

SECTION 01 33 00

SUBMITTAL PROCEDURES

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Requirements and procedures for submittals.

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

3.01 CONSTRUCTION SCHEDULE

- A. Preliminary schedule to be submitted prior to Pre-Construction Meeting.
- B. Schedules to show sequence of construction. Schedule shall be organized by work activity.
- C. Schedule shall show the following:
 1. Show beginning and completion dates of each activity.
 2. Include all activities with an estimated duration of 3 days or longer.
 3. Schedule shall be a horizontal bar chart.
 4. Identify interrelations between activities.
 5. Include estimated times for preparation of submittals by Contractor, processing and review of submittal by Engineer, fabrication, delivery, installation, testing, start-up, instruction of Owner, and clean-up.
 6. Updated schedule to be submitted with each Payment Application.

3.03 SUBCONTRACTORS LIST

- A. List of all subcontractor's on the project shall be submitted prior to pre-construction meeting. List is to include all subcontractor's working on the project.

3.02 EMERGENCY CONTACT LIST

- A. Emergency Contact List to be submitted before start of project. The list shall include key representatives from the Contractor, subcontractor, and supplier. These contacts are to be on-call 24 hours per day seven days per week during the project. Include the following information for each contact:

1. Company name
2. Contact person
3. Local and mobile phone numbers

3.03 SHOP DRAWINGS

- A. Submit a minimum of 2 copies of the shop drawings, plus the quantity of copies the Contractor wants returned. Each shop drawing shall contain the following information:
 1. Date of submission and date of any previous submittals.
 2. Project Title.
 3. Name Of: Contractor, subcontractor, supplier, and manufacturer.
 4. Identification of product and Specification Section number.
 5. Identification of revisions from previous submittals.
- B. After review the shop drawings will be stamped and indicate requirements for Contractor's review or resubmittal as follows:
 1. "Approved" – Appears that items covered by the submittal will, after installation or incorporation into the Work, conform to the Contract Documents and appears to be compatible with the design concept of the completed Project as a functioning whole as indicated by the Contract Documents.
 2. "Approved as Noted" – Appears that items covered by the submittal will, after installation or incorporation into the Work, conform to the Contract Documents and appears to be compatible with the design concept of the completed Project as a functioning whole as indicated by the Contract Documents, except as noted by Engineer.
 3. "Revise and Resubmit" – Appears that items covered by the submittal will not, after installation or incorporation into the Work, conform to the Contract Documents and will not be compatible with the design concept of the completed Project as a functioning whole as indicated by the Contract Documents. Work cannot proceed until the submittal is revised and resubmitted.
 4. "Rejected" – Work covered by the submittal is not complete or it appears that items covered by the submittal will not, after installation or incorporation into the Work, conform to the Contract Documents and will not be compatible with the design concept of the completed Project as a functioning whole as indicated by the Contract Documents. Contractor shall resubmit.
- C. Reviewed shop drawings will be sent to the Contractor by U.S. Postal Service general delivery.

3.04 TEST REPORTS

- A. Submit a copy of all inspections, tests, and approvals.

END OF SECTION