

SECTION 01300

SUBMITTALS

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SECTION 01300

SUBMITTALS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Submittal procedures.
- B. Construction progress schedules.
- 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. Erection drawings.
- L. Architect/Engineer Stamp.

1.02 RELATED SECTIONS

- A. Section 01400 - Quality Control: Manufacturers' field services and reports.
- B. Section 01700 - Contract Closeout: Contract warranties, bonds, manufacturers' certificates, and closeout submittals.

1.03 SUBMITTAL PROCEDURES

- A. Transmit each submittal with Contractor transmittal form.
- 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 number, 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. NOTE: Stamp or statement shall include the following: "The Contractor represents that he has determined and verified all materials, field measurements, and field construction criteria related thereto or will do so, and that he has checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents."
- E. Schedule submittals to expedite the Project, and deliver to Architect/Engineer. Coordinate submission of related items.

- F. For each submittal for review, allow 21 days including delivery time to and from the Architect.
- G. Identify variations from Contract Documents and Product or system limitations which may be detrimental to successful performance of the completed Work.
- H. Provide space for Contractor and Architect/Engineer review stamps.
- I. When revised for resubmission, identify all changes made since previous submission.
- J. Distribute copies of reviewed submittals as appropriate. Provide copies to the City of Saco if so requested at the preconstruction conference. Instruct parties to promptly report any inability to comply with requirements.
- K. Submittals not requested will not be recognized or processed.
- L. Submittals shall be complete by specification section unless previously agreed to by the Architect. Partial submissions shall be returned to the Contractor marked "REJECTED".
- M. Submittals with color selection: The Architect shall deliver to Contractor a list of submittals for the interior color package and for the exterior color package. The Contractor shall deliver all items for exterior color selection at one time. The Architect needs to coordinate the colors of all exterior items and the Contractor shall allow 4 weeks for return of exterior color selections. The Contractor shall deliver all items for interior color selection at the same time. The Architect needs to coordinate the colors of all interior items and the Contractor shall allow 6 weeks for return of interior color selections.

1.04 CONSTRUCTION PROGRESS SCHEDULES

- A. Submit initial schedule in duplicate within 15 days after date of Owner-Contractor Agreement.
- B. Revise and resubmit as required.
- C. Submit revised schedules as requested, identifying changes since previous version.
- D. Submit a computer-generated chart with separate line for each section of Work, identifying first workday of each week.
- E. Show complete sequence of construction by activity, identifying Work of separate stages and other logically grouped activities. Indicate the early and late start, early and late finish, float dates, and duration.
- F. Indicate estimated percentage of completion for each item of Work at each submission.
- G. Indicate submittal dates required for shop drawings, product data, samples, and product delivery dates, including those furnished by Owner and required by Allowances.

1.05 PRODUCT DATA

- A. Product Data 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, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article above.
- B. Submit the number of copies which the Contractor requires, plus 3 copies which will be retained by the Architect/Engineer.
 - C. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information specific to this Project.
 - D. Indicate Product utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
 - E. Product Data For Project Close-out: Submitted for the Owner's benefit after project completion.
 - F. After review distribute in accordance with the Submittal Procedures article above and provide copies for record documents described in Section 01700 - CONTRACT CLOSEOUT.

1.06 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 01700 - CONTRACT CLOSEOUT.
- B. Indicate special utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
- C. Submit 4 blue/black line prints and one transparency for processing, 3 prints will be retained by Architect/Engineer.

1.07 SAMPLES

- A. 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' standard colors, textures, and patterns for Architect/Engineer selection.
 3. After review, the Architect will provide Contractor with a Selection List. Produce duplicates and distribute in accordance with SUBMITTAL PROCEDURES article above and for record documents purposes described in Section 01700 - CONTRACT CLOSEOUT.
- C. Submit samples to illustrate functional and aesthetic characteristics of the Product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
- D. Include identification on each sample, with full Project information.
- E. Submit the number of samples specified in individual specification sections; 2 of which will be retained by Architect/Engineer.
- F. Reviewed samples which may be used in the Work are indicated in individual specification sections.

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

1.08 TEST REPORTS

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

1.09 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.

1.10 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.
- B. Indicate special procedures, perimeter conditions requiring special attention, and special environmental criteria required for application or installation.
- C. Refer to Section 01400 - Quality Control, Manufacturer's Field Services article.

1.11 MANUFACTURER'S FIELD REPORTS

- A. Submit report within 30 days of observation to Architect/Engineer for information.
- B. Submit for information for the limited purpose of assessing conformance with information given and the design concept expressed in the contract documents.

1.12 ERECTION DRAWINGS

- A. Submit for 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.

1.13 ARCHITECT/ENGINEER STAMP

- A. No Exception Taken: Final Unrestricted Release. Work may proceed, provided it complies with the Contract Documents, when submittal is returned with the following:
- B. Make Corrections Noted: Final But Conditional Release. Checking is only for general conformance with the design concept of the project and general compliance with the information given in the contract documents. Any action shown is subject to the requirements of the plans and specifications. Contractor is responsible for: dimensions which shall be confirmed and

correlated at the job site; fabrication processes and techniques of construction; coordination of his work with that of all other trades; and the satisfactory performance of his work.

- C. Revise and Resubmit: Returned for Resubmittal. Do not proceed with the work at the site or allow submittal at site. Fabrication in shop or factory may proceed on items not affected by the Architect's comments only. Revise submittal in accordance with notations thereon, and resubmit without delay to obtain a different action marking. Revise and Resubmit.
- D. Submit Specified Item: Resubmit using a specified item. Where submittal is rejected and returned for resubmittal of a specified product. Consult product section for list of acceptable manufacturers.
- E. Rejected: Where submittal is returned for other reasons, with Architect's explanation included.

PART 2 PRODUCTS

2.01 PRODUCTS

Not Used.

PART 3 EXECUTION

3.01 EXECUTION

Not Used.

---END OF SECTION 01300---