

Master Submittal List

Section	Submittal Group	Description
01 33 23		THIS SECTION APPLIES TO ALL SUBMITTALS IN THE PROJECT SPECIFICATIONS
DIVISION 01		
01 00 00	1	Security Plan
		Duplicate Keys and lock combinations
		Electronic security memorandum
		Phasing plan
		As-built drawings
01 32 16.15	1	Qualification proposal to COR within 10 days of bid acceptance
		Provide all computer-produced time/cost estimates monthly
		Submit 3 blue line copies of interim schedule within 20 days of notice to proceed
		Cost per work activity/event and responsibility code for all activities/events
		Supporting data to project schedule
		Electronic file containing all info needed to produce a schedule
		Submit monthly AIA application and certificate for payment documents
		Submit updated schedule after each monthly schedule meeting
		Within 30 days of VA approval of updated project schedule, submit revised electronic file of activity/event changes
01 33 23	1	Preconstruction Submittals
		Updated Submittal Register
01 35 26	1	Submit the APP to the COR for review 15 days prior to the date of preconstruction conference for acceptance.
		Submit AHAs to the COR at least 15 calendar days prior to the start of each phase.
		Deficiencies in submitted APP will be brought to the COR within 14 days of submittal and contractor shall revise the plan.
		Submit training records to COR for review for compliance with contract requirements 15 calendar days prior to the date of preconstruction conference for acceptance.
01 45 00	1	Interim CQC Plan
	2	CQC Plan
01 45 29	1	Accreditation Requirements
		Written Reports
		Verbal Reports
01 45 35		Perform Special Inspections
01 57 19	1	Environmental Protection Plan
01 74 19	1	Debris Management Plan
		Waste Management Plan
		Monthly summary of construction and demolition debris diversion and disposal

01 81 13	1	Sustainability Action Plan
		Project Materials Cost Data
		Low Pollutant-Emitting Materials Tracking Spreadsheet
		Construction Indoor Air Quality Management Plan
		Products
		Sustainable Construction Progress Report
		Closeout
01 91 00	1	Preliminary Commissioning Plan
		Final Commissioning Plan
		Systems Functional Performance Test Procedure
		Pre-functional Checklists
		Test and Inspection Reports
		Corrective Action Documents
		Preliminary Commissioning Report
		Final Commissioning Report
		Data for Commissioning
DIVISION 02		
02 21 13		Survey Drawings
		Electronic Files
02 41 00	1	Survey Report
		Circuit Trace Report (see Electrical Drawings)
02 82 13.13	1	Proof Contracting License
		List of workers/ training / experience
		List of CPR qualified workers
		Fit tests
		Copy of AHA plan
		Waste handling procedures
		Emergency Action Plan and contingency plan
		Staff organization chart
		Certificate of workers acknowledgement
		Affidavit of medical surveillance and respiratory protection
		Asbestos Hazard Abatement Plan
		Submit Materials and equipment specifications data
		Submit Name, Locations and phone number of approved landfill
		Landfills requirements of ACM waste
		Contact information of subcontractor used
		type of vehicle used for transportation
		Proof of asbestos training for transportation personnel
		Contact information of lab
		Submit qualifications of asbestos abatement company, list of projects, list asbestos regulatory citations
		Submit information on personnel
		Submit copies of state license
		Submit manufacturers technical data for all types of encapsulants
		Submit daily logs
		Certification from the manufacturer indicating compliance with performance requirements for encapsulants when applied according to manufacturer recommendations.

02 82 13.19	1	Proof Contracting License
		List of workers/ training / experience
		List of CPR qualified workers
		Fit tests
		Copy of AHA plan
		Waste handling procedures
		Emergency Action Plan and Contingency Plan
		Submit Design and Layout
		Submit Materials and equipment specifications data
		Submit Name Locations and Phone Number of Approved Landfill
		Landfills requirements of ACM waste
		Contact information of subcontractor used
		Type of vehicle used for transportation
		Proof of asbestos training for transportation personnel
		Contact information of lab
		Submit qualifications of asbestos abatement company, list of projects, list asbestos regulatory citations
		Submit information on personnel
		Submit copies of state license
		Submit manufacturers technical data for all types of encapsulants
Certification from the manufacturer indicating compliance with performance requirements for encapsulants when applied according to manufacturer recommendations.		
02 83 33.13	1	Manufacturer's Literature and Data
		Safety data sheet for each paint removal product
		Installation instructions
		Test Reports: Submit testing laboratory reports
		Certificates: Certify completed training
		Qualifications: Substantiate qualifications comply with specifications
		Qualifications: Paint removal contractor
		Qualifications: Testing laboratory
		Qualifications: Industrial hygienist
		Qualifications: Paint disposal facility
	2	Record Documents: Employee training certification.
	3	Record Documents: Completed and signed hazardous waste manifest from waste transporter.
		Record Documents: Paint disposal facility receipts and disposition reports.
		Record Documents: Certification of medical examinations.
DIVISION 03		
03 30 00	1	Shop Drawings
		Mill Test Reports
		Manufacturer's Certificates
		Testing Agency for Concrete Mix Design
		Test Report for Concrete Mix Designs
		Test reports on splitting tensile strength (Fct) of lightweight concrete

DIVISION 04		
04 05 13	1	Manufacturers Literature and Data
		Test Reports
		Certificates
		Qualifications: Testing Laboratory
		Testing Laboratory
04 20 00	1	Submittal Drawings
		Manufacturers Literature and Data
		Samples
		Test reports
		Certificates
		Delegated Design Drawings and Calculations
		Sample Panels
DIVISION 05		
05 12 00	1	Submittal Drawings
		Test Reports
		Certificates
		Qualifications
		Delegated Design Drawings and Calculations
		Record Surveys
05 50 00	1	Shop Drawings
		Manufacturers Certificates
		Design Calculations for specified live loads including dead loads
		Furnish setting drawings and instructions for installation of anchors to be preset into concrete masonry work
05 51 00	1	Shop Drawings
		Fabrication Qualifications
		Welding Qualifications
DIVISION 06		
06 10 00	1	Sustainable Design Submittals
		Shop Drawings
		Manufacturer's Literature and Data
		Manufacturer's Certificate for unmarked labor
06 16 63	1	Manufacturer's Literature and Data
		Samples
06 20 00	1	Submittal drawings
		Manufacturer's Lit and Data
		Samples
		Sustainable construction submittals
		Certify each product complies comply with specifications
		Substantiate qualifications comply with specifications

DIVISION 07

The following sections are to be submitted concurrently for review: 072200, 072726, 075419, 076000, 077200

07 21 13		Submittal Drawings
		Manufacturer's Literature and Data
		Sustainable Construction Submittals
07 21 19	1	Product Data
		Installer Qualification Data
		Product Test Reports
		Evaluation Report
07 22 00	1	Submittal drawings
		Manufacturer's Literature and Data
		Samples
		Sustainable Construction Submittals
07 54 23	1	Qualifications: Installer
		Submittal Drawings
		Manufacturer's Literature and Data
		Samples
		Sustainable Construction Submittals
		Certificates
		Qualifications
		Field quality control reports
07 60 00	1	Temporary protection plan
		Operation and Maintenance Data
		Shop Drawings
07 72 00	1	Manufacturer's Literature and Data
		Certificates: Indicating compliance with specified finishing requirements
		Manufacturer's data sheets
07 81 00	1	Shop Drawings
		Samples
		Manufacturer's data and lit sheets
		Qualifications
		Testing Lab Accreditations
	2	Certificates
		Miscellaneous
07 84 00	1	Written Approvals
		Field quality control reports
		Sustainable Design Submittals
		Installer qualifications
		Inspector qualifications
		Manufacturers literature, data, and installation instructions
		List of FM, UL, or WH classification number
		Certified laboratory test reports
		Submit certificates from manufacturer
		Manufacturer's Literature and Data
		Sustainable Design Submittals
		Installer qualifications

07 92 00	1	Contractor certification
		Manufacturer's installation instructions
		Cured samples
		Manufacturer's Literature and Data
		Manufacturer warranty
07 95 13	1	Submittal Drawings
		Manufacturer's Literature and Data
		Samples
		Sustainable Construction Submittals
		Qualifications
		Certificates
		Operation and Maintenance Data

DIVISION 08

The following sections are to be submitted concurrently for review: 081113, 081400, 087100, 087113

08 11 13	1	Submittal Drawings
		Manufacturers Literature and Data
		Sustainable Construction Submittals
		Test Reports
		Qualifications
08 14 00	1	Submittal Drawings
		Manufacturer's Literature and Data
		Samples
		Sustainable Construction Submittals
		Test Reports
08 17 10	1	Operation and Maintenance Data
		Submittal Drawings
		Manufacturer's Literature and Data
		Sustainable Construction Submittals
		Certificates
08 31 13	1	Qualifications
		Operation and Maintenance Data
		Submittal Drawings
		Manufacturer's Literature and Data
		Sustainable Construction Submittals
	2	Product Data: Submit manufacturer's product data, & installation instructions.
		Shop Drawings: Submit manufacturer's shop drawings
		Submit manufacturer's standard warranty
		Samples: Submit full-size or partial full-size sample of window
08 71 00	1	Hardware Schedule
		Samples and Manufacturer's literature
		Certificate of Compliance
08 71 13	1	Submittal Drawings
		Manufacturer's Literature and Data
		Sustainable Construction Submittals
		Test Reports
		Qualifications
08 80 00	1	Operation and Maintenance Data
		Sustainable Design Submittals
		Manufacturer's Certificates
		Manufacturer Warranty
		Manufacturer's Literature and Data
		Samples
08 90 00	1	Preconstruction Adhesion and Compatibility Test Report
		Shop Drawings
		Manufacturer's Literature and Data
		Color Samples

DIVISION 09

09 05 16	1	Written approval confirming product compatibility with subfloor material manufacturer and flooring manufacturer
		Product Data
		Test Data
09 22 16	1	Manufacturer's Literature and Data
		Shop Drawings
		Test Results
09 29 00	1	Manufacturer's Literature and Data
		Shop Drawings
		Samples
		Test Results
		Certificates
09 30 13	1	Sustainable Design Submittals
		Samples
		Product Data
		Certification
		Installer Qualifications
09 51 00	1	Submittal Drawings
		Manufacturers Literature and Data
		Samples
		Sustainable Construction Submittals
		Certificates
		Qualifications
09 65 13	1	Operation and Maintenance Data
		Manufacturer's Literature and Data
		Samples
		Sustainable Construction Submittals
09 65 16	1	Operation and Maintenance Data
		Manufacturer's Literature and Data
		Samples
		Sustainable Construction Submittals
		Certificates
09 65 19	1	Qualifications
		Sustainable Design Submittals
		Manufacturer's Literature and Data
		Samples
		Shop Drawings
09 67 23.30	1	Test Reports
		Manufacturer's Literature and Data
		Qualification Data
		Sustainable Submittal
		Samples
		Shop Drawings
		Certifications and Approvals
		Warranty

09 72 16	1	Sustainable Design Submittals
		Samples
		Manufacturer's Certificates
		Manufacturer's Literature and Data
		Tests
09 91 00	1	Sustainable Design Submittals
		Painter Qualifications
		Manufacturer's Literature and Data
		Sample Panels
		Sample of Identity Markers
		Manufacturer's Certificates
09 96 59		Manufacturer's Literature and Data
		Qualification Data: For Installer
		Sustainable Submittal
		Samples
		Shop Drawings
		Certification and Approval
		Warranty
DIVISION 10		
10 11 13	1	Sustainable Design Submittals
		Shop Drawings
		Manufacturer's Literature and Data
		Samples
		Manufacturer's Qualifications
		Interior Sign Samples
		Exterior Sign Samples
		Manufacturer's Literature
		Sign Location Plan
		Shop Drawings
		Full size layout patterns for dimensional letters
		Manufacturer's Qualifications
		Installer's Qualifications
10 21 23	1	Samples
		Shop Drawings
		Manufacturer's Literature and Data
10 25 13	1	Obtain Government approval for all materials and equipment before delivery to the job site
		Sustainable Design Submittals
		Shop Drawings
		Manufacturer's Literature
		Manufacturer's Qualifications
		Product Qualifications
		Service Qualifications
		O & M Manuals
	2	Certifications Comply with Contract Documents
	3	Certifications Properly installed, adjusted and tested in accordance with Manufacturer's instructions.
		Sustainable Design Submittals

10 26 00	1	Shop Drawings
		Manufacturer's Literature and Data
		Test Report
		Manufacturer's Qualifications
		Installers Qualifications
		Manufacturer's Warranty
10 28 00	1	Submittal Drawings
		Manufacturer's Literature and Data
		Samples
		Certificates
		Qualifications
		Operation and Maintenance Data
10 44 13	1	Manufacturer's Literature and Data
DIVISION 11		
11 05 12	1	Shop Drawings
		Manuals
		Certification
11 73 00	1	Shop Drawings
		Certificates of Compliance
		Manufacturer's Literature and Data
		Room Layouts
		Manufacturer's Checklist
DIVISION 12		
12 22 16		Manufacturer's Literature and Data
12 24 00	1	Samples
		Manufacturer's Literature and Data
		Shop Drawings
		Fire Testing
		Manufacturer's Warranty
12 32 00	1	Manufacturer's Literature and Data
		Samples
		Shop Drawings
		Certification
12 36 00	1	Shop Drawings
		Samples
DIVISION 13		
13 05 41	1	Coordinated set of equipment anchorage drawings prior to installation
		Coordinated set of bracing drawings for seismic protection of piping prior to installation
		Bracing drawings for seismic protection of suspended ductwork and suspended electrical and communication cables
		Design Calculations
		ICBC Evaluation Reports
DIVISION 21		
21 13 13	1	Qualifications
		Working Drawings
		Manufacturer's Data Sheets
		Calculation sheets

		Valve Charts
		Final Documentation Submittals

DIVISION 22

22 05 11	1	All Parts A thru F
		Manufacturer's Literature and Data
		Submittals and shop drawings
		Coordination Drawings
		Maintenance Data and Operating Instructions
		Completed System Readiness Checklist
		Submit training plans, trainer qualifications and instructor qualifications
	4	As-Built Documentation -
		Drawing Red Lines
		Final Testing Certifications
		O&M Manuals For All Sections Submitted Together
22 05 12	1	Shop Drawings
		Operating and Maintenance Manuals
	3	Certification
	4	O&M Manuals See 22 05 11
22 05 19	1	Manufacturer's Literature And Data
		Shop Drawings
	4	As Built Documents
		Valve Charts
		O&M Manuals See 22 05 11
22 05 23	1	Manufacturer's Literature And Data
	4	O&M Manuals
		Completed System Readiness Checklist
22 07 11	1	Manufacturer's Literature And Data
		Shop Drawings
	2	Samples
		Completed System Readiness Checklist
22 08 00		See Section 01 91 00 For Commissioning Requirements
22 11 00	1	Manufacturer's Literature And DATA For:
		All Part 2 Products
	4	As-Built Documentation - See 22 05 11
		O&M Manuals See 22 05 11
22 11 23	1	Manufacturer's Literature And Data
		Coordination Drawings
	2	Certified Shop And Field Test Results
	3	System Readiness Checklist For Commissioning
		Training Plans
	4	O&M Manuals See 22 05 11
		Submit training plans and instructor qualifications
22 13 00	1	Manufacturer's Literature Aand Data
		Detailed Shop Drawing

22 40 00	1	Manufacturer's Literature And Data
		Operating Instructions
		Completed System Readiness Checklist
		Submit training plans and instructor qualifications
22 62 00	1	Manufacturer's Literature and Data
		Station Inlets
		Certification
		A notarized affidavit
		Completed System Readiness Checklist
		Submit training plans and instructor qualifications
22 63 00	1	Manufacturer's Literature And Data
		Station outlets
		Submit training plans and instructor qualifications
		Completed System Readiness Checklist
	4	Certifications
		As-Built Documentation - See 22 05 11
		O&M Manuals See 22 05 11
DIVISION 23		
23 05 11	1	All Parts 1.4 A thru F
	1	Coordination/Shop Drawings
	2	Manufacturer's Literature And Data
		Rigging Plan
		Provide copies of approved HVAC equipment submittals
		Completed System Readiness Checklist
		Submit training plans and instructor qualifications
5	O&M Manuals For All Sections Submitted Together	
23 05 12	1	Shop Drawings
		Manufacturer's Literature And Data
		Certification
		O&M manuals
		Completed System Readiness Checklist
23 05 41	1	Manufacturer's Literature And Data
		Load calculations
		Seismic Requirements
23 05 93	1	Names And Qualifications
		submit one complete set of applicable AABC or NEBB publications
	2	Design Review Report
	3	Duct Leakage Report
	4	System Readiness Report
	5	Final Tab Report
		Vibration Test Report
		Sound Test Report
		Completed T&B report
23 07 11	1	Shop Drawings
		Samples
23 08 00	1	Commissioning related submittals
		Manufacturer's Literature and Data

23 09 23	1	Product Certificates
		Licenses
		As Built Control Drawings
		O&M Manuals
		Performance Report Prior to Final Inspection

23 21 13	1	Manufacturer's Literature and Data
		Welder's Qualifications
		Coordination Drawings
		As-Built Piping Diagrams
		Complete O&M manuals
		Completed System Readiness Checklist
		Submit training plans and instructor qualifications
23 21 23	1	Manufacturer's Literature and Data
		Characteristics Curves
		Complete O&M manuals
23 22 13	1	Manufacturer's Literature and Data
		Coordination Drawings
		As-Built Piping Diagrams
		Complete O&M manuals
23 22 23		Completed System Readiness Checklist
		Steam Condensate Pumps (note: no spec section)
23 23 00	1	Shop Drawings
		Certification
		Design Manual
23 25 00	1	Manufacturer's Literature and Data
		Water Analysis
		MSDS Sheets
		O&M Manuals
23 31 00	1	Manufacturer's Literature And Data
		Coordination drawings
23 34 00	1	Manufacturer's Literature and Data
		Certified Sound Power Levels
		Motor rating types
		Roof Curbs
		Belt Guards
		O&M Manuals
23 36 00	1	Certified Fan Performance Curves
		Manufacturer's Literature and Data
		Samples
		Certificates
23 37 00	1	O&M Manuals
		Manufacturer's Literature And Data
23 40 00	1	Coordination Drawings
		Manufacturer's Literature and Data
		Air Filter performance reports
		Suppliers Warranty
		Field Test Results for HEPA

23 73 00	1	Manufacturer's Literature and Data
		Maintenance and Operating Manuals
		Written Test Procedures
		Shipping Information
23 74 33	1	Manufacturer's Lit and Data
		Maintenance and Operating Manuals
		Written Test Procedures
		Shipping Information
23 81 00	1	Manufacturer's Literature and Data
		Certification
		Performance Rating
		Operating and Maintenance Manuals
		Completed System Readiness Checklists
23 82 16	1	Manufacturer's Literature and Data
		Installation, Operating & Maintenance Instructions
		Certification Compliance
		Completed Systems Readiness Checklists
DIVISION 26		
26 05 11	1	General Requirements
		Part 1.12 A thru E
		O&M Manuals
		Samples
26 05 19	1	Shop Drawings and Product Data
	2	Certifications
26 05 26	1	Shop Drawings
	2	Field Test Reports
		Certifications
26 05 33	1	Shop Drawings
	2	Certifications
26 05 73	1	Product Data - Software
	2	Completed study
		Certifications
26 08 00	1	Commissioning Submittal List Requirements
26 09 23	1	Shop Drawings and Product Data
	2	Manuals
	3	Certifications
26 24 16	1	Shop Drawings
		Manuals
		Certifications
26 27 26	1	Shop Drawings
	2	Manuals
	3	Certifications
26 29 11	1	Shop Drawings
		Manuals
		Certifications
26 29 21	1	Shop Drawings
	2	Manuals

	3	Certifications
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26 33 53	1	Shop Drawings and Product Data
		Seismic Certification
	2	O&M Manuals
		Certifications
Test Reports		
26 51 00	1	Shop Drawings
	2	Manuals
	3	Certifications
Division 27		
27 05 11	1	Parts List
		Manufacturer Product Information
		Source Quality Control
		Installer Qualifications
		Delegated Design submittals
		Equipment Anchors and Support
		Test Equipment List
		Submittal Drawings
		Sustainable design submittals
	2	Test reports
3	Closeout submittals	
	Maintenance Material Submittals	
27 05 26	1	Plan indicating locations
	2	Test Reports
		Certifications
27 05 33	1	09 90 00 Requirements
	2	Pre-Functional Checklists
27 08 00	1	Commissioning Agent Submittal Requirements
	2	Submit training agendas and trainer resumes
27 10 00	1	27 05 11 Requirements
		Certifications
		Shop Drawings and Product Data
	2	Closeout Submittals
27 11 00	1	27 05 11 Requirements
		Written certification
		Identify specifications and requirements
		Power
		Conduit size requirements
	Closeout submittals	
27 15 00	1	27 05 11 Requirements with pictorial layout and list of test equipment
		Certifications
	2	Closeout submittals

27 52 23	1	Drawings and Product Data
		Interconnection Methods
		Equipment Technical Literature
		System Engineering Drawings
		System Survey
	2	O&M Manuals
		As-Built
DIVISION 28		
28 05 00	1	Parts 1.6 A thru E
		Group I Technical Data Package
		Group II Technical Data Package
		Group III Technical Data Package
		Group IV Technical Data Package
		Group V Technical Data Package
		FIPS 201 Compliance Certificates
		Approvals
		Completed System Readiness Checklist
28 05 13	1	Manufacturer's Literature and Data
		Shop Drawings
		Wiring Diagrams
		Cable Administration Drawings
		Project Planning Documents
	2	Certificates
		Maintenance Data
28 05 28.33		Shop Drawings
		Certification
		Completed System Readiness Checklists
		Product Data
		Shop Drawings
		Coordination Drawings
		Manufacturer Seismic Qualification Certification
		Source quality-control test reports
28 08 00	1	Commissioning Agent Submittal Requirements
28 13 00	1	Refer to 28 05 00 COMMON WORK RESULTS FOR ELECTRONIC SAFETY AND SECURITY, Part 1
28 16 00	1	Refer to 28 05 00 COMMON WORK RESULTS FOR ELECTRONIC SAFETY AND SECURITY, Part 1
28 23 00	1	Certificates of Compliance
		Pre-installation and As-Built Design Package
		Manufacturer Security System Cut Sheets
		Certification of Underwriter's Laboratories
	2	Systems Readiness Checklists
28 31 00	1	Drawings
	2	Manuals
	3	Certifications
DIVISION 31		
		Rock Excavation Report

31 20 00	1	Furnish to COR (Personnel resumes, Soil samples & Procedure/Location for disposal of unused material)
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DIVISION 32

32 05 23	1	Submittal Drawings
		Manufacturer's Literature and Data
		Samples
		Test Reports
		Certificates
		Qualifications
		Concrete Mix Design
		Select subbase job mix design
		Proposed hot and cold weather concreting methods
		Land surveyor's construction staking notes, before placing concrete
32 31 40	1	Submittal Drawings
		Manufacturer's Literature and Data
		Certificates
		Qualifications

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