

## **PART 1      GENERAL**

### **1.1            ADMINISTRATIVE**

- .1      Submit to the Departmental Representative submittals listed for review. Submit promptly and in orderly sequence to not cause delay in Work. Failure to submit in ample time is not considered sufficient reason for extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .2      Do not proceed with Work affected by submittal until review is complete.
- .3      Present shop drawings, product data, and samples in SI Metric units.
- .4      Where items or information is not produced in SI Metric units converted values are acceptable. Review submittals prior to submission to the Departmental Representative. This review represents that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and co-ordinated with requirements of Work and Contract Documents. Submittals not stamped, signed, dated and identified as to specific project will be returned without being examined and considered rejected.
- .5      Notify the Departmental Representative, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations, and any cost changes.
- .6      Verify field measurements and affected adjacent works are co-ordinated.
- .7      Contractor's responsibility for errors and omissions in submission is not relieved by Departmental Representative's review of submittals.
- .8      Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Departmental Representative's review.
- .9      Keep one reviewed copy of each submission on site.
- .10     Electronic submittals in PDF format only.

### **1.2            SHOP DRAWINGS AND PRODUCT DATA**

- .1      The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by the Contractor to illustrate details of a portion of Work.
- .2      Submit shop drawings bearing stamp and signature of the Contractor's Engineer registered or licensed in the Province of Alberta, Canada, or the suppliers' certified stamp.
- .3      Submittals pertaining to structural steel, structural timber, prefabricated or post tensioned structures shall be accompanied by an affidavit (seal on drawings or written statement) of a qualified Professional Engineer registered in the Province of Alberta, certifying their acceptance/approval of indicated design/details. Additionally, the submittals of any other

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discipline, which by reason of the various codes of practice, shall be accompanied by a similar affidavit. Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been co-ordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.

- .4 Allow 10 days Departmental Representative's review of each submission.
- .5 Adjustments made on shop drawings by the Departmental Representative do not change the Contract Price. If adjustments affect value of Work, state such in writing to the Departmental Representative prior to submittal and proceeding with Work.
- .6 For additional work not included in the original contract, Contractor shall not proceed with work unless the Departmental Representative issues a change order.
- .7 Do not proceed with work without an approved Change Order (CO).
- .8 Make changes in shop drawings as the Departmental Representative may require, consistent with Contract Documents. When resubmitting, notify the Departmental Representative in writing of revisions other than those requested.
- .9 Accompany submissions with transmittal letter, in duplicate, containing:
  - .1 Date.
  - .2 Project title and number.
  - .3 Contractor's name and address.
  - .4 Identification and quantity of each shop drawing, product data and sample.
  - .5 Other pertinent data.
- .10 Submissions include:
  - .1 Date and revision dates.
  - .2 Project title and number.
  - .3 Name and address of:
    - .1 Subcontractor.
    - .2 Supplier 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 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.

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- .6 Standards.
  - .7 Operating weight.
  - .8 Wiring diagrams.
  - .9 Single line and schematic diagrams.
  - .10 Relationship to adjacent work.
- .11 After Departmental Representative's review, distribute copies of approved drawings.
  - .12 Submit electronic or 6 copies of shop drawings for each requirement requested in specification Sections and as the Departmental Representative may reasonably request.
  - .13 Submit electronic or 6 copies of product data sheets or brochures for requirements requested in specification Sections and as requested by the Departmental Representative where shop drawings will not be prepared due to standardized manufacture of product.
  - .14 Submit electronic or 6 copies of test reports for requirements requested in specification Sections and as requested by the Departmental Representative.
    - .1 Report signed by authorized official of testing laboratory that material, product or system identical to material, product or system to be provided has been tested in accord with specified requirements.
  - .15 Submit electronic or 6 copies of certificates for requirements requested in specification Sections and as requested by the Departmental Representative.
    - .1 Statements printed on manufacturer's letterhead and signed by responsible officials of manufacturer of product, system or material attesting that product, system or material meets specification requirements.
    - .2 Certificates must be dated after award of project contract complete with project name.
  - .16 Submit electronic or 6 copies of manufacturers instructions for requirements requested in specification Sections and as requested by the Departmental Representative.
    - .1 Pre-printed material describing installation of product, system or material, including special notices and Material Safety Data Sheets concerning impedances, hazards and safety precautions.
  - .17 Submit electronic or 6 copies of Manufacturer's Field Reports for requirements requested in specification Sections and as requested by the Departmental Representative. Documentation of the testing and verification actions taken by manufacturer's representative to confirm compliance with manufacturer's standards or instructions.
  - .18 Submit electronic copies in PDF format or 6 copies of Operation and Maintenance Data for requirements requested in specification Sections and as requested by the Departmental Representative.
  - .19 Delete information not applicable to project.
  - .20 Supplement standard information to provide details applicable to project.

- .21 If upon review by the Departmental Representative, no errors or omissions are discovered or if only minor corrections are made, copies will be returned and fabrication and installation of Work may proceed. If shop drawings are rejected, noted copy will be returned and resubmission of corrected shop drawings, through same procedure indicated above, must be performed before fabrication and installation of Work may proceed.

### **1.3 SAMPLES**

- .1 Submit for review samples in duplicate as requested in respective specification Sections. Label samples with origin and intended use.
- .2 Deliver samples prepaid to the Departmental Representative.
- .3 Notify the Departmental Representative in writing, at time of submission of deviations in samples from requirements of Contract Documents.
- .4 Where colour, pattern or texture is criterion, submit full range of samples.
- .5 Adjustments made on samples by the Departmental Representative do not change the Contract Price. If adjustments affect value of Work, state such in writing to the Departmental Representative prior to submittal and proceeding with Work.
- .6 Make changes in samples which the Departmental Representative may require, consistent with Contract Documents.
- .7 Reviewed and accepted samples will become standard of workmanship and material against which installed Work will be verified.

**END OF SECTION**