

PART 1 - GENERAL

1.1 SECTION  
INCLUDES

- .1 Shop drawings and product data.
- .2 Samples.
- .3 Certificates.

1.2 SUBMITTAL  
GENERAL REQUIREMENTS

- .1 Submit to Departmental Representative for review submittals listed, including shop drawings, samples, certificates and other data, as specified in other sections of the Specifications.
- .2 Submit with reasonable promptness and in orderly sequence so as to allow for Departmental Representative's review and not cause delay in Work. Failure to submit in ample time will not be considered sufficient reason for an extension of Contract time and no claim for extension by reason of such default will be allowed.
- .3 Do not proceed with work until relevant submissions are reviewed by Departmental Representative.
- .4 Present shop drawings, product data, samples and mock-ups in SI Metric units.
- .5 Where items or information is not produced in SI Metric units, provide soft converted values.
- .6 Review submittals prior to submission to Departmental Representative. Ensure during review that necessary requirements have been determined and verified, required field measurements or data have been taken, and that each submittal has been checked and co-ordinated with requirements of Work and Contract Documents.
  - .1 Submittals not stamped, signed, dated and identified as to specific project will be returned unexamined by Departmental Representative and considered rejected.

1.2 SUBMITTAL  
GENERAL REQUIREMENTS  
(Cont'd)

- .7 Notify Departmental Representative, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .8 Verify field measurements and affected adjacent work and coordinate.
- .9 Contractor's responsibility for errors and omissions in submission is not relieved by Departmental Representative's review of submittals.
- .10 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Departmental Representative's review.
- .11 Submittal format: paper originals, or alternatively clear and fully legible photocopies of originals. Facsimiles are not acceptable, except in special circumstances pre-approved by Departmental Representative. Poorly printed non-legible photocopies or facsimiles will not be accepted and be returned for resubmission.
- .12 Make changes or revision to submissions which Departmental Representative may require, consistent with Contract Documents and resubmit as directed by Departmental Representative. When resubmitting, notify Departmental Representative in writing of any revisions other than those requested.
- .13 Keep one reviewed copy of each submittal document on site for duration of Work.

1.3 SHOP DRAWINGS  
AND PRODUCT DATA

- .1 The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, product data, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.
- .2 Number of Shop Drawings: submit sufficient copies of shop drawings which are required by the General Contractor and sub-contractors plus 2 copies which will be retained by

- 1.3 SHOP DRAWINGS .2 Number of Shop Drawings: (Cont'd)  
AND PRODUCT DATA .2 Departmental Representative. Ensure sufficient  
(Cont'd) .2 numbers are submitted to enable one complete  
set to be included in each of the maintenance  
manuals specified, if applicable.
- .3 Shop Drawings Content and Format:  
.1 Indicate materials, methods of  
construction and attachment or anchorage,  
erection diagrams, connections, explanatory  
notes and other information necessary for  
completion of Work. Where items or equipment  
attach or connect to other items or equipment,  
confirm that all interrelated work have been  
coordinated, regardless of section or trade  
from which the adjacent work is being supplied  
and installed.  
.2 Shop Drawings Format:  
.1 Opaque white prints or photocopies  
of original drawings or standard drawings  
modified to clearly illustrate work  
specific to project requirements. Maximum  
sheet size to be 1000 x 707 mm.  
.2 Product Data from manufacturer's  
standard catalogue sheets, brochures,  
literature, performance charts and  
diagrams, used to illustrate standard  
manufactured products, to be original  
full colour brochures, clearly marked  
indicating applicable data and deleting  
information not applicable to project.  
.3 Non or poorly legible drawings,  
photocopies or facsimiles will not be  
accepted and returned not reviewed.  
.3 Supplement manufacturer's standard  
drawings and literature with additional  
information to provide details applicable to  
project.  
.4 Delete information not applicable to  
project on all submittals.
- .4 Allow 10 calendar days for Departmental  
Representative's review of each submission.
- .5 Adjustments or corrections made on shop  
drawings by Departmental Representative are  
not intended to change Contract Price. If  
adjustments affect value of Work, advise  
Departmental Representative in writing prior  
to proceeding with Work.

1.3 SHOP DRAWINGS .6  
AND PRODUCT DATA  
(Cont'd)

If upon review by Departmental Representative, no errors or omissions are discovered or if only minor corrections and comments are made, fabrication and installation may proceed upon receipt of shop drawings. If shop drawings are rejected and noted to be Resubmitted, do not proceed with that portion of work until resubmission and review of corrected shop drawings, through same submission procedures indicated above.

- .7 Accompany each submission with transmittal letter, containing:
  - .1 Date.
  - .2 Project title and project number.
  - .3 Contractor's name and address.
  - .4 Identification and quantity of each shop drawing, product data and sample.
  - .5 Other pertinent data.
  
- .8 Submissions shall include:
  - .1 Date and revision dates.
  - .2 Project title and project number.
  - .3 Name and address of:
    - .1 Subcontractor.
    - .2 Supplier.
    - .3 Manufacturer.
  - .4 Contractor's stamp, signed by Contractor's authorized representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
  - .5 Cross references to particular details of contract drawings and specifications section number for which shop drawing submission addresses.
  - .6 Details of appropriate portions of Work as applicable:
    - .1 Fabrication.
    - .2 Layout, showing dimensions, including identified field dimensions, and clearances.
    - .3 Setting or erection details.
    - .4 Capacities.
    - .5 Performance characteristics.
    - .6 Standards.
    - .7 Operating weight.
    - .8 Wiring diagrams.
    - .9 Single line and schematic diagrams.
    - .10 Relationship to adjacent work.

- 1.3 SHOP DRAWINGS AND PRODUCT DATA (Cont'd)
- .9 After Departmental Representative's review, distribute copies.
- .10 The review of shop drawings by the Departmental Representative or their delegated representative is for sole purpose of ascertaining conformance with general concept. This review shall not mean that Public Works and Government Services Canada approves the detail design inherent in the shop drawings, responsibility for which shall remain with Contractor submitting same, and such review shall not relieve Contractor of responsibility for errors or omissions in shop drawings or of responsibility for meeting all requirements of the construction and Contract Documents. Without restricting generality of foregoing, Contractor is responsible for dimensions to be confirmed and correlated at job site, for information that pertains solely to fabrication processes or to techniques of construction and installation and for co-ordination of Work of all sub-trades.
- 1.4 SCHEDULES, PERMITS AND CERTIFICATES
- .1 Upon acceptance of bid, submit to Departmental Representative copy of Work Schedule and various other schedules, permits, certification documents and project management plans as specified in other sections of the Specifications.
- .2 Submit copy of permits, notices, compliance Certificates received by Regulatory Agencies having jurisdiction and as applicable to the Work.
- .3 Submission of above documents to be in accordance with Submittal General Requirements procedures specified in this section.