

1.1 RELATED
SECTIONS

- .1 Section 01 78 00 - Closeout Submittals.

1.2 SUBMITTAL
GENERAL REQUIREMENTS

- .1 Submit to Departmental Representative for review requested submittals specified in various sections of the Specifications including shop drawings, samples, permits, compliance certificates, test reports, work management plans and other data required as part of the work.
- .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.
- .3 Do not proceed with work until relevant submissions have been reviewed.
- .4 Present shop drawings, product data, samples and mock-ups in SI Metric units.
- .5 Review submittals prior to submission. Ensure that necessary requirements have been determined and verified and that each submittal has been checked and co-ordinated with requirements of Work and Contract Documents.
- .6 Verify field measurements and affected adjacent Work are coordinated.
- .7 Notify Departmental Representative, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .8 Contractor's responsibility for errors, omissions or deviations in submission from requirements of Contract Documents is not relieved by Departmental Representative's review.
- .9 Make changes or revision to submissions which Departmental Representative may require, consistent with Contract Documents and resubmit as directed by Departmental Representative. When resubmitting, identify in writing of any revisions other than those requested.
- .10 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, technical product data, brochures and other data to be provided by Contractor to illustrate details of a portion of Work.
- .2 Shop Drawing Submittal Schedule:
 - .1 Submit, within 10 working days of contract award, in format acceptable to Departmental Representative, a submittal schedule listing all shop drawings to be submitted for project as specified in various sections of the Specifications.
 - .2 Schedule to indicate proposed submission date for each item, status of review and anticipated product delivery date to site. Track all submissions for entire project.
 - .3 As work progresses, revise schedule identifying items which have been reviewed and finalized and indicating those outstanding.
 - .4 Update schedule at stipulated dates or project time intervals predetermined and agreed upon with Departmental Representative at commencement of Work.
- .3 Shop Drawing Quantities: submit sufficient copies required by the General Contractor and sub-contractors plus 3 copies which will be retained by Departmental Representative.
- .4 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.
- .5 Shop Drawings Content:
 - .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 Supplement manufacturer's standard drawings and literature with additional information to provide details applicable to project.
 - .3 Delete information not applicable to project on all submittals.
- .6 Allow 14 calendar days for Departmental Representative's review of each submission.
 - .7 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.
 - .8 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.
 - .9 Be advised that costs and expenses incurred by Departmental Representative to conduct more than one review of incorrectly prepared shop drawing submittal for a particular material, equipment or component of work may be assessed against the Contractor in the form of a financial holdback to the Contract.
 - .10 Accompany each submissions 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.
 - .11 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 Relationship to adjacent work.

.12 After Departmental Representative's review, distribute copies.

.13 The review of shop drawings by Public Works and Government Services Canada (PWGSC) or its authorized Consultant is for sole purpose of ascertaining conformance with general concept. This review shall not mean that PWGSC 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 SAMPLES

.1 Submit for review samples as specified in respective specification Sections. Label samples with origin and intended use.

.2 Deliver samples to Departmental Representative's office or to other address as directed. Do not drop off samples at construction site unless pre-approved.

.3 Reviewed and accepted samples will become standard of workmanship and material against which installed Work will be verified.