

PART 1 - GENERAL

1.1 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 SI Metric units.
- .5 Where items or information is not produced in SI 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 coordinated 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.
- .7 Notify Departmental Representative, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .8 Verify field measurements and affected adjacent work and coordinate.

1.1 SUBMITTAL  
GENERAL REQUIREMENTS  
(Cont'd)

- .9 Contractor's responsibility for errors and omissions in submission is not relieved by Departmental Representative's review of submittals.
- .10 Submittal format: electronic (.pdf) format.
- .11 Make changes or revisions to 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 any revisions other than those requested.
- .12 Circulate returned submissions to affected parties.
- .13 Keep one reviewed copy of each submittal document on site for duration of Work.

1.2 SHOP DRAWINGS  
AND PRODUCT DATA

- .1 The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, product data, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.
- .2 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 has been coordinated, regardless of section or trade from which the adjacent work is being supplied and installed.
  - .2 Shop Drawings Format:
    - .1 Electronic 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

- 1.2 SHOP DRAWINGS .2 Shop Drawings Content and Format:(Cont'd)  
AND PRODUCT DATA .2 Shop Drawings Format:(Cont'd)  
(Cont'd) .2 (Cont'd)  
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.
- .3 Allow ten (10) calendar days for Departmental  
Representative's review of each submission.
- .4 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.
- .5 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.
- .6 Accompany each submission with transmittal  
letter, containing:  
.1 Date.  
.2 Project title and project number.  
.3 Contractor's name and address.  
.4 Identification and quantity of each shop  
drawing, product data and sample.  
.5 Other pertinent data.

1.2 SHOP DRAWINGS  
AND PRODUCT DATA  
(Cont'd)

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- .7 Submissions shall include:
- .1 Date and revision dates.
  - .2 Project title and project 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.
  - .8 After Departmental Representative's review, distribute copies.
  - .9 The review of shop drawings by the Departmental Representative or their delegated representative is for sole purpose of ascertaining conformance with general concept. This review shall not mean that Public Works and Government Services Canada approves the detail design inherent in the shop drawings, responsibility for which shall remain with Contractor submitting same, and such review shall not relieve Contractor of responsibility for errors or omissions in shop drawings or of responsibility for meeting all requirements of the construction and Contract Documents. Without restricting generality of foregoing, Contractor is responsible for dimensions to be confirmed and correlated at job site, for
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- 1.2 SHOP DRAWINGS .9 (Cont'd)  
AND PRODUCT DATA  
(Cont'd) information that pertains solely to  
fabrication processes or to techniques of  
construction and installation and for co  
ordination of Work of all sub trades.
- 1.3 SCHEDULES, .1 Upon acceptance of bid, submit to  
PERMITS AND  
CERTIFICATES Departmental Representative copy of Work  
Schedule and various other schedules, permits,  
certification documents and project management  
plans as specified in other sections of the  
Specifications.
- .2 Submit copy of permits, notices, compliance  
Certificates received from Regulatory Agencies  
having jurisdiction and as applicable to the  
Work.
- .3 Submit credentials of Contractor's LEED  
personnel including:  
.1 Proof of qualifications.  
.2 Proof of previous experience of similar  
value and complexity projects (minimum three).
- .4 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.