

SECTION 01300

SUBMITTALS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Submittal procedures for:
1. Schedule of Values
 2. Construction Schedules
 3. Shop Drawings, Product Data, and Samples
 4. Operations and Maintenance Data
 5. Manufacturer's Certificates
 6. Construction Photographs
 7. Project Record Documents
 8. Design Mixes
 9. Video Tapes or DVD's
 10. And all other submittals the owner deems necessary.

1.02 SUBMITTAL PROCEDURES

- A. Scheduling and Handling
1. Schedule submittals well in advance of the need for the material or equipment for construction. Allow time to make delivery of material or equipment after submittal is approved.
 2. Develop a submittal schedule that allows sufficient time for initial review, correction, resubmission and final review of all submittals. The Owner Representative will review and return submittals to the Contractor as expeditiously as possible but the amount of time required for review will vary depending on the complexity and quantity of data submitted. In no case will a submittal schedule be acceptable which allows less than 30 days for initial review by the Owner Representative. This time for review shall in no way be justification for delays or additional compensation to the Contractor.

3. The Owner Representative's review of submittals covers only general conformity to the Drawings, Specifications and dimensions which affect the layout. The Contractor is responsible for quantity determination. No quantities will be verified by the Owner Representative. The Contractor is responsible for any errors, omissions or deviations from the Contract requirements; review of submittals in no way relieves the Contractor from his obligation to furnish required items according to the Drawings and Specifications.
4. Submit 6 copies of documents unless otherwise specified in the following paragraphs or in the Specifications.
5. Revise and resubmit submittals as required. Identify all changes made since previous submittal.
6. The Contractor shall assume the risk for material or equipment which is fabricated or delivered prior to approval. No material or equipment shall be incorporated into the Work or included in periodic progress payments until approval has been obtained in the specified manner.

B. Transmittal Form and Numbering

1. Transmit each submittal to the Owner Representative with a transmittal form.
2. Sequentially number each transmittal form beginning with the number 1. Resubmittals shall use the original number with an alphabetic suffix (i.e., 2A for first resubmittal of Submittal 2 or 15C for third resubmittal of Submittal 15). Each submittal shall only contain one type of work, material, or equipment. Mixed submittals will not be accepted.
3. Identify variations from requirements of Contract Documents and identify product or system limitations.
4. For submittal numbering of video tapes or DVD's, coordinate with the Owner Representative.

C. Contractor's Certification

1. Each submittal shall contain a statement or stamp signed and dated by the Contractor, certifying that the items have been reviewed in detail and are correct and in accordance with Contract Documents, except as noted by any requested variance.

1.03 SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES

A. Shop Drawings

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1. Submit shop drawings for review as required by the Specifications.
 2. Contractor's Certification, as described in paragraph 1.02C, shall be placed on each drawing.
 3. The drawings shall accurately and distinctly present the following:
 - a. Field and erection dimensions clearly identified as such
 - b. Arrangement and section views
 - c. Relation to adjacent materials or structure including complete information for making connections between work under this Contract and work under other contracts
 - d. Kinds of materials and finishes
 - e. Parts list and descriptions
 - f. Assembly drawings of equipment components and accessories showing their respective positions and relationships to the complete equipment package
 - g. Where necessary for clarity, identify details by reference to drawing sheet and detail numbers, schedule or room numbers as shown on the Contract Drawings.
 4. Drawings shall be to scale, and shall be a true representation of the specific equipment or item to be furnished.
- B. Product Data
1. Submit product data for review as required in Specification sections.
 2. Contractor's Certification, as described in paragraph 1.02C, shall be placed on each data item submitted.
 3. Mark each copy to identify applicable products, models, options to be used in this Project. Supplement manufacturers' standard data to provide information unique to this Project, where required by the Specifications.
 4. For products specified only by reference standard, give manufacturers, trade name, model or catalog designation and applicable reference standard.
 5. For products proposed as alternates to "approved" products, as described in Section 01630 - Product Options and Substitutions, provide all information

required to demonstrate the proposed products meet the level of quality and performance criteria of the "approved product".

C. Samples

1. Submit samples for review as required by the Specifications.
2. Contractor's Certification, as described in paragraph 1.02C, shall be placed on each sample or a firmly attached sheet of paper.
3. Submit the number of samples specified in Specifications; one of which will be retained by the Owner's Representative.
4. Reviewed samples which may be used in the Work are identified in Specifications.

1.04 MANUFACTURER'S CERTIFICATES

- A. When specified in Specification sections, submit manufacturers' certificate of compliance for review by Owner's Representative.
- B. Contractor's Certification, as described in paragraph 1.02C, shall be placed on front page of the certificate.
- C. Submit supporting reference data, affidavits, and certifications as appropriate.
- D. Certificates may be recent or previous test results on material or product, but must be acceptable to Owner's Representative.

1.05 DESIGN MIXES

- A. When specified in Specifications, submit design mixes for review.
- B. Contractor's Certification as described in paragraph 1.02C, shall be placed on front page of each design mix.
- C. Mark each design mix to identify proportions, gradations, and additives for each class and type of design mix submitted. Include applicable test results on samples for each mix.
- D. Maintain a copy of approved design mixes at mixing plant.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION