

PART 1 - GENERAL

1.1 SECTION INCLUDES

- .1 Shop drawings and product data.
- .2 Samples.
- .3 Schedules, Permits, Certificates, Procedures and Plans.

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.
 - .7 Notify Departmental Representative, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
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- .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: electronic copies, or alternatively paper originals or clear and fully legible photocopies of originals. Facsimiles are not acceptable, except in special circumstances pre-approved by Departmental Representative. Poorly printed non-legible copies will not be accepted and be returned for resubmission.
- .12 Make changes or revisions 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, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work that are specific to project requirements.
 - .2 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.
 - .3 Allow five (5) working days for Departmental Representative's review of each submission.
 - .4 Accompany submissions with transmittal letter 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.
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- .5 Submissions include:
 - .1 Date and revision dates.
 - .2 Project title and 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 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.
 - .11 Relevant specification section.
 - .12 Delete all information not applicable to the project.
 - .6 After Departmental Representative's review, distribute copies.
 - .7 Submit electronic copy of shop drawings for each requirement requested in specification Sections and as Departmental Representative may reasonably request.
 - .8 Submit electronic copies of product data sheets or brochures for requirements requested in specification Sections and as requested by Departmental Representative where shop drawings will not be prepared due to standardized manufacture of product.
 - .9 Submit electronic copies of test reports for requirements requested in specification Sections and as requested by 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.
 - .2 Testing must have been within three (3) years of date of contract award for project.
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- .10 Submit electronic copies of certificates for requirements requested in specification Sections and as requested by 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.
 - .11 Submit electronic copies of manufacturer's instructions for requirements requested in specification Sections and as requested by 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.
 - .12 Submit electronic copies of Manufacturer's Field Reports for requirements requested in specification Sections and as requested by Departmental Representative.
 - .1 Documentation of the testing and verification actions taken by manufacturer's representative to confirm compliance with manufacturer's standards or instructions.
 - .13 Submit electronic copies of Operation and Maintenance Data for requirements requested in specification Sections and as requested by Departmental Representative.
 - .14 Delete all information not applicable to project.
 - .15 Supplement standard information to provide details applicable to project.
 - .16 If upon review by Departmental Representative, no errors or omissions are discovered or if only minor corrections are made, transparency copies will be returned and fabrication and installation of Work may proceed. If shop drawings are rejected, noted copy will be returned and resubmission and review of corrected shop drawings, through same procedure indicated above, must be performed before fabrication and installation of Work may proceed.
 - .17 The review of shop drawings by Public Works and Government Services Canada (PWGSC) is for sole purpose of ascertaining conformance with general concept.
 - .1 This review shall not mean that PWGSC approves detail design inherent in shop drawings, responsibility for which shall remain with Contractor submitting same, and such review shall not relieve Contractor of
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responsibility for errors or omissions in shop drawings or of responsibility for meeting requirements of construction and Contract Documents.

- .2 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 sub-trades.

1.4 SAMPLES

- .1 Submit for review samples in triplicate as requested in respective specification Sections. Label samples with origin and intended use.
- .2 Deliver samples prepaid to Departmental Representative's business address.
- .3 Notify Departmental Representative in writing, at time of submission of deviations in samples from requirements on Contract Documents.
- .4 Where colour, pattern or texture is criterion, submit full range of samples.
- .5 Adjustments made on sample by Departmental representative are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Departmental Representative prior to proceeding with Work.
- .6 Make changes in sample which 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.

1.5 SCHEDULES, PERMITS, CERTIFICATES, PROCEDURES AND PLANS

- .1 Upon acceptance of bid, submit to Departmental Representative copy of Work Schedule and various other schedules, permits, certification documents, project management plans, Fire Procedures, Lockout Procedures, Health and Safety Plan and Environmental Protection Plan as specified in other sections of the Specifications.
 - .2 Submit copy of permits, notices, compliance Certificates received from 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.
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1.6 MEAUREMENT FOR PAYMENT

- .1 No separate measurement for payment shall be made for items under this section. Include costs for Submittal Procedures in the Lump Sum Amount on the Combined Price Form.

PART 2 - PRODUCTS

Not applicable

PART 3 - EXECUTION

Not applicable