

SECTION 01340 – SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES

PART 1 - GENERAL

0.1 SECTION INCLUDES

- A. This Section provides for the preparation and submission of product data and shop drawings.
- B. Each Section that has products listed therein incorporates this section by reference and is incomplete without the provisions stated herein.

0.2 FIELD SAMPLES

- A. Field samples shall be submitted to the Architect/Engineer.

0.3 MANUFACTURERS

- A. The listed manufacturers will be acceptable as long as they comply with the specifications.
- B. Manufacturers who are not listed as "acceptable manufacturers" bear the burden of proof to the Architect/Engineer that their products comply with the specifications.
- C. Provide all power distribution and similar equipment of the same manufacturer.

0.4 LETTER OF CONFORMANCE

- A. Where product data, shop drawings, samples, installation instructions, or certificates are required. General Contractor shall have the option of submitting a Letter of Conformance to the Architect/Engineer for each product submitted, provided the submittal complies with the specifications. Refer to sample "Conformance Letter" at the end of this section.
- B. When the conformance letter is submitted for products, no submittal review will be conducted, but General Contractor must maintain product data, shop drawings, samples, installation instructions, certificates, and mock-ups (as applicable) on file at the job site for those products.

0.5 PREPARATION

A. Shop Drawings and Submittal Data:

1. Prior to the start of installation, submit detailed shop drawings, descriptive literature, physical data and performance data for review for the items of equipment and materials listed in this Section. Include identifying symbols and equipment numbers used in plans and specifications, with reference to specification paragraphs, and drawing numbers of all equipment and material submitted. Provide drawings consisting of plans drawn to scale, with elevations and sections, to show clearly the location of major items of equipment, large piping and clearances for maintenance and code requirements. Design consultants' drawings may not be used for shop drawing backgrounds.
2. Submit all data complete by Section. Each Section will be handled separately. Any unacceptable items will be so noted and the entire package returned for correction and resubmittal. Once these items are corrected, the entire Section shall be resubmitted for review of the unacceptable items only. Partial submittals are unacceptable. Intent of this requirement is that all bound sets of data will be identical and will contain only acceptable information.
3. The review of shop drawings does not relieve or modify the responsibility for compliance with the Contract Documents or dimensions or errors contained in the submittal or quantity count. It is clearly understood that in the review process, noting of some discrepancies, but overlooking others, does not grant the Contractor permission to proceed in error. Regardless of any information contained in the shop drawings, layout drawings, catalog data and brochures, the Contract Documents govern the Work, and are neither waived nor suspended in any way by the review of shop drawings, layout drawings, catalog data and brochures.
4. A minimum review period of 7 working days, exclusive of transmittal time, is required in the Architect/Engineer's office each time product data or samples are submitted or resubmitted for review. Take this time period into consideration when scheduling the Work.
5. Include in submittals sufficient drawings, plans, elevations, sections, performance data, dimensions, bolt locations, inserts, sound data, weights and schematics to clearly describe the equipment and to show compliance with these specifications. Provide a cover or title sheet for each submittal containing the following:
 - a. Name of Contractor originating the submittal.
 - b. Name of project for which the submittal is made.
 - c. An index of all items submitted.
 - d. Identification of each item of material and equipment.
 - e. Date of submittal.
 - f. Contractor's certification.

6. Send all submittals as follows:
 - a. Send the original submittal, including Fire Protection submittals, by use of an express service overnight to:

Team CVS / Portland, ME
BKA Architects, Inc.
142 Crescent Street
Brockton, MA 02302
Telephone: (508) 583-5603
Fax: (508) 584-2914
 - b. Fire Protection submittals shall also be submitted to the applicable local Building Official or Fire Marshal for information only.
 - c. Submit to Owner a complete copy of the Contractor's test and material certificate.
7. The original submittal shall consist of one (1) reproducible and five (5) prints of shop drawings and layout drawings as described below. Shop drawings and layout drawings which do not comply with these requirements will be returned for re-submittal.
 - a. The Architect/Engineer will retain one (1) copy and Owner will retain one (1) copy of the submittal and the reproducible sepia. Remaining copies will be returned to the Contractor with a "Submittal Review" cover letter marked NOT REVIEWED, FURNISH AS SUBMITTED, FURNISH AS CORRECTED, REVISE AND RESUBMIT or SUBMIT SPECIFIED ITEM. If it is marked NOT REVIEWED, FURNISH AS SUBMITTED or FURNISH AS CORRECTED, no additional submittal is required. If it is noted REVISE AND RESUBMIT or SUBMIT SPECIFIED ITEM, repeat the submittal in accordance with the Contract Documents. It is intended that the Contractor submit complete and accurate shop drawing data at the first submittal. If the shop drawings or layout drawings are returned to the Contractor noted REVISE AND RESUBMIT or SUBMIT SPECIFIED ITEM, only one (1) additional submission is permitted.
 - b. If the reproducible sepia marked FURNISH AS SUBMITTED or FURNISH AS CORRECTED is altered for any reason after it has been stamped, the REVIEWED stamp shall automatically be voided.
 - c. If the reproducible sepia "Submittal Review" cover letter is altered for any reason after it has been reviewed, the REVIEWED cover letter shall automatically be voided.
 - d. Provide all Work in accordance with shop drawings and layout drawings stamped noted NOT REVIEWED, FURNISH AS SUBMITTED or FURNISH AS CORRECTED inasmuch as they are in agreement with the Contract Documents. Where differences occur between the shop drawings and layout drawings and the Contract Documents, the Contract Documents shall govern the Work.

8. Submit one (1) original color brochure (if applicable) as published by the manufacturer along with five (5) copies of catalog data and brochures as described below. Catalog data and brochures which do not comply with these requirements will be returned for resubmittal. Where brochures published by the manufacturer are part of a submittal, include only information relevant to the particular equipment or materials to be furnished. In all cases where compliance with UL, FM, ARI or other similar organization's standards are required, provide proper documentation of this compliance with the manufacturer's published literature or drawings or by a letter signed by an officer of the company.
 - a. The Architect/Engineer will retain the original manufacturer's brochure copy and Owner will retain one (1) copy of the submittal. Remaining copies will be returned to the Contractor noted NOT REVIEWED, FURNISH AS SUBMITTED, FURNISH AS CORRECTED, REVISE AND RESUBMIT or SUBMIT SPECIFIED ITEM. If it is marked NOT REVIEWED, FURNISH AS SUBMITTED or FURNISH AS CORRECTED, no additional submittal is required. If it is noted REVISE AND RESUBMIT or SUBMIT SPECIFIED ITEM, repeat the submittal in accordance with the Contract Documents. It is intended that the Contractor submit complete and accurate catalog data or brochures at the first submittal. If the catalog data or brochures are returned to the Contractor noted REVISE AND RESUBMIT or SUBMIT SPECIFIED ITEM, only one (1) additional submission is permitted. Catalog data and brochures will not be accepted after 45 days from the contract date.
 - b. If the catalog data and brochures "Submittal Review" cover letter is altered for any reason after they have been reviewed, the REVIEWED cover letter shall automatically be voided.
 - c. Provide all Work in accordance with catalog data and brochures noted NOT REVIEWED, FURNISH AS SUBMITTED or FURNISH AS CORRECTED inasmuch as they are in agreement with the Contract Documents. Where differences occur between the catalog data and brochures and the Contract Documents, the Contract Documents shall govern the Work.
9. NOTE: Submission of the five (1) copies of the catalog data and brochures is not required when the Contractor provides items consisting of the exact manufacturer, model and type specified. Only a submittal cover and the original color brochure (if applicable) as published by the manufacturer is required describing the item, the manufacturer and model number, along with certifying that it is "furnished as specified," will be sufficient. No review will be conducted.

PART 2 - PRODUCTS (Not used)

PART 3 - EXECUTION

0.1 REQUIRED SUBMITTALS BY SECTION

A. Product Data:

1. The term "product data" shall consist of, but not be limited to, the following items as applicable:
 - a. Manufacturer's Product Specifications.
 - b. Standard Details and Construction.
 - c. Finishes and Colors.
 - d. Certified Product Test Results.
 - e. Rough-In and Installation Instructions.
 - f. General Recommendations.
 - g. Maintenance Recommendations.
 - h. Accessories.
 - i. Required Supports.
 - j. Capacities.
 - k. Dimensions.
 - l. Type/Arrangement.
 - m. Performance/Operation.
 - n. Controls.
 - o. Size Capacities.
 - p. Piping Requirements.
 - q. Written Sequence of Controls.
 - r. Wiring Diagrams.
 - s. Pipe, Fittings and Valves.
 - t. Special Fabrications.
 - u. Drains.
 - v. Pressure Regulators.

B. Shop Drawings:

1. The term "shop drawings" shall consist of, but not be limited to, the following items as applicable:
 - a. Drawings, Plan Layout, Elevations, Grid and Spacing of Components.
 - 1) Accessories, Fittings, Anchorages and Schedule of Components.
 - 2) Material Certification.
 - 3) Installation Drawings.
 - 4) Schedules.
 - 5) Piping Diagrams.
 - 6) Wiring Diagrams.

0.2 FINAL SUBMITTAL

- A. In addition to the number of copies of shop drawings and product data required to review submittals, maintain a separate file of final reviewed copies of such material. Deliver approved submittals in a hard-back binder for the Owner's use. Incorporate changes and revisions made throughout the construction period. Delivery of reviewed copies is a condition of final acceptance for the project.

END OF SECTION 01340

LETTER OF CONFORMANCE

Date: _____

Project Name: _____

Project Number _____

Project Location: _____ City/ State: _____

Specification Section Number: _____ Specified Product: _____

This letter of Conformance is offered in lieu of Shop Drawings, Product Data, cut Sheets or Samples in accordance with Section 01300 – Submittals. The undersigned hereby declares that the Product identified above by manufacturer’s name and model number is an acceptable product, suitable for the intended use as defined within the Contractor Documents and will be provided, installed and placed in operational condition in accordance with the manufacturer’s printed instruction and Contract Documents.

General Contractor understands that he/she is not relieved of responsibility of acquiring and maintaining manufacturer’s information necessary to coordinate installations.

(Contact name of Subcontractor offering above product)

(Signature)

Phone: _____

(Contact name of General Contractor)

Phone: _____

(Signature)

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