

PART 1 - GENERAL

1.1 Summary

- A. Items requiring shop drawings, product data, and samples are specified in the individual sections. Submission of shop drawings, product data, and samples is required only where submittals are specifically required.
- B. Unspecified submittals will not be reviewed by the Owner. Subcontractor's drawings, setting diagrams and similar information required by the Contractor for coordination shall remain between the Contractor and his/her subcontractors, and will not be reviewed by the Owner.

1.2 Shop Drawings

- A. Present shop drawing information in a clear and thorough manner. Identify details by reference to drawing and detail, schedule shown or specified.
- B. The Contractor is responsible for shop drawing accuracy.

1.3 Product Data

- A. Clearly mark each copy to identify pertinent products or methods. Show performance characteristics, capabilities, dimensions, and clearances required diagrams and controls.
- B. Modify manufacturer's standard schematic drawings and diagrams to delete information which is not applicable to the work.
- C. Supplement standard information to provide information especially applicable to the work.

1.4 Samples

- A. Samples shall be of sufficient size and quality to clearly illustrate functional characteristics of product, with integrally related parts and attachment devices.

1.5 Contractor's Responsibilities

- A. Review, mark up as appropriate, and stamp Shop Drawings, product data, and samples prior to submission
- B. Determine and verify field measurements, field construction criteria, catalogue numbers and similar data, and conformance with the requirements of the Contract Documents.
- C. Coordinate each submittal with requirements of the work and contract documents.
- D. Notify Owner in writing at time of submittal of any deviation from the requirements of the Contract Documents.
- E. Contractor shall not begin fabrication or work prior to return of approved submittals.

1.6 Submission Requirements

- A. Make submittals promptly in accordance with approved schedule and such manner as to cause no delay in the work.

- B. Shop Drawings: Submit two opaque reproductions which will be used for checking, and which will not be returned. Resubmit as required until final action by the Owner.
- C. Product Data: unless otherwise noted in the individual sections, submit two copies of product data to the Owner, which will not be returned.
- D. Samples: Submit as required in the individual sections.

1.7 Submittals shall contain:

- A. Date of submission and dates of previous submissions. Identify any revisions on any resubmittal.
- B. Project Title, Contract Identification, Name of Contractor and Subcontractor, Supplier and Manufacturer
- C. Relation of adjacent and or critical features of the work
- D. Applicable standards, e.g. ASTM, etc.
- E. Applicable Section number

1.8 Submittal Schedule

- A. Clearly Time of submission of shop drawings, product data, and samples by the Contractor and their processing and return by the Owner is a matter that must be jointly agreed to by both parties in order that items covered by required submittals will be available when needed by the construction process and so that each party can plan their workload in an orderly manner.
- B. Contractor shall prepare a submittal register, coordinated with the progress schedule and submit to the Owner 15 days prior to submission of the first submittals or simultaneously with the progress schedule, whichever is earlier. No submittals will be processed before a submittal register is reviewed by the Owner.
- C. The contractor shall first determine from the progress schedule when the particular item is needed for installation. Contractor shall work backwards from this moment and include time required for submittal review, ordering, fabrication, and shipment.
- D. The intent is to adjust the schedule to produce an orderly, even workload, without peak loads if possible and to meet the needs of the construction process. After the schedule is completed the contractor will provide copies to the owner at contractor's expense.

END OF SECTION 01335