

SECTION 01300

SUBMITTALS

PART 1 GENERAL

1.1 RELATED SECTIONS

- A. Section 01730 - Operation and Maintenance Data

1.2 NUMBER OF SUBMITTALS

- A. The Contractor shall submit .pdf file of all shop drawings.
- B. When approved, the Contractor shall submit 2 paper copies of all Shop Drawings and 2 final .pdf versions on disk.
- C. The Contractor shall submit 2 copies of all Draft O&M Manuals and when approved, shall submit 6 copies of the final documents, and one final .pdf version on disk.

1.3 SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES

- A. General
 - 1. The contract drawings and specifications are complete in all aspects of layout, type of equipment and materials. They do not serve as detailed fabrication, materials, or installation drawings, and the preparation of such submittals required or necessary for this purpose shall be the responsibility of the Contractor.
 - 2. Shop Drawings, Product Data, and Samples are required for all equipment, products, materials, fasteners, shims, etc. furnished or installed by the Contractor. Therefore, no extra charge will be allowed on a claim that particular supplemental drawings or instructions differed from the Contract documents, incurring extra work, unless the Contractor has first brought the matter, in writing, to the Engineer's attention for proper adjustment before starting on the work covered by such and has received from the Engineer an order in writing to so proceed.
 - 3. For the purposes of these documents:
 - a. Shop Drawings are fabrication, assembly and/or installation drawings, diagrams, schedules or other documents specifically prepared for the Work by the Contractor, subcontractor, manufacturer, supplier and/or distributor to illustrate some portion of the Work.
 - b. Product Data are illustrations, standard schedules, performance charts, instructions, catalog cuts, brochures, diagrams, materials lists and other information furnished by the Contractor to illustrate materials or equipment for some portion of the Work.
 - c. Samples are physical examples which illustrate materials, equipment or workmanship and establish standards by which the Work will be judged.
 - 4. Shop Drawings, Product Data, Samples and similar submittals are not Contract Documents. The purpose of these submittals is to demonstrate for those portions of the Work for which submittals are required the way the Contractor proposes to

conform to the information given and the design concept expressed in the Contract Documents.

5. The Contractor shall perform no portion of the Work requiring submittal and review of Shop Drawings, Product Data, Samples or similar submittals until the respective submittal has been approved by the Engineer. Such Work shall be in accordance with approved submittals.
6. The Contractor shall not be relieved of responsibility for deviations from requirements of the Contract Documents by the Engineer's approval of Shop Drawings, Product Data, Samples or similar submittals unless the Contractor has specifically informed the Engineer in writing of such deviation at the time of submittal and the Engineer has given written approval to the specific deviation. The Contractor shall not be relieved of responsibility for errors or omissions in the Shop Drawings, Product Data, Samples or similar submittals by the Engineer's approval thereof, as the Engineer's review is intended to cover compliance with the Contract Document and not to enter into every detail of the shop work.
7. The Contractor shall direct specific attention, in writing or on resubmitted Shop Drawings, Product Data, Samples, or similar submittals, to revisions other than those required by the Engineer on previous submittals.
8. When professional certification of performance criteria of materials systems or equipment is required by the Contract Documents, the Engineer shall be entitled to rely upon the accuracy and completeness of such calculations and certifications.
9. Substitutions – Whenever a particular brand or make or type of material, equipment, or other item is specified or is indicated on the Contract Drawings, it is for the purpose of establishing a standard of quality, design, and type desired and to supplement the detailed specifications.

B. Submittal Preparation

1. All drawings, information and documentation shall be prepared in English language and dimensions in American units.
2. Identify all variations from the Contract Documents. If there are none, state that in each submittal. Clearly identify any required field dimensions or existing elevations requests, coordination required to adjoining or related work.
3. Provide room and/or Building layout drawings to scale, identifying concrete pads, equipment placement, panel locations, piping, drains, etc. Identify dimensions to adjacent equipment or work. Identify any manufacturer's recommended space requirement for equipment access or maintenance.
4. Identify all equipment and component dimensions, materials, special service or maintenance access requirements, wiring diagrams, motor data, etc.
5. Provide space for Contractor and Engineer review stamps.
6. All subcontractors and manufacturers' drawings shall first be sent directly to the Contractor, who shall keep a record of the drawing numbers and the dates of receipt. The Contractor shall:
 - a. check thoroughly all such drawings, as regards measurements, sizes of members, materials, and all other details to assure himself that they conform to the intent of the drawings and the specification,
 - b. coordinate submittal with related work supplied by others, including electrical and instrumentation equipment, and
 - c. shall promptly return to the subcontractors and/or manufacturers for correction such drawings as are found inaccurate or otherwise in error.

C. Submittal Procedures

1. Transmit each submittal with Engineer approved transmittal form. Sequentially number the transmittal form. Re-submittals shall have original number and a sequential decimal suffix.
2. Identify Project, Contractor, Subcontractor and supplier; pertinent drawing and detail number, and/or specification section number on each transmittal form.
3. Apply Contractor's stamp, signed or initialed certifying that review, 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.
4. Maintain a shop drawing log, separate from the Engineer's log.
5. Distribute copies of reviewed submittals to all concerned and related parties. Instruct parties to promptly report any inability to comply with provisions.
6. Revise and resubmit submittals as required and identify all changes made since previous submission.
7. The Engineer reserves the right to refuse to check or review any submittal of a subcontractor or manufacturer which is not presented in compliance with the foregoing requirements.
8. Electronic Submittals:
 - a. All electronic submittals shall follow the procedures outlined above.
 - b. Electronic submittals shall be made in a standard format the Engineer has agreed in advance to accept.
 - c. Reviewed submittals shall be returned in PDF electronic format for the Contractor's printing and distribution.
9. Shop Drawings
 - a. Submit shop drawings in the form of one reproducible transparency and one opaque reproduction. Only the reproducible transparency will be returned. Folding of reproducibles should be avoided.
 - b. Where submittal by reproducible is not possible submit the number of opaque reproductions which Contractor requires, plus four copies which will be retained by Engineer.
 - c. After review, produce copies and distribute in accordance with the Submittal Procedures article herein.

D. Submittal Review

1. The Engineer reserves the right to reject outright any submittal which is deemed incomplete or not adequately coordinated with other work elements.
2. The Engineer will review the submittals within a reasonable time after receipt thereof and will return one comment sheet or one copy with any corrections which may be necessary to meet the Contract requirements. The Contractor shall then review such notations and/or instructions and if he concurs therein, shall make or have made such required corrections, and shall resubmit corrected drawings to the Engineer as soon as possible, for final review. Such further review by the Engineer will be limited to the corrections only, and the Contractor, by such re-submission shall be held to have represented that such drawings contain no other alterations, additions or deletions, unless the Contractor (in writing) directs the Engineer's specific attention to same. Should the Contractor question, or dissent from, such notations and/or instructions, he shall so inform the Engineer and request further clarification before resubmitting the drawings.

3. The review of Contractor's, subcontractors', and manufacturers' drawings by the Engineer is for coordination and assistance, and the Engineer does not thereby assume responsibility for errors or omissions. Such errors or omissions must be made good by the Contractor, irrespective of the receipt, review of the drawings by the Engineer, and even though the work is done in accordance with such drawings.

E. Manufacturer Certificates

1. When specified in individual sections, submit manufacturer's certification to the Engineer in quantities specified for Product Data.
2. Indicate material or Product meets or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
3. Certificates may be recent or previous test results on material or Product, but must be acceptable to the Engineer.

1.4 EQUIPMENT INSTALLATION, CALIBRATION REPORT AND SERVICE REPORT

- A. The Manufacturer shall submit a certificate to verify that the equipment has been properly installed by the Contractor and calibrated or set-up by the field technician.
- B. When a product or equipment must be checked or serviced, a service report shall be submitted identifying what was served or if any parts were replaced.

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

Not Used.

END OF SECTION 01300

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