

## SECTION 01340

## SHOP DRAWINGS, PRODUCT DATA AND SAMPLES

1 PART 1 GENERAL

## 1.1 GENERAL CONDITIONS

- A. Refer to paragraphs 1.2.12, and 4.2 and 3.12 of the General Conditions.
- B. In the event of conflict between requirements of the General Conditions and this Section covering shop drawings, product data and samples, the requirements of Section 01340 shall govern. Unaltered provisions remain in effect.

## 1.2 DESCRIPTION

- A. Submit to the Architect shop drawings, product data and samples required by specification sections.
- B. Prepare and submit the Construction Schedule, a separate schedule listing dates for submission and dates reviewed shop drawings, product data and samples will be needed for each product.

2 PART 2 PRODUCTS

## 2.1 SHOP DRAWINGS

- A. Submit one reproducible and three prints of each drawing and, in addition, one reproducible of certain trade shop drawings requested by Architect. Include fabrication, erection, layout and setting drawings and other such drawings as required under various sections of the specifications until final approval is obtained. Reproduction of Contract Drawings will not be used for Shop Drawings.
- B. Date and mark shop drawings to show name of the Project, the Architect, Contractor, originating Subcontractor, Manufacturer or Supplier, and separate details as pertinent.
- C. Completely identify on shop drawings specification section and locations at which materials or equipment are to be installed.

## 2.2 PRODUCT DATA

- A. Submit sufficient copies of manufacturers descriptive data including catalog sheets for materials, equipment and fixtures, showing dimensions, performance characteristics and capacities, wiring diagram and controls, schedule and other pertinent information as required.
- B. Submit brochures and other submittal data that cannot be reproduced economically in such quantities as to allow the Architect to retain two (2) copies of each after review. Mark product data to show the name of the Project, Architect, Contractor, originating Subcontractor, Manufacturer or Supplier, and separate details if pertinent.

- C. Completely identify on product data specification section and location at which materials or equipment are to be installed.
- D. Clearly mark to show pertinent data applicable to the Project.

### 2.3 SAMPLES

- A. Submit physical examples of materials in duplicate when required by specification sections to illustrate materials, workmanship or to establish standards by which completed work shall be judged.
- B. Date samples and mark to show the name of the project, Architect, Contractor, originating Subcontractor, Manufacturer or Supplier and separate details if pertinent.
- C. Completely identify on samples specification section and location in which materials or equipment are to be installed.

### 2.4 CONTRACTOR RESPONSIBILITIES

- A. Review shop drawings, product data and samples prior to submission to the Architect.
- B. Include on submittals the Contractor's stamp, initialed or signed, certifying review of submittals, verification of field dimensions and compliance with Contract Documents. Shop drawings, product data and samples not so stamped, and checked and approved by the Contractor will not be reviewed by the Architect, but will be returned to the Contractor. Shop drawings stamped and signed as approved by the Contractor but showing evidence that they have not been carefully checked by the Contractor may be returned to the Contractor to be re-checked and re-submitted to the Architect.

### 2.5 SUBSTITUTIONS

- A. Approval required:
  - 1. The Contract is based on the standards of quality established in the Contract Documents.
  - 2. All products proposed for use, including those specified by required attributes and performance, require approval by the Architect before being incorporated into the Work.
  - 3. Do not substitute materials, equipment or methods unless such substitution has been specifically approved for this Work by the Architect.
- B. "Or equal":
  - 1. Where the phrase "or equal" or "or equal as approved by the Architect" occurs in the Contract Documents, do not assume that materials, equipment or methods will be approved as equal unless the items have been specifically approved for this Work by the Architect.
  - 2. Substitutions shall be judged against the specified item for quality, durability, operation, appearance, and other applicable qualities including fitness for use in this situation. The decision of the Architect is final.

### 3 PART 3 EXECUTION

#### 3.1 SUBMISSION REQUIREMENTS

- A. Schedule submissions at least two weeks before date reviewed submittals will be needed.
- B. Accompany submittals with transmittal letters containing the date, project title, Contractor's name and address, number of each shop drawing, product data and samples submitted, and notification of deviation from Contract Documents.

##### 1. Material Safety Data Sheet

Contractor shall furnish to the Architect, for review, for (4) copies of Material Safety Data Sheets (MSDS) for all products as specified or required. Allow ample time for Architect's comment and review.

Do not install products until confirmation of review is obtained.

MSDS copies should be included at the same submittal with shop drawings or product submittal. The following products must include the MSDS copy with the shop drawing or submittal:

- a) Mechanical Insulation
- b) Mastic or Adhesive
- c) Ceiling Tiles or other Composite Materials
- d) Sealants or Caulking
- e) Materials containing or releasing volatile organic compounds (VOC's)
- f) Paints, Varnishes, Stains or other similar coatings

##### 2. Flame Spread Certificates

Contractor shall furnish to the Architect, for review, four (4) copies of Flame Spread Certificates for all products as specified or required.

Allow ample time for Architect's comment and review.

Do not install products until confirmation of review is obtained.

Flame Spread Certificate copies should be included at the same submittal with shop drawings or product submittal. The following products must include the Flame Spread Certificate copy with the shop drawing or submittal:

- a) Carpet
- b) Wallcovering
- c) Fabrics
- d) Cubicle curtains

#### 3.2 RESUBMISSION REQUIREMENTS

- A. Shop Drawings: Revise initial drawings as required and resubmit as specified for initial submittals. Clearly identify on drawings any changes which have been made other than those requested by the Architect.
- B. Product Data and Samples: Submit new datum and samples as required for initial submittal.

### 3.3 DISTRIBUTION OF SHOP DRAWINGS AND SUBMITTALS

- A. Contractor is still responsible for obtaining and distributing prints of shop drawings as necessary after as well as before final approval and for coordination of submittals between his subcontractors and suppliers.
- B. Make prints of approved shop drawings from sepia transparencies which carry the Architect's appropriate stamp.
- C. The cost of printing sepias and prints is the responsibility of the Contractor.

END OF SECTION