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**Decommissioning, Demolition and Site Restoration SSB HQ**  
**Southside Road, St. John's, NL**  
**Project No. R.111146.001**

2020/12/01

Section 01 33 00 – Submittal Procedures

Page 1 of 4

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**PART 1**      **GENERAL**

**1.1**      **SECTIONS INCLUDE**

- .1 Shop drawings and product data.
- .2 Certificates and transcripts.

**1.2**      **RELATED SECTIONS**

- .1 Section 01 32 00 – Construction Progress Documentation.
- .2 Section 01 45 00 – Quality Control
- .3 Section 01 78 00 – Closeout Submittals

**1.3**      **ADMINISTRATIVE**

- .1 This section specifies general requirements and procedures for contractor's submissions of shop drawings, product data to Departmental Representative for review. Submit promptly and in orderly sequence to not cause delay in Work. Submit with reasonable promptness and in orderly sequence so as to not cause delay in Work. Failure to submit in ample time is not considered sufficient reason for an extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .2 Do not proceed with work until relevant submissions are reviewed by Departmental Representative.
- .3 Present shop drawings, product data, in SI Metric units. Electronic (pdf) submission of shop drawings may be considered appropriate, if approved by the Departmental Representative.
- .4 Where items or information is not produced in SI Metric units converted values are acceptable.
- .5 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 shall be considered rejected.
- .6 Notify 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 Departmental Representative's review of submittals.

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**Section 01 33 00 – Submittal Procedures**

**Page 2 of 4**

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- .9 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Departmental Representative review of submission, unless Departmental Representative gives written acceptance of specific deviations.
- .10 Make any changes in 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 revisions other than those requested.
- .11 Notify Departmental Representative, in writing, when resubmitting, of any revisions other than those requested by Departmental Representative.
- .12 Keep one reviewed copy of each submission on site.

**1.4 SUBMITTALS**

- .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 Coordinate each submission with requirements of work and Contract Documents. Individual submissions will not be reviewed until all related information is available.
- .3 Allow 10 days for Departmental Representative's review of each 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 immediately after receipt of approval of shop drawings. If value of work is to change a change order must be issued prior to proceeding with work.
- .5 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.
- .6 Submissions shall include:
  - .1 Date and revision dates.
  - .2 Project title and number.
  - .3 Name and address of:
    - .1 Subcontractor.
    - .2 Supplier.
    - .3 Manufacturer.

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**2020/12/01**

**Section 01 33 00 – Submittal Procedures**

**Page 3 of 4**

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- .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 Layout, showing dimensions, including identified field dimensions, and clearances.
  - .2 Setting or erection details.
  - .3 Relationship to adjacent work.
- .7 After Departmental Representative review, distribute copies.
- .8 Submit 3 prints plus one electronic copy in PDF format of shop drawings for each requirement requested in specification Sections and as Departmental Representative may reasonably request.
- .9 Submit electronic copy in PDF format of product data sheets or brochures for requirements requested in Specification Sections and as requested by Departmental Representative where shop drawings will not be prepared due to standardized manufacture of product.
- .10 Delete information not applicable to project.
- .11 Supplement standard information to provide details applicable to project.
- .12 Cross-reference product data information to applicable portions of Contract Documents.
- .13 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.

**1.5 PROGRESS PHOTOGRAPHS**

- .1 Progress photograph to be electronically formatted in .jpeg format and labelled as to location and view and submitted with each progress payment request.

**1.6 SHOP DRAWINGS REVIEW**

- .1 The review of shop drawings by the Departmental Representative is for the sole purpose of ascertaining conformance with the general concept. This review shall not mean that Departmental Representative approves the detail design inherent in the shop drawings, responsibility for which shall remain with the Contractor submitting same, and such review shall not relieve the Contractor of responsibility for errors or omissions in the shop drawings or of responsibility for meeting all requirements of the construction and contract documents. Without restricting the generality of the foregoing, the Contractor is responsible for dimensions to be confirmed and correlated at the job site, for information

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**Section 01 33 00 – Submittal Procedures**

**Page 4 of 4**

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that pertains slowly to fabrication processes or to techniques of construction and installation and for co-ordination of the work of all sub-trades.

**PART 2**      **PRODUCTS (NOT APPLICABLE)**

**PART 3**      **EXECUTION (NOT APPLICABLE)**

**END OF SECTION**