

PART 1 - GENERAL

1.1 SECTION  
INCLUDES

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

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 Metric units.
  - .5 Where items or information is not produced in 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.
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1.3 SHOP DRAWINGS  
AND PRODUCT DATA  
(Cont'd)

- .2 Number of Shop Drawings: submit sufficient copies of shop drawings which are required by the General Contractor and sub-contractors plus (2) copies which will be retained by Departmental Representative. Ensure sufficient numbers are submitted to enable one complete set to be included in each of the maintenance manuals specified, if applicable.
- .3 Shop Drawings Content and Format:
  - .1 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where items or equipment attach or connect to other items or equipment, confirm that all interrelated work have been coordinated, regardless of section or trade from which the adjacent work is being supplied and installed.
  - .2 Shop Drawings Format:
    - .1 Opaque white prints or photocopies of original drawings or standard drawings modified to clearly illustrate work specific to project requirements. Maximum sheet size to be 1000 x 707 mm.
    - .2 Product Data from manufacturer's standard catalogue sheets, brochures, literature, performance charts and diagrams, used to illustrate standard manufactured products, to be original full colour brochures, clearly marked indicating applicable data and deleting information not applicable to project.
    - .3 Non or poorly legible drawings, photocopies or facsimiles will not be accepted and returned not reviewed.
  - .3 Supplement manufacturer's standard drawings and literature with additional information to provide details applicable to project.
  - .4 Delete information not applicable to project on all submittals.
- .4 Allow 14 calendar days for Departmental Representative's review of each submission.
- .5 Adjustments or corrections made on shop drawings by Departmental Representative are not intended to change Contract Price. If adjustments affect value of Work, advise Departmental Representative in writing prior to proceeding with Work.

1.3 SHOP DRAWINGS  
AND PRODUCT DATA  
(Cont'd)

- .6 If upon review by Departmental Representative, no errors or omissions are discovered or if only minor corrections and comments are made, fabrication and installation may proceed upon receipt of shop drawings. If shop drawings are rejected and noted to be Resubmitted, do not proceed with that portion of work until resubmission and review of corrected shop drawings, through same submission procedures indicated above.
  
- .7 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.
  
- .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 references 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.

