

SECTION 01 33 00 - SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.
 - 1. Submittal procedures include those for submitting electronic copies of all submittals (except samples), in portable document file (.pdf) format.
 - 2. Submittal procedures for retaining copies of submittals at the Project site including electronic copies in portable document file (.pdf) format for Contractor's, Architect's and Owner's use at the site.

1.3 RELATED WORK

- A. Related Work of Other Sections:
 - 1. Section 01 11 00 - Summary of Work: Stages of construction. Submittal requirements for concealed utilities and services.
 - 2. Section 01 25 00 –Substitution Procedures.
 - 3. Section 01 31 00 - Project Management and Coordination: Requirements for coordination of submittals and installation of various portions of the Work.
 - 4. Section 01 31 19 - Project Meetings: Requirements for pre-construction conference and progress meetings, submittal of meeting minutes, and submittal scheduling.
 - 5. Section 01 43 00 – Quality Assurance.
 - 6. Section 01 45 29 - Testing Laboratory Services: Contractor's required quality assurance testing and Owner's quality control testing and testing submittal requirements.
 - 7. Section 01 60 00 - Product Requirements: General procedures for delivery, storage, handling and installing materials and equipment, and substitution procedures and substitution submittal requirements after receipt of Bids.
 - 8. Section 01 73 29 - Cutting and Patching: Submittal requirements for cutting structural, weather exposed, or water resistive elements.
 - 9. Section 01 77 00 –Closeout Procedures: Closeout procedures, record drawings, maintenance manuals, warranties and other closeout submittals.

1.4 SUBMITTAL PROCEDURES

- A. Submittals shall be neat and legible, of uniform scale, responsive to requirements, with all sheets of similar information of same size.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities. Transmit each submittal sufficiently in advance of performance of related construction activities to avoid delay.
 - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.

2. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination. Package submittals to cover complete assemblies or systems.
 - a. Partial or incomplete submittals will be returned rejected without review.
 - b. Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until all related submittals are received.
- C. Submittals Schedule: Comply with requirements in Section 01 33 00 – Submittal Procedures" for list of submittals and time requirements for scheduled performance of related construction activities. To the greatest extent possible, all submittals shall be posted to the Architect provided FTP website with simultaneous e-mail transmittal to Architect and to Architect's consultants for submittal work covering Divisions 02, 03, 04 (load bearing masonry), 05 (structural), 21 through 28, 31 and 32.
- D. Processing Time: Allow enough time for submittal review, including time for resubmittals, as follows. Time for review shall commence on the first full working day following Architect's receipt of submittal.
 1. Initial Review: Allow 10 consecutive working days for initial review of each submittal. Allow additional time if processing must be delayed to permit coordination with subsequent submittals or concurrent review as specified. Architect will advise Contractor when a submittal being processed must be delayed for coordination or concurrent review.
 2. Concurrent Review: Where concurrent review of submittals by Architect's consultants, Owner, or other parties is required, allow 21 days for initial review of each submittal. Specification Sections having submittals requiring concurrent review include, but are not limited to:
 - a. Division 03 Sections for Foundation and Load Bearing Elements.
 - b. Division 3 Sections for Cast-In-Place Concrete.
 - c. Division 4 Sections for Masonry and Stonework.
 - d. Division 5 Section for Structural Steel, Steel Joist Framing, Metal Deck, Cold Formed Metal Framing, Miscellaneous Metal Fabrications.
 - e. Division 7 Sections for Thermal and Moisture Protection.
 - f. Division 8 Sections for Door Frames, Doors, Access Doors, Door Hardware, Aluminum Storefront and Entrances, and Glass Glazing.
 - g. Division 10 Sections with connections to electrical power distribution.
 - h. Division 21 Sections for Fire Protection Systems.
 - i. Division 22 Sections for Plumbing Fixtures and Trim
 - j. Division 23 Sections Air Distributions Devices, Sheet Metal Work, and A/C Controls.
 - k. Division 26 Sections for Wiring Devices, Lighting Fixtures
 - l. Division 27 Sections for Telephone System, and Intercommunication System.
 - m. Division 28 for Electronic Safety and Security: Fire Alarm and Detection System.
 - n. Division 33 Sections for Utility Services.
 - o. Division 31 Sections for Drainage and Containment.
 - p. Division 32 Sections for Ballasts and Pavements.
 - q. Division 32 Sections for Planting.

3. Direct Transmittal to Consultant: Where the Contract Documents indicate that submittals may be transmitted directly to Architect's consultants, provide duplicate copy of transmittal and submittal to Architect. Submittal will be returned to Architect before being returned to Contractor.
 4. Shop Drawings: Ten (10) consecutive working days will be required for the review of any shop drawings and other submittals requiring review by the Architect if received in quantity equal to or less than fifty (50) sheets during five (5) consecutive working days. For each sheet or other item in excess of over fifty (50) sheets received in five (5) consecutive working days, additional time will be required for review time. The Architect will advise the Contractor of additional time required.
 5. Allow 10 consecutive working days for processing each resubmittal.
 6. No extension of the Contract Time will be authorized because of:
 - a. Failure to comply with approved Submittal Schedule.
 - b. Failure to transmit submittals enough in advance of the Work to permit processing.
- E. The Architect will review the submittals on shop drawings, product data, and samples and one (1) resubmittal.
1. For submittals in excess of the one (1) resubmittal, the Contractor shall reimburse the Owner, for additional services required of the Architect and the Architect's consultant by these additional resubmittals.
 2. No additional time will be allowed the Contractor for delays caused by excess number of resubmittals.
- F. Identification: Place a permanent label or title block on each submittal for identification.
1. Indicate name of firm or entity that prepared each submittal on label or title block.
 2. Provide a space approximately 6 by 8 inches (150 by 200 mm) on label or beside title block to record Contractor's review and approval markings and action taken by Architect.
 3. Include the following information on label for processing and recording action taken:
 - a. Project name.
 - b. Date.
 - c. Name and address of Architect.
 - d. Name and address of Contractor.
 - e. Name and address of subcontractor.
 - f. Name and address of supplier.
 - g. Name of manufacturer.
 - h. Submittal number or other unique identifier, including revision identifier.
 - (1). Submittal number shall use Specification Section number followed by a dash and then a sequential number (e.g., 06 10 00-001). Resubmittals shall include an alphabetic suffix indicating a revision of a previous submittal (e.g., 06 10 00-001-R1).
 - i. Number and title of appropriate Specification Section.
 - j. Drawing number and detail references, as appropriate.
 - k. Location(s) where product is to be installed, as appropriate.
 - l. Other necessary identification.
- G. Transmittal: Package each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form. Architect will discard submittals received from sources other than Contractor.

1. Transmittal Form: Provide locations on form for the following information:
 - a. Project name.
 - b. Date.
 - c. Destination (To:).
 - d. Source (From:).
 - e. Names of subcontractor, manufacturer, and supplier.
 - f. Category and type of submittal.
 - g. Submittal purpose and description.
 - h. Specification Section number and title.
 - i. Drawing number and detail references, as appropriate.
 - j. Remarks.
 - k. Signature of transmitter.
 2. On an attached separate sheet, prepared on Contractor's letterhead, record relevant information, requests for data, revisions other than those requested by Architect on previous submittals, and deviations from requirements in the Contract Documents, including minor variations and limitations. Include same label information as related submittal.
- H. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
1. Note date and content of previous submittal.
 2. Note date and content of revision in label or title block and clearly indicate extent of revision.
 3. Resubmit submittals until they are marked "APPROVED" or "APPROVED AS NOTED" notation from Architect's action stamp.
- I. Use for Construction: Use only final submittals with mark indicating "APPROVED" or "APPROVED AS NOTED" notation from Architect's action stamp. Perform no portion of the Work requiring submittal and review of shop drawings, product data, samples, or similar submittals until Architect has approved the respective submittal. Perform such Work in accordance with approved submittals.
- J. Contractor's Review: Review administrative submittals, shop drawings, product data, samples, and other submittals prior to submission to Architect. By approving and submitting each shop drawing, product data, and sample, Contractor represents that he has verified field measurements, field construction criteria, catalog numbers and similar data, or will do so, and that he has coordinated each submittal with requirements of Work and of Contract Documents. Contractor's responsibility for submittal errors and omissions is not relieved by Architect/ Engineer's submittal review.
1. Incomplete Submittals and Excessive Errors: Shop drawings, product data, samples, and administrative submittals that contain excessive errors or that are incomplete will be returned unchecked and any delay caused thereby will be the responsibility of the Contractor.
 2. Deviations for Requirements of Contract Documents: Contractor's responsibility for deviations in submittals from requirements of Contract Documents is not relieved by Architect/Engineer's review of submittals, unless Architect/Engineer gives written acceptance of each specific deviation. Notify Architect/Engineer in writing at time of submission of each deviation in submittals from requirements of Contract Documents.

3. Contractor's Review Stamp: Contractor shall certify by stamped, signed, and dated notation on each submittal, "I affirmatively state that there are no material deviations from the requirements of the Contract Documents." Architect will take no action on Shop Drawings, Product Data, and Samples that have not first been certified, by stamped signed notation, making such affirmation.
 4. Submittals shall be neat and legible, of uniform scale, responsive to requirements, with all sheets of similar information of same size.
 5. Arrange for preparation of required submittals in sufficient detail to permit analysis and review by Contractor and Architect, sufficiently early to allow for review, and accommodate the rate of construction progress required under the Contract. Delete or mark out extraneous material not relevant to the Project.
 6. Reproduction and Distribution of Submittals: Unless otherwise required by the Contract Documents, provide and transmit four (4) electrostatic copies of shop drawings, four (4) sets of product data and brochures, one (1) sample of standard manufactured items, and three (3) sets of samples for items with natural characteristics where samples are required to show range of such characteristics to the office of the Architect. After Architect's/Engineer's review, provide reproduction and distribution of copies of reviewed submittals to provide one (1) copy for Owner, one (1) copy each for Contractor's field office and main office, two (2) copies to subcontractors, and additional copies for other concerned parties.
- K. Deviations: Highlight, encircle, or otherwise identify deviations from the Contract Documents on submittals.
- L. Transmittal: Package each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form meeting the minimum information requirements of paragraph 1.4 G. above. Architect will discard submittals received from sources other than Contractor.
1. On an attached separate sheet, prepared on Contractor's letterhead, record relevant information, requests for data, revisions other than those requested by Architect on previous submittals, and deviations from requirements of the Contract Documents, including minor variations and limitations. Include the same label information as the related submittal.
 2. Include Contractor's certification stating that information submitted complies with requirements of the Contract Documents.
- M. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- N. Use for Construction: Use only final submittals with mark indicating action taken by Architect in connection with construction.

1.5 PRODUCT DATA

- A. Collect and organize product data information into a single submittal for each element of construction and type of product or equipment.
1. If information must be specially prepared for submittal because standard printed data are not suitable for use, submit as Shop Drawings, not as Product Data.

2. Mark each copy of each submittal to show which products and options are applicable. Delete or mark out extraneous material that is not applicable to the Work. Edit all material to conform to job requirements, and to clearly show model number, type or size proposed. Provide additional information if necessary to supplement standard information. Product data sheets that are submitted with extraneous information not deleted and/or modified to indicate requirements will be returned to the Contractor without review.
3. Include the following information, as applicable:
 - a. Manufacturer's written recommendations.
 - b. Manufacturer's product specifications.
 - c. Manufacturer's installation instructions.
 - d. Standard color charts.
 - e. Manufacturer's catalog cuts.
 - f. Wiring diagrams showing factory-installed wiring.
 - g. Printed performance curves.
 - h. Operational range diagrams.
 - i. Mill reports.
 - j. Standard product operating and maintenance manuals.
 - k. Compliance with recognized trade association standards.
 - l. Compliance with recognized testing agency standards.
 - m. Application of testing agency labels and seals.
 - n. Notation of coordination requirements.
4. Submit Product Data before or concurrent with Samples.
5. Number of Copies: Submit number of copies required by paragraph 1.6 K. 6 above. Mark up and retain one returned copy as a Project Record Document.

1.6 SHOP DRAWINGS

- A. Prepare shop drawings to indicate Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data.
 1. Preparation: Include the following information, as applicable:
 - a. Dimensions.
 - b. Identification of products.
 - c. Fabrication and installation drawings.
 - d. Roughing-in and setting diagrams.
 - e. Wiring diagrams showing field-installed wiring, including power, signal, and control wiring.
 - f. Shop fabrication instructions.
 - g. Templates and patterns.
 - h. Schedules.
 - i. Design calculations.
 - j. Compliance with specified standards.
 - k. Notation of coordination requirements.
 - l. Notation of dimensions established by field measurement.
 - m. Clearly indicate all deviations from the Contract Documents.
 2. Wiring Diagrams: Differentiate between manufacturer-installed and field-installed wiring.

3. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches but no larger than 30 by 40 inches.
4. Do not use Shop Drawings for ordering, fabrication, or construction without an appropriate final stamp from the Contractor and Architect indicating action taken in connection with construction.
5. Number of Copies: To the greatest extent possible, scan and post electronic copies (pdf file format) of all shop drawings and product data post electronic copies to the Architect provide FTP website as specified. Where not possible and for administrative submittals with original signatures, submit two opaque (bond) copies of each submittal. Architect will return one copy.
6. Number of Copies: Submit three opaque copies of each submittal, unless copies are required for operation and maintenance manuals. Submit five copies where copies are required for operation and maintenance manuals. Architect will retain two copies; remainder will be returned. Mark up and retain one returned copy as a Project Record Drawing. Only one copy on compact disc is required for submittals required in electronic portable document file (.pdf) format.

1.7 SAMPLES

- A. Samples: Samples are required only for substitutions (alternate manufacturers) and for custom fabricated items, unless specifically required by the individual Section.
 1. Where a specified item is being provided, samples will not be required or reviewed.
 2. Where a specified item is no longer available, manufacturer's current catalog numbers vary from those specified, named manufacturer's product data differs from requirements, or where custom colors require evaluation, samples are required.
- B. Submit full-size, fully fabricated Samples cured and finished as specified and physically identical with the material or product proposed. Samples include partial sections of manufactured or fabricated components, cuts or containers of materials, color range sets, and swatches showing color, texture, and pattern and range to be expected in the Work where item has a natural range of the above characteristics. Post digital photographs (jpg file format) of all physical samples delivered to Architect to Architect provided FTP website.
 1. Mount, or display, Samples in the manner to facilitate review of qualities indicated. Prepare Samples to match the Architect's sample. Include the following:
 - a. Specification Section number and Submittal Number
 - b. Generic description of the Sample.
 - c. Sample source.
 - d. Product name or name of the manufacturer.
 - e. Compliance with recognized standards.
 - f. Availability and delivery time.
 2. Submit Samples for review of size, kind, color, pattern, and texture. Submit Samples for a final check of these characteristics with other elements, and comparison of these characteristics between the final submittal and the actual component as delivered and installed.
 - a. Where variation in color, pattern, texture, or other characteristic is inherent in the material or product represented, submit at least 3 multiple units that show approximate limits of the variations.

- b. Refer to other Specification Sections for requirements for Samples that illustrate workmanship, fabrication techniques, details of assembly, connections, operation, and similar construction characteristics.
 - c. Refer to other Sections for Samples to be returned to the Contractor for incorporation in the Work. Such Samples must be undamaged at time of use. On the transmittal, indicate special requests regarding disposition of Sample submittals.
 - d. Samples not incorporated into the Work, or otherwise designated as the Owner's property, are the property of the Contractor and shall be removed from the site prior to Substantial Completion.
3. Preliminary submittals: When individual Sections call for initial selection samples to allow selection of color, pattern, texture or similar characteristics from a complete range of manufacturer's available offerings, submit a full set of choices for the material or product.
- a. Preliminary submittals will be reviewed and returned with the Architect's mark indicating selection and other action.
4. Maintain sets of approved Samples for custom fabricated items, as returned, at the Project site, for quality comparisons throughout the course of construction.
- a. Unless noncompliance with Contract Document provisions is observed, the submittal may serve as the final submittal.
 - b. Sample sets may be used to obtain final acceptance of the construction associated with each set.
5. Distribution of Samples: When necessary for Contractor's convenience, prepare and distribute additional sets to subcontractors, manufacturers, fabricators, suppliers, installers, and others as required for performance of the Work. Show distribution on transmittal forms.
- a. Field Samples are full-size examples erected on-site to illustrate finishes, coatings, or finish materials and to establish the Project standard.
 - b. Comply with submittal requirements to the fullest extent possible. Process transmittal forms to provide a record of activity.

1.8 DELEGATED DESIGN

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
 - 1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect.
- B. Delegated-Design Submittal: In addition to Shop Drawings, Product Data, and other required submittals, submit three copies of a statement, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional.
 - 1. Where design calculations are required, submit copies of calculations sealed and signed by the design professional responsible for their preparation concurrently with related system shop drawings.

2. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.

1.9 SCHEDULES

- A. Product Schedule or List: Prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:
 1. Type of product. Include unique identifier for each product.
 2. Number and name of room or space.
 3. Location within room or space.

1.10 ARCHITECT'S AND ENGINEER'S ACTION

- A. General: Architect will not review submittals that do not comply with submittal procedures and requirements, including requirement for Contractor's review stamp prior to submittal to Architect.
- B. Upon receipt of submittals requiring review, Architect or Engineer will review submittals and return them to the Contractor with results of the review indicated as follows:
 1. APPROVED: Submittal has been reviewed for the limited purpose of checking for conformance with information given and design concept expressed in the Contract Documents and no exceptions are taken; Contractor may proceed with work represented in submittal. Architect's review is not conducted for the purpose of determining the accuracy or completeness of other details, such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment and systems, all of which remain the responsibility of the Contractor.
 2. APPROVED AS NOTED: Submittal has been reviewed as stated in Subparagraph 1. above and certain exceptions are noted. Contractor may proceed with work represented in submittal, only when contractor agrees to incorporate exceptions noted by Architect.
 3. REVISED AS NOTED AND RESUBMIT: Submittal has been reviewed as stated in Subparagraph 1. above and certain exceptions are noted. Contractor may not proceed with work represented in submittal. Revise submittal incorporating exceptions noted and resubmit submittal to Architect until "APPROVED or APPROVED AS NOTED" status is given.
 4. REJECTED; RESUBMIT AS SPECIFIED: Submittal has been reviewed as stated in Subparagraph 1. above; Contractor may not proceed with work represented and submittal is not acceptable for one or more of the following reasons:
 - a. Submittal has been reviewed as stated in Subparagraph 1. above. Work represented in submittal has not been accepted; submit specified item. Submittal has not been made in accordance with procedures specified in Sections 01 33 00 and 01 60 00.
 - b. Not enough information is provided to make a determination.
 - c. Submittal contains too many errors or omissions to make a determination.
 - d. Information provided does not conform to information given in the Contract Documents.
 - e. Submittal contains too much extraneous material to make a determination.

5. NO ACTION REQUIRED: Submittal has not been reviewed for one or more of the following reasons:
 - a. Submittal is not required by the Contract Documents.
 - b. Submittal is manufacturer's instructions to the Contractor relative to means, methods, procedures, and safety precautions all of which are Contractor's sole responsibility.
6. REVIEWED: Submittal has been reviewed without comment for the following reason:
 - a. Submittal is informative by nature and does not require Architect's approval or comment.

1.11 ADMINISTRATIVE SUBMITTALS

- A. Contractor shall submit the following in the format indicated:
 1. Submittal Format: Submit in portable document file (.pdf) format posted to Architect provided FTP website except for those submittals requiring original signatures.
 2. List of subcontractors for review within 20 days of Notice to Proceed. Use CSI Form 1.5A. Submit in portable document file (.pdf) format.
 3. Construction Progress Schedule within 20 days of Notice to Proceed. Show sequence of construction operations mutually agreeable to all parties concerned, including Work in connection with or affecting the use of building(s), streets, services, utilities, and other improvements, based on final completion of all work on or before required completion date. Revise regularly as required. Schedule early completion of designated areas for Owner's usage prior to Substantial Completion of entire Project.
 4. Submittal schedule indicating early and late submittal dates for each required item.
 5. Required Performance and Payment Bond (at signing of Contract). Paper copy of submittal required.
 6. Required Certificates of Insurance (before starting Work). Paper copy of submittal required.
 7. Schedule of Values; construction cost breakdown, within 20 days of Notice to Proceed. Submit in portable document file (.pdf) format.
 8. Cash flow schedule, if requested by Owner, within 20 days of Notice to Proceed. Submit in portable document file (.pdf) format.
 9. Operating and maintenance manuals and special tools at least 14 days before Date of Substantial Completion. Submit hard copies as specified for review and hard copies plus five CD-ROM copies (pdf file format) for final submittal.
 10. Record drawings at least 14 days prior to Final Completion. Both paper copy and portable document file (.pdf) format on compact disc required.
 11. Record Photographs: Provide 8" x 10" high contrast black and white photographic prints of existing conditions of structural surfaces, equipment; finishes and surrounding properties which could be misconstrued as damage resulting from demolition and other construction operations; file copies with Owner's Representative prior to commencing Work. Submit in portable document file (.pdf) format.

12. Progress Photographs: Provide one set of (3) 8" x 10" high contrast black and white photographic prints taken on the date coinciding with cutoff date for each Application for Payment and taken from vantage points selected by Architect. Submit with Application for Payment. Submit in portable document file (.pdf) format.
13. Emergency Address: Contractor shall submit to both Architect and Owner, in writing, the names, addresses and telephone numbers of key members of their organization to be contacted in the event of an out-of-hours emergency at the building Site and post a similar list, protected from the elements and other damage, readily visible from outside the field office. Submit in portable document file (.pdf) format on compact disc.

1.12 INFORMATIONAL SUBMITTALS

- A. General: Prepare and submit Informational Submittals required by other Specification Sections.
 1. Number of Copies: Submit in portable document file (.pdf) format on compact disc. Architect will not return copies.
 2. Certificates and Certifications: Provide a notarized statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity. Both paper copy and portable document file (.pdf) format on compact disc are required.
 3. Test and Inspection Reports: Comply with requirements in Division 1 Section "Quality Requirements." Submit in portable document file (.pdf) format on compact disc.
- B. Contractor's Construction Schedule: Comply with requirements in Division 1 Section "Construction Progress Documentation." Submit in portable document file (.pdf) format on compact disc.
- C. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified. Submit in portable document file (.pdf) format on compact disc.
- D. Product Certificates: Prepare written statements on manufacturer's letterhead certifying that product complies with requirements. Submit in portable document file (.pdf) format on compact disc.
- E. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements. Submit record of Welding Procedure Specification (WPS) and Procedure Qualification Record (PQR) on AWS forms. Include names of firms and personnel certified. Submit in portable document file (.pdf) format on compact disc.
- F. Installer Certificates: Prepare written statements on manufacturer's letterhead certifying that Installer complies with requirements and, where required, is authorized for this specific Project. Submit in portable document file (.pdf) format on compact disc.
- G. Manufacturer Certificates: Prepare written statements on manufacturer's letterhead certifying that manufacturer complies with requirements. Include evidence of manufacturing experience where required. Submit in portable document file (.pdf) format on compact disc.

- H. Material Certificates: Prepare written statements on manufacturer's letterhead certifying that material complies with requirements. Submit in portable document file (.pdf) format on compact disc.
- I. Material Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements. Submit in portable document file (.pdf) format on compact disc.
- J. Preconstruction Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements. Submit in portable document file (.pdf) format on compact disc.
- K. Compatibility Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion. Submit in portable document file (.pdf) format on compact disc.
- L. Field Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements. Submit in portable document file (.pdf) format on compact disc.
- M. Product Test Reports: Prepare written reports indicating current product produced by manufacturer complies with requirements. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency. Submit in portable document file (.pdf) format on compact disc.
- N. Research/Evaluation Reports: Prepare written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Submit in portable document file (.pdf) format on compact disc. Include the following information:
 - 1. Name of evaluation organization.
 - 2. Date of evaluation.
 - 3. Time period when report is in effect.
 - 4. Product and manufacturers' names.
 - 5. Description of product.
 - 6. Test procedures and results.
 - 7. Limitations of use.
- O. Maintenance Data: Prepare written and graphic instructions and procedures for operation and normal maintenance of products and equipment. Submit in portable document file (.pdf) format on compact disc. Comply with requirements in Division 1 Section "Closeout Procedures."
- P. Design Data: Prepare written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations. Include list of assumptions and other performance and design criteria and a summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Include page numbers. Submit in portable document file (.pdf) format on compact disc.

- Q. Manufacturer's Instructions: Prepare written or published information that documents manufacturer's recommendations, guidelines, and procedures for installing or operating a product or equipment. Include name of product and name, address, and telephone number of manufacturer. Submit in portable document file (.pdf) format on compact disc. Include the following, as applicable:
1. Preparation of substrates.
 2. Required substrate tolerances.
 3. Sequence of installation or erection.
 4. Required installation tolerances.
 5. Required adjustments.
 6. Recommendations for cleaning and protection.
- R. Manufacturer's Field Reports: Prepare written information documenting factory-authorized service representative's tests and inspections. Submit in portable document file (.pdf) format on compact disc. Include the following, as applicable:
1. Name, address, and telephone number of factory-authorized service representative making report.
 2. Statement on condition of substrates and their acceptability for installation of product.
 3. Statement that products at Project site comply with requirements.
 4. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
 5. Results of operational and other tests and a statement of whether observed performance complies with requirements.
 6. Statement whether conditions, products, and installation will affect warranty.
 7. Other required items indicated in individual Specification Sections.
- S. Insurance Certificates and Bonds: Prepare written information indicating current status of insurance or bonding coverage. Include name of entity covered by insurance or bond, limits of coverage, amounts of deductibles, if any, and term of the coverage. Submit in portable document file (.pdf) format on compact disc.
- T. Construction Photographs: Comply with requirements in Division 1 Section "Construction Progress Documentation."
- U. Material Safety Data Sheets: Submit information directly to Owner. If submitted to Architect, Architect will not review this information but will return it with no action taken. Submit in portable document file (.pdf) format on compact disc.

1.13 UNSOLICITED SUBMITTALS

- A. Submittals not required by the Contract Documents will not be reviewed and may be discarded.

1.14 SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES

- A. Refer to individual specification sections for submittal requirements. Submit the following shop drawings, product data, and engineering calculations in portable document file (.pdf) format to Architect provided FTP website. Submit sample submittals as specified with digital photographic copies posted to Architect provided FTP website. Unless otherwise required by the Contract Documents, Contractor shall submit the following for the Sections indicated:

03 30 00	Mix Designs, Rebar Fabrication Drawings, Accessory Item Data
04 20 00	Product Data/Mortar Mix and Color Samples
04 40 00	Product Data/Mortar Mix and Color Samples
05 12 00	Steel Fabrication and Erection Drawings
05 21 00	Product Data/Erection Drawings
05 31 00	Product Data/Erection Drawings
05 40 00	Product Data
05 50 00	Shop Drawings/Product Data
06 10 53	Product Data and Erection Drawings
06 40 00	Shop Drawings/Product Data/Color Samples
07 11 13	Product Data
07 16 16	Product Data
07 21 00	Product Data/Schedule of Locations
07 27 15	Product Data/Shop Drawings/Samples
07 62 00	Shop Drawings/Product Data/Samples
07 70 00	Product Data
08 11 13	Shop Drawings/Product Data/Schedule
08 12 16	Shop Drawings/Product Data/Schedule
08 14 00	Shop Drawings/Finish Samples
08 31 13	Product Data
08 41 00	Shop Drawings/Engineering Calculations/Product Data/Test Results/Finish Samples
08 51 13	Shop Drawings/Engineering Calculations/Product Data/Test Results/Finish Samples
08 71 00	Hardware Schedule/Product Data
08 81 00	Product Data/Schedule of Locations
09 21 16	Product Data
09 24 00	Product Data/Samples
09 30 00	Product Data/Samples/Schedule of Locations
09 51 00	Shop Drawings/Product Data/Samples
09 65 00	Product Data/Finish Samples
09 68 16	Shop Drawings/Product Data/Finish Samples
09 72 00	Product Data/Samples
09 90 00	Product Data/Schedule of Locations/Samples
09 96 00	Product Data/Schedule of Locations/Samples
10 14 00	Product Data/Shop Drawings/Samples/Schedule of Locations
10 21 13.16	Product Data/Shop Drawings/Samples
10 28 13	Product Data
10 44 00	Product Data/Schedule of Locations
11 31 00	Product Data
14 21 00	Shop Drawings/Product Data/Samples
	Refer to Division 21 Sections for Fire Suppression System Submittal Requirements.
	Refer to Division 22 Sections for Plumbing System Submittal Requirements.
	Refer to Division 23 Sections for HVAC System Submittal Requirements.
	Refer to Division 24 Sections for Integrated Automation System Submittal Requirements.
	Refer to Division 26 Sections for Electrical System Submittal Requirements.
	Refer to Division 27 Sections for Data/Telecommunications System Submittal Requirements.
	Refer to Division 28 Sections for Electronic Safety and Security System Submittal Requirements.
31 20 00	Plasticity Index and Moisture Density Test Results for Borrow Materials
32 13 13	On-Site Finish Samples
32 17 23	Product Data/Samples
32 84 00	Product Data/Shop Drawings/Samples
32 92 00	Product Data
32 93 00	Product Data/Planting Layout Plans

PART 2 - PRODUCTS

(NOT USED)

PART 3 - EXECUTION

(NOT USED)

END OF SECTION 01 33 00