

Part 1 General**1.1 MEASUREMENT AND PAYMENT**

- .1 Work in this Section will be considered incidental and will not be measured or paid for separately.

1.2 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 Do not proceed with Work affected by submittal until review is complete.
- .3 Present shop drawings, product data, samples and mock-ups in SI Metric units.
- .4 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.
- .5 Notify Departmental Representative, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .6 Verify field measurements and affected adjacent Work are co-ordinated.
- .7 Contractor's responsibility for errors and omissions in submission is not relieved by Departmental Representative's review of submittals.
- .8 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Departmental Representative review.
- .9 Keep one reviewed copy of each submission on site.

1.3 PRODUCT DATA

- .1 Indicate materials, methods of construction, explanatory notes and other information necessary for completion of Work.
- .2 Allow 7 days for Departmental Representative's review of each submission.
- .3 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.

- .4 Submissions include:
 - .1 Date and revision dates.
 - .2 Project title and number.
 - .3 Name and address of:
 - .1 Subcontractor.
 - .2 Supplier.
 - .3 Manufacturer.
- .5 Submit product data sheets and brochures for requirements requested in specifications Sections and as requested by Department Representative.
- .6 If upon review by Departmental Representative, no errors or omissions are discovered or if only minor corrections are made and installation of Work may proceed.
- .7 Contractor's responsibility for errors and omissions in submission is not relieved by Department Representative's review of submittals.
- .8 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Department Representative's review.
- .9 Keep one reviewed copy of each submission on Site.

1.4 SAMPLES

- .1 Submit for review samples in duplicate as requested in respective specification Sections. Label samples with date, origin and intended use.
- .2 Deliver samples prepaid to Departmental Representative.
- .3 Notify Departmental Representative in writing, at time of submission of deviations in samples from requirements of Contract Documents.
- .4 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.
- .5 Make changes in samples which Departmental Representative may require, consistent with Contract Documents.
- .6 Reviewed and accepted samples will become standard of workmanship and material against which installed Work will be verified.

1.5 PHOTOGRAPHIC DOCUMENTATION

- .1 Submit electronic copy of digital photography in jpg format, standard resolution weekly with progress reporting as directed by Departmental Representative.
- .2 Project identification: name and number of project and date of exposure indicated.
 - .1 Viewpoints and their location.

- .3 Frequency of photographic documentation: weekly as directed Departmental Representative.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION