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
- F. After reviewing distribution in accordance with the Submittal Procedures article above and provide copies of record documents described in Section 01 77 00 - CONTRACT CLOSEOUT.

## 1.7 SHOP DRAWINGS

- A. Shop Drawings for Review:
  - 1. Submitted to Architect/Engineer for review for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents.
  - 2. After review, produce copies and distribute in accordance with SUBMITTAL PROCEDURES article above and for record documents purposes described in Section 01 77 00 - CONTRACT CLOSEOUT.
- B. Shop Drawings for Information:
  - 1. Submitted electronically for the Architect/Engineer's knowledge as contract administrator or for the Owner.
- C. Shop Drawings for Project Closeout:
  - 1. Submitted for the Owner's benefit during and after project completion.
- D. Indicate special utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.

## 1.8 SAMPLES

- A. Samples for Review:
  - 1. Submit actual samples to Architect/Engineer for review for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents.
- B. Samples for Information:
  - 1. Submit actual samples for the Architect/Engineer's knowledge as contract administrator or for the Owner.

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C. Samples for Selection:

1. Submitted to Architect/Engineer for aesthetic, color, or finish selection.
2. Submit samples of finishes from the full range of manufacturers' current standard colors, textures, and patterns for Architect/Engineer selection.
3. After review, produce duplicates and distribute them in accordance with SUBMITTAL PROCEDURES article above and for record documents purposes described in Section 01 77 00 - CONTRACT CLOSEOUT.

D. Submit samples to illustrate functional and aesthetic characteristics of the Product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.

E. Include identification on each sample, with full Project information.

F. Submit the number of samples specified in individual specification sections; one of which will be retained by Architect/Engineer.

G. For each job-finished material (i.e. Masonry, Stucco, concrete, paint and other finishes), prepare a sample panel as called for in individual sections. Obtain Architect's approval before installing balance of such work. The Architect may require additional panels or samples. The contractor shall follow the same procedure for Architect's approval. Subsequent work shall be in accordance with the approved sample panels.

H. Reviewed samples which may be used in the Work are indicated in individual specification sections.

I. Samples will not be used for testing purposes unless specifically stated in the specification section.

## 1.9 DESIGN DATA

A. Submit electronically for the Architect/Engineer's knowledge as contract administrator or for the Owner.

B. Submit information for the limited purpose of assessing conformance with information given and the design concept expressed in the contract documents.

## 1.10 TEST REPORTS

A. Submit for the Architect/Engineer's knowledge as contract administrator or for the Owner. All test reports are to immediately be sent to Architect for his/her review.

B. Submit test reports for information for the limited purpose of assessing conformance with information given and the design concept expressed in the contract documents.

### 1.11 CERTIFICATES

- A. When specified in individual specification sections, submit certification by the manufacturer, installation/application Subcontractor, or the Contractor to Architect/Engineer, in quantities specified for Product Data.
- 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 Architect/Engineer.

### 1.12 MANUFACTURER'S INSTRUCTIONS

- A. When specified in individual specification sections, submit printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing, to Architect/Engineer for delivery to Owner in quantities specified for Product Data. A copy of such information will be included in the appropriate section of Close-Out Documents.
- B. Indicate special procedures, perimeter conditions requiring special attention, and special environmental criteria required for application or installation.

### 1.13 MANUFACTURER'S FIELD REPORTS

- A. Submit reports for the Architect/Engineer's benefit as contract administrator or for the Owner.
- B. Submit report within 15 days of observation to Architect/Engineer for information.
- C. Submit information for the limited purpose of assessing conformance with information given and the design concept expressed in the contract documents.

### 1.14 WARRANTIES

- A. Submit product or system warranty for each product submitted on. Warranties shall accompany shop drawings and submittals. The warranty must be at least to a minimum specified in individual sections, but not less than one year from the date of substantial completion. Warranties will also be required as part of record documents. Refer to Section 01 77 00.

### 1.15 ERECTION DRAWINGS

- A. Submit electronic drawings for the Architect/Engineer's benefit as contract administrator or for the Owner.

- B. Submit information for the limited purpose of assessing conformance with information given and the design concept expressed in the contract documents.
- C. Data indicating inappropriate or unacceptable Work may be subject to action by the Architect/Engineer or Owner.

PART 2 PRODUCTS Not Used.

PART 3 EXECUTION Not Used.

END OF SECTION

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