

## **Part 1 General**

### **1.1 RELATED REQUIREMENTS**

- .1 Section 01 45 00 – Quality Control.
- .2 Section 01 78 00 – Closeout Submittals.

### **1.2 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, 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 The Contractor shall 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 being "project specific" 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 co-ordinated.
- .8 Contractor's responsibility for errors and omissions in the submittals is not relieved by the Departmental Representative's review of the submittals.
- .9 Contractor's responsibility for deviations in the submittals from requirements of Contract Documents is not relieved by the Departmental Representative review.
- .10 Keep one reviewed copy of each submittal on site at all times.

### **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.
- .2 Shop drawings shall be stamped and signed by a qualified Professional Engineer registered or licensed to practice in the Province of Nova Scotia, Canada.
- .3 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 fifteen (15) calendar days for the Departmental Representative's review of each submission.
- .5 Adjustments and/or corrections made on the shop drawings by the Departmental Representative are not intended to change the Contract Price. If adjustments affect the value of the Work, state such in writing to the Departmental Representative prior to proceeding with the Work.
- .6 Make changes to the shop drawings as the Departmental Representative may require, consistent with the Contract Documents. When re-submitting, notify the Departmental Representative in writing of revisions other than those requested.
- .7 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.
- .8 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 Cross reference 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.

- .9 After the Departmental Representative's review, distribute copies.
- .10 Submit a PDF electronic copy of all shop drawings for each requirement requested in specification Sections and as Departmental Representative may reasonably request.
- .11 Submit a PDF electronic copy 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.
- .12 Submit electronic copy 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 the date of contract award for this project.
- .13 Submit electronic copy 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.
- .14 Submit a PDF electronic copy of the manufacturer's 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.
- .15 Submit a PDF electronic copy of the Manufacturer's Field Reports for requirements requested in specification Sections and as requested by the Departmental Representative.
- .16 Documentation of the testing and verification actions taken by the manufacturer's representative to confirm compliance with the manufacturer's standards or instructions.
- .17 Submit a PDF electronic copy of all Operation and Maintenance Data for requirements requested in specification Sections and as requested by the Departmental Representative.
- .18 Delete information not applicable to project.
- .19 Supplement standard information to provide details applicable to this project.
- .20 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 re-submission of corrected shop drawings,

through same procedure indicated above, must be performed before fabrication and installation of the Work may proceed.

- .21 The review of shop drawings by Departmental Representative is for sole purpose of ascertaining conformance with general concept.
  - .1 This review shall not mean that Departmental Representatives approves detail design inherent in shop drawings, responsibility for which shall remain with the Contractor submitting same, and such review shall not relieve Contractor of 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, the 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 the Work of sub-trades.

#### **1.4 SAMPLES**

- .1 Submit for review samples in duplicate, as requested in respective Specification Sections. Label samples with origin and intended use.
- .2 Deliver samples pre-paid to the Departmental Representative Project Manager's office or other address as directed by Departmental Representative's. Do not drop off samples at construction site, except for special circumstances previously approved by the Departmental Representative.
- .3 Notify the Departmental Representative in writing, at time of submission of deviations in samples from requirements of the Contract Documents.
- .4 Where colour, pattern or texture is criterion, submit full range of samples.
- .5 Adjustments made on samples by the Departmental Representative are not intended to change the Contract Price. If adjustments affect the value of Work, state such in writing to Departmental Representative prior to proceeding with the Work.
- .6 Make changes in samples which Departmental Representative may require, consistent with the Contract Documents.
- .7 Reviewed and accepted samples will become standard of workmanship and material against which installed Work will be verified.

#### **1.5 MOCK-UPS**

- .1 Erect mock-ups in accordance with 01 45 00 - Quality Control.

#### **1.6 CERTIFICATES AND TRANSCRIPTS**

- .1 Immediately after award of Contract, submit copies of permits, notices, compliance certificates received by Regulatory Agencies having jurisdiction and as applicable to the Work.
- .2 Submission of above documents to be in accordance with Submittal – General Requirements procedures specified in this section.

**Part 2        Products**

**2.1            NOT USED**

.1        Not Used.

**Part 3        Execution**

**3.1            NOT USED**

.1        Not Used.

**END OF SECTION**