

**Part 1            General**

**1.1                GENERAL REQUIREMENTS**

- .1        Submit to the 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        Do not proceed with Work affected by submittal until review is complete.
- .3        Present shop drawings and product data 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 the 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.
- .6        Notify the 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 the Departmental Representative's review of submittals.
- .9        Submittal format: electronic (PDF) or alternatively clear and fully legible photocopies of originals. Facsimiles are not acceptable, except in special circumstances pre-approved by Departmental Representative. Poorly printed non-legible photocopies or facsimiles will not be accepted and be returned for resubmission.
- .10      Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by the Departmental Representative review.
- .11      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 the Contractor to illustrate details of a portion of Work.
- .2        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 co-ordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.
- .3        Allow 7 days for Departmental Representative's review of the complete submission.

- .4 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.
- .5 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.
- .6 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.
- .7 After Departmental Representative's review, distribute copies.
- .8 The review of shop drawings by Departmental Representative is for sole purpose of ascertaining conformance with general concept.
  - .1 This review shall not mean that Departmental Representative 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 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.

**1.3 PHOTOGRAPHIC DOCUMENTATION**

- .1 Contractor to photo document the project progress at key milestones and provide photos with closeout procedures in accordance with Section 01 77 00 – Closeout Procedures. At a minimum: pre-construction, rebar, finished sub-grade, tank placement, piping installation and first tank fill.

**1.4 CERTIFICATES AND TRANSCRIPTS**

- .1 Immediately after award of Contract, submit Workers' Compensation Board status.
- .2 Submit transcription of insurance immediately after award of Contract.

**1.5 AS-BUILT DRAWINGS**

- .1 Contractor to provide as-built drawings (red lines) within one (1) day from the time of completion of construction. If these documents are not received within this time period, the Contractor could be considered in default.
- .2 As-built drawings stamped by a professional engineer licensed in Newfoundland and Labrador are required on site prior to the system being filled. Contractor shall co-ordinate As-built drawings information and coordinate with Departmental Representative.

**1.6 SYSTEM REMOVAL DOCUMENTATION**

- .1 Contractor to provide system removal documentation within seven (7) days from the time of completion of removal. If these documents are not received within this time period, the Contractor could be considered in default.
- .2 Provide information required in SOR/2008-197.
  - .1 Use PWGSC's Storage Tank System Withdrawal and Removal form. See Appendix A.

**END OF SECTION**