
1 GENERAL

1.1 Administrative

- .1 Submit to Departmental Representative submittals listed for review. Submit with reasonable promptness and in orderly sequence so as to not cause delay in Work. Failure to submit in ample time is not considered sufficient reason for an extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .2 Work affected by submittal shall not proceed until review is complete.
- .3 Present shop drawings, product data, samples and mock-ups in SI Metric units.
- .4 Where items or information is not produced in SI Metric units converted values are acceptable.
- .5 Review submittals prior to submission to 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 shall be considered rejected.
- .6 Notify Departmental Representative, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .7 Verify field measurements and affected adjacent Work are coordinated.
- .8 Contractor's responsibility for errors and omissions in submission is not relieved by Departmental Representative's review of submittals.
- .9 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Departmental Representative review.
- .10 Keep one reviewed copy of each submission on site.
- .11 Unless otherwise directed, make submissions by prepaid transmission to :

PSAV Architects Ltd.
P.O. Box 2353, 5016 - 47 Street
Yellowknife, N.W.T. X1A 2P7
Attention : Mr. Gene Drouin, CET AMNWTAA

1.3 Construction Schedule

- .1 Immediately after the award of Contract, prepare a draft construction schedule for the work of the entire Contract.

-
- .2 Schedule format:
 - .1 Provide horizontal bar chart for each trade or operation.
 - .2 Provide horizontal time scale identifying the 1st work day each week.
 - .3 Indicate progress of each activity to date of schedule submission.
 - .3 Show in schedule, start and completion times of each item of the Work including mobilization and erection and dismantling and demobilization of temporary facilities.
 - .4 Distribute draft schedule to subcontractors. Recipients shall respond to the draft schedule to the Contractor in time to allow submission of the schedule by the specified time.
 - .5 Incorporate commentaries from subcontractors as appropriate and submit three (3) copies for review no later than 14 days after the award of Contract.
 - .6 Review Departmental Representative's commentary with subtrades and incorporate comments as appropriate and resubmit within 7 days and until accepted.
 - .7 Include with schedule, cash flow chart broken down on a monthly basis. Cash flow chart shall indicate the Contractor's anticipated monthly progress billings from commencement of the Work until completion.
 - .8 At least once per progress claim period, review construction schedule and notify Departmental Representative of any actual or anticipated delays and recommend actions to recover lost time.
 - .9 In a manner and at times satisfactory to Departmental Representative, update schedule and cash flow chart whenever changes occur.

1.4 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.
- .2 Indicate materials including colours and options, 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 coordinated, regardless of Section under which adjacent items will be supplied and installed. Provide cross references to design drawings and specifications.
- .3 Allow 7 days for Departmental Representative's review of each submission.
- .4 Adjustments made on shop drawings 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.

-
- .5 Make changes in shop drawings as Departmental Representative may require, consistent with Contract Documents. When resubmitting, notify Departmental Representative in writing of any revisions other than those requested.
 - .6 Accompany submissions with transmittal letter, containing:
 - .1 Date and date for return of reviewed submission.
 - .2 Project title and number.
 - .3 Contractor's name and address and, if different return address.
 - .4 Identification and quantity of each shop drawing, product data and sample.
 - .5 Other pertinent data.
 - .7 Submissions shall 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.
 - .8 After Departmental Representative's review, distribute copies.
 - .9 Submit pdf electronic (or 6 hard copy prints) of shop drawings for each requirement requested in specification Sections and as Departmental Representative may reasonably request.
 - .10 Submit pdf electronic (or 6 hard copy prints) 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.
 - .11 Delete information not applicable to project.
 - .12 Supplement standard information to provide details applicable to project.

-
- .13 If upon review by 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.

1.5 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 of Contract Documents.
- .4 Where colour, pattern or texture is criterion, submit full range of samples.
- .5 Adjustments made on samples 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 samples 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.

1.6 Mock-ups

- .1 not applicable

2 PRODUCTS not applicable

3 EXECUTION not applicable

END OF SECTION