

Part 1 General**1.1 RELATED REQUIREMENTS**

- .1 Not Used.

1.2 REFERENCES

- .1 Not Used.

1.3 ADMINISTRATIVE

- .1 Submit to 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 This section specifies the requirements and general procedures for the submission of shop drawings, product descriptions and samples by the Contractor to the Departmental Representative, for verification. Other additional special requirements are described in the appropriate sections of divisions 02 to 33
- .3 Do not proceed with Work affected by submittal until review is complete.
- .4 Reproductions of drawings prepared by professionals working on the project and submitted as drawings will be refused.
- .5 Present shop drawings, product data, samples and mock-ups in SI Metric units.
- .6 The review of shop drawings by the Departmental Representative is for sole purpose of ascertaining conformance with general concept
 - .1 This review shall not mean that PWGSC approves detail design inherent in 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 requirements of construction and Contract Documents.
 - .2 Without restricting generality of foregoing, 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 Work of sub-trades.
- .7 Contractor's responsibility for errors and omissions in submission is not relieved by Departmental Representative's DCC Representative's Consultant's review of submittals.
- .8 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 considered rejected.
- .9 Verify field measurements and affected adjacent Work are co-ordinated.
- .10 Notify Departmental Representative, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.

- .11 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Departmental Representative review.
- .12 Make changes Departmental Representative deems appropriate to contract documents and resubmit documents and samples as directed by Departmental Representative.
- .13 When resubmitting documents or samples, notify Departmental Representative in writing of revisions other than those requested.
- .14 Keep one reviewed copy of each submission on site.

1.4 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 original drawings prepared by Contractor, Subcontractor, Supplier or Distributor illustrating part of work concerned, manufacturing details, layout, installation details and assembly prescribed in associated sections, as well as related elements for the project.
- .3 Identify details using sheet numbers and contract drawing sketches.
- .4 Allow 10 days for Departmental Representative's DCC Representative's Consultant's review of each submission.
- .5 A copy will be returned to Contractor after verification. The Contractor must make 7 copies and distribute to parties (Owner, professionals, consultants, subcontractors, etc.) and pay for the cost. Distribution will be based on process established at first construction site meeting. Product data and shop drawings in "Letter" (21,59cm x 27,94cm) or "Legal" (21,59cm x 35,56cm) format will be submitted in digital format (PDF). Delete information that does not apply to the project.
- .6 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 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.
- .7 Reissue drawings within five (5) days when rejected or identified for resubmittal.
- .8 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 prior to proceeding with Work

1.5 PRODUCT DESCRIPTION

- .1 The above documentation must meet the following requirements for approval:
 - .1 Products meets characteristics specified in contract documents;
 - .2 They must not contain information unrelated to the project;
 - .3 Basic information must be completed by additional project information;
 - .4 Must indicate required dimensions and clearances.

1.6 SAMPLES

- .1 Samples: materials, quality, finish and installation method.

- .2 Submit for review samples in duplicate triplicate as requested in respective specification Sections. Label samples with origin and intended use.
- .3 Deliver samples prepaid to Departmental Representative's DCC Representative's Consultant's business address site office.
- .4 Notify Departmental Representative in writing, at time of submission of deviations in samples from requirements of Contract Documents.
- .5 Where colour, pattern or texture is criterion, submit full range of samples.
- .6 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.
- .7 Make changes in samples which Departmental Representative may require, consistent with Contract Documents.
- .8 Reviewed and accepted samples will become standard of workmanship and material against which installed Work will be verified.

1.7 **MOCK-UPS**

- .1 Samples: work carried out on site using the materials and installation method ouvrages réalisés sur place en employant les matériaux et le mode d'exécution prescrits.
- .2 Erect mock-ups in accordance with section 01 45 00 - Quality Control.
- .3 Produce mockups in areas deemed acceptable by Departmental Representative.
- .4 Notify Departmental Representative in writing when product mock-ups are submitted of discrepancies over contract requirements.
- .5 Submit entire range of sample when colour, pattern or texture is required.
- .6 Once verified and approved, mockups will serve as quality standard for the project.

1.8 **SUBMISSION REQUIREMENTS**

- .1 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.
- .2 Submissions include:
 - .1 Date and revision dates.
 - .2 Project title and number.
 - .3 Name and address of:
 - .1 Contractor;
 - .2 Subcontractor;
 - .3 Supplier;
 - .4 Manufacturer;

- .5 Retailer, if applicable;
- .4 Identification of product or material;
- .5 Matching to adjacent work;
- .6 Dimensions measured on site, clearly identified;
- .7 Specification section number;
- .8 Applicable standards, and number;
- .9 Designation of each drawing, data sheet and test report;
- .10 Contractor's stamp, signed by Contractor's authorized representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
- .11 Details of appropriate portions of Work as applicable:
 - .1 Materials and fabrication details;
 - .2 Layout, showing dimensions, including identified field dimensions, and clearances;
 - .3 Setting or erection details;
 - .4 Characteristics such as power, speed or capacity;
 - .5 Performance characteristics;
 - .6 Standards;
 - .7 Operating weight;
 - .8 Wiring diagrams;
 - .9 Single line and schematic diagrams;
 - .10 Relationship to adjacent work.
- .3 Submit one electronic copy of shop drawings for each requirement requested in specification Sections and as Departmental Representative may reasonably request. If no shop drawing is required due to use of standard manufactured product, submit one electronic copy of data sheets or of manufacturer's documentation as prescribed in technical sections of specification and required by Departmental Representative.
- .4 Submit one 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 3 years of date of contract award for project.
- .5 Submit one electronic copy of certificates for requirements requested in specification Sections and as requested by 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.
- .6 Submit one electronic copy of manufacturers instructions for requirements requested in specification Sections and as requested by 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.
- .7 Submit one electronic copy of inspection reports conducted on site by manufacturer, as prescribed in technical sections of specification and required by Departmental Representative.
- .8 Documentation of the testing and verification actions taken by manufacturer's representative to confirm compliance with manufacturer's standards or instructions.
- .9 Submit one electronic copy of Operation and Maintenance Data for requirements requested in specification Sections and as requested by Departmental Representative.
- .10 Delete information not applicable to project.
- .11 Supplement standard information to provide details applicable to project.

1.9 CERTIFICATES AND TRANSCRIPTS

- .1 Immediately after award of Contract, submit Workers' Compensation Board status.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION