

## PART 1 - GENERAL

### 1.1

#### ADMINISTRATIVE

- .1 Submit to Architect/Engineer/PWGSC Representative, submittals listed for review. Submit promptly and in orderly sequence to not cause delay in Work. Failure to submit in 5 working days 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 imperial units.
- .4 Where items or information is not produced in imperial units converted values are acceptable.
- .5 Review submittals prior to submission to 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.
- .6 Notify 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 is co-ordinated.
- .8 Contractor's responsibility for errors and omissions in submission is not relieved by Representative's review of submittals.
- .9 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Representative review.
- .10 Keep one reviewed copy of each submission on site.

### 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 Contractor to illustrate details of a portion of Work.
- .2 Submit shop drawings bearing stamp and signature of qualified professional engineer licensed in 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 coordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.

- .4 Allow 7 working days for Representative's review of each submission.
- .5 Adjustments made on shop drawings by Representative are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Representative prior to proceeding with Work.
- .6 Make changes in shop drawings as Representative may require, consistent with Contract Documents. When resubmitting, notify 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 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 Representative's review, distribute copies.

- .10 Submit digital shop drawings for each product as specified and as Representative may reasonably request.
- .11 Submit digital copies of product data sheets or brochures for requirements requested in specification Sections and as requested by Representative where shop drawings will not be prepared due to standardized manufacture of product.
- .12 Submit 3 copies of test reports for requirements requested in specification Sections and as requested by 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 3 years of date of contract award for project.
- .13 Submit 3 copies of certificates for requirements requested in specification Sections and as requested by 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 3 copies of manufacturer's instructions for requirements requested in specification Sections and as requested by 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 3 copies of Operation and Maintenance Data for requirements requested in specification Sections and as requested by Representative.
- .16 Delete information not applicable to project.
- .17 Supplement standard information to provide details applicable to project.
- .18 If upon review by 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 as requested in respective specification Sections. Label samples with origin and intended use.

- .2 Deliver samples prepaid to Representative's business address.
- .3 Notify 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 Representative are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Representative prior to proceeding with Work.
- .6 Make changes in samples which 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.

1.4 MOCK-UPS

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

END OF SECTION