

SUBMITTAL PROCEDURES



PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Section Includes:
 - 1. Submittal procedures.
 - 2. Product Data, Shop Drawings, and Samples.
 - 3. Assurance/Control submittals.
 - a. Certificates.
 - b. Manufacturer's installation instructions.
 - 4. Architect's action.
- B. Related Documents: The Contract Documents, as defined in Section 01110 - Summary of Work, apply to the Work of this Section. Additional requirements and information necessary to complete the Work of this Section may be found in other documents.

1.2 SUBMITTALS

- A. Submit two copies of proposed Schedule of Submittals to Contracting Officer Representative within 30 days after receipt of Notice to Proceed. List all items require submittal for review and approval by Contracting Officer.
- B. Submit two copies of final Schedule of Submittals to Contracting Officer Representative within 2 days after receipt of proposed Schedule of Submittals review from Contracting Officer.
- C. Submit schedule on Contracting Officer approved form provided to Contractor by Contracting Officer Representative.
- D. Schedule of Submittals: Include the following.
 - 1. Indicate type of submittal; product data, shop drawing, sample, certificate, or other submittal.
 - 2. Identify by Specification Section number, Specification paragraph number where item is specified, and description of item being submitted.
 - 3. Indicate scheduled date for initial submittal, date for approval, and date for possible resubmittal for each submittal.
- E. Coordinate Schedule of Submittals with Construction Schedule. Revise and update Schedule of Submittals when required by changes in the Construction Schedule. Provide Contracting Officer Representative with updated schedules within 2 days of date schedule is revised.

1.3 SUBMITTAL PROCEDURES

- A. Transmit each submittal with Contracting Officer accepted form. Submit 3 copies of each transmittal.



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- B. Sequentially number transmittal form. Revise submittals with original number and a sequential alphabetic suffix.
- C. Identify Project, Lessor, 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, 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.
- E. Schedule submittals to comply with scheduling requirements of Construction Schedule
- F. For each submittal for review, allow 10 days excluding delivery time to and from the Contractor.
- 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 of Record review stamps.
- I. Revise and resubmit, identify all changes made since previous submission.
- J. Distribute copies of reviewed submittals as appropriate. Instruct parties to promptly report any inability to comply with provisions.
- K. Submittals not requested will not be recognized or processed.

1.4 PRODUCT DATA

- A. Product data includes printed information such as catalog cuts, manufacturer's published instructions, standard color charts, roughing-in diagrams and templates, standard wiring diagrams, performance curves and other similar items.
- A. Submit the number of copies which the Contractor requires, plus two copies which will be retained by Contracting Officer Representative and Architect of Record.
- B. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information unique to this Project.
- C. Indicate Product utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.

1.5 SHOP DRAWINGS

- A. Submit in the form of one reproducible transparency and one opaque reproduction.
- B. Shop Drawings: Submit for review. After review, produce copies and distribute in accordance with the SUBMITTAL PROCEDURES article above.



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- C. Indicate special utility and electrical characteristics, utility connection requirements, and local utility outlets for service for functional equipment and appliances.

1.5 SAMPLES

- B. Submit samples to illustrate functional and aesthetic characteristics of the Product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
- C. Submit samples of finishes in colors selected, textures, and patterns for Contracting Officer selection.
- D. Include identification on each sample, with full Project information.
- E. Submit the number of samples specified in individual specification sections; one of which will be retained by the Contracting Officer.

1.6 CERTIFICATES

- A. When specified in individual specification sections, submit certification by manufacturer to Contracting Officer, 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 Contracting Officer.

1.7 MANUFACTURER INSTALLATION INSTRUCTIONS

- A. When specified in individual specification sections, submit printed instructions for delivery, storage, assembly, installation, adjusting, and finishing, to Contracting Officer Representative in quantities specified for Product Data.
- B. Indicate special procedures, perimeter conditions requiring special attention, and special environmental criteria required for application or installation.

1.8 ARCHITECT ACTION

- A. For submittals where action and return is required or requested, Architect will review each submittal, mark to indicate action taken, and return promptly; generally within 10 calendar days from date of receipt.
 - 1. Compliance with specified characteristics is the Lessor's responsibility.
 - 2. Submittals for information, closeout documents, record documents and other submittals for similar purposes, no action will be taken.
- B. Action Stamp: Architect of Record will stamp each submittal with a uniform, self-explanatory action stamp. The stamp will be appropriately marked, as follows, to indicate the action taken.



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1. "Accepted": Final Unrestricted Release. Where submittals are marked "Accepted", that the Work covered by the submittal may proceed provided it complies with requirements Contract Documents; final acceptance will depend upon that compliance.
2. "Accepted as Noted": Final-But-Restricted Release. When submittals are marked "Accepted as Noted", that part of the Work covered by the submittal may proceed provided it complies with notations or corrections on the submittal and requirements of the Contract Documents; final acceptance will depend on that compliance.
3. "Rejected: Submit Specified Item" or "Revise and Resubmit": Returned for Resubmittal. When submittal is marked "Rejected: Submit Specified Item", "Revise and Resubmit," do not proceed with that part of the Work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Revise or prepare a new submittal in accordance with the notations; resubmit without delay. Repeat if necessary to obtain a different action mark.
 - a. Do not permit submittals marked "Rejected: Submit Specified Item" or "Revise and Resubmit," to be used at the Project site, or elsewhere where Work is in progress.
4. "Returned - Not Required": Where a submittal is primarily for information or record purposes, special processing or other activity, the submittal will be returned, marked "Returned - Not Required".

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

Not Used.

END OF SECTION