

**SUBMITTAL PROCEDURES****PART 1      GENERAL****1.1      SECTIONS INCLUDE**

- .1      Shop drawings and product data.
- .2      Samples.
- .3      Certificates and transcripts.

**1.2      RELATED SECTIONS**

- .1      Section 01 32 00 – Construction Progress Documentation.
- .2      Section 01 45 00 – Quality Control
- .3      Section 01 78 00 – Closeout Submittals

**1.3      ADMINISTRATIVE**

- .1      This section specifies general requirements and procedures for contractor's submissions of shop drawings, product data, samples and mock-ups to Departmental Representative 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 an extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .2      Do not proceed with work until relevant submissions are reviewed by Departmental Representative.
- .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.

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- .9 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Departmental Representative review of submission, unless Departmental Representative gives written acceptance of specific deviations.
- .10 Make any changes in 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 revisions other than those requested.
- .11 Notify Departmental Representative, in writing, when resubmitting, of any revisions other than those requested by Departmental Representative.
- .12 Keep one reviewed copy of each submission on site.

**1.4 SUBMITTALS**

- .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 Coordinate each submission with requirements of work and Contract Documents. Individual submissions will not be reviewed until all related information is available.
- .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 ten (10) working days for Departmental Representative review of each submission.
- .5 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 immediately after receipt of approval of shop drawings. If value of work is to change a change order must be issued prior to proceeding with work.
- .6 Structural Attachments:
  - .1 Make changes in shop drawings as Departmental Representative may require, consistent with Contract Documents. When resubmitting, notify Departmental Representative in writing of revisions other than those requested.
- .7 Accompany submissions with transmittal letter, containing:
  - .1 Date.
  - .2 Project title and number.
  - .3 Contractor's name and address.

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- .4 Identification and quantity of each shop drawing, product data and sample.
- .5 Other pertinent data.
- .8 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.
- .9 After Departmental Representative review, distribute copies.
- .10 Submit 3 prints plus one electronic copy in PDF format of shop drawings for each requirement requested in specification Sections and as Departmental Representative may reasonably request.
- .11 Submit 3 hard copies and an electronic copy in PDF format 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 Delete information not applicable to project.
- .13 Supplement standard information to provide details applicable to project.
- .14 Cross-reference product data information to applicable portions of Contract Documents.
- .15 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

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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.

- .16 Samples: examples of materials, equipment, quality, finishes, workmanship. Label samples with origin and intended use.
- .17 Notify Departmental Representative in writing, at time of submission of deviations in samples from requirements of contract documents.
- .18 Where colour, pattern or texture is criterion, submit full range of samples.
- .19 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.
- .20 Make changes in samples, which Departmental Representative may require, consistent with Contract Documents.
- .21 Reviewed and accepted samples will become standard of workmanship and material against which installed Work will be verified.
- .22 Submit drawings stamped and signed by Professional Engineer registered or licensed in the Province of Newfoundland and Labrador for any work affecting structural systems or supporting or suspending new installation.

**1.2 MOCK-UPS**

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

**1.3 PROGRESS PHOTOGRAPHS**

- .1 Progress photograph to be electronically formatted and labelled as to location and view.

**1.4 SHOP DRAWINGS REVIEW**

- .1 The review of shop drawings by Departmental Representative is for the sole purpose of ascertaining conformance with the general concept. This review shall not mean that Departmental Representative approves the detail design inherent in the shop drawings, responsibility for which shall remain with the Contractor submitting same, and such review shall not relieve the Contractor of responsibility for errors or omissions in the shop drawings or of responsibility for meeting all requirements of the construction and contract documents. Without restricting the generality of the foregoing, the Contractor is responsible for dimensions to be confirmed and correlated at the job site, for information that pertains to fabrication processes or to techniques of construction and installation and for co-ordination of the work of all sub-trades.

**SUBMITTAL PROCEDURES****1.5            STRUCTURAL ATTACHMENTS**

- .1           Contractor to engage a third party Professional Structural Engineer, licensed to practice in the Province of Newfoundland and Labrador, for submission of stamped and signed shop drawings indicating acceptable mounting procedures for all equipment which is suspended, mounted or otherwise attached. The Structural Engineer to also verify correct installation of the equipment.

**PART 2            PRODUCTS (NOT APPLICABLE)****PART 3            EXECUTION (NOT APPLICABLE)****END OF SECTION**