

SECTION 01340 SUBMITTALS

PART 1 - GENERAL

1.01 SUMMARY:

- A. Unless directed otherwise by the Project Architect, the Contractor shall prepare and submit product and assembly shop drawings, submittals and samples only as required by the drawings and project manual, and revise and resubmit submittals to the Architect, if required, to ensure compliance with the contract documents.
- B. The Architect/ Engineer's review of the Contractor's submittals is extended as a courtesy to the Contractor in interpreting the requirements of and to verify compliance with the contract documents.
- C. The Contractor is solely responsible for the timely submittal of all required submittal items to allow for a reasonable period of review allowed to the Architect and the Architect's consultants, the Contractor's coordination of the interrelation of all submittal items, and the implementation of all products and assemblies into the work.
- D. The Contractor is responsible for preparing and transmitting to the Architect, all items scheduled in this Section's List of Required Submittals, no later than three (3) weeks after the Date of Commencement. Submittals received after that time may be returned, unreviewed, to the Contractor.

1.02 REQUIRED SUBMITTALS:

- A. The Contractor shall prepare and submit all products and assemblies identified in this Section's List of Project Submittals as a "Required Submittal".

1.03 SUBMITTALS NOT REQUIRED:

- A. Unless noted as a "Required Submittal" in this Section's List of Project Submittals, the Contractor shall NOT forward submittals of those products and assemblies which the Contractor intends to furnish for this project "as specified" in the drawings and project manual, with no substitutions.
 - 1. The Contractor shall refer to the drawings for supplementary of non-standard items which may be specifically noted to the submitted for review. Should such items be noted on the drawings, the Contractor shall reference the drawing location of these non-standard items so as to expedite the submittal review process.
- B. The Architect shall only review those items specifically itemized in the List of Project Submittals as further itemized in this Section. The Architect, without review, will return submittals for items not listed on the List of Project Submittals as a "Required Submittal" to the Contractor.

1.04 SUBMITTAL SCHEDULE:

- A. All required submittals must be received by the Architect no later than three (3) weeks after the Date of Commencement. Project Architect may not certify subsequent Applications for Payment until all required submittals have been received by the Architect.

1.05 CONTRACTOR SUBMITTAL TRACKING:

- A. The Contractor shall be responsible for ensuring the timely receipt of submittals by the Architect, and tracking the progress of submittal review.

1.06 CONTRACTOR REQUESTED PRODUCT SUBSTITUTIONS:

- A. Contractor-requested product substitutions will only be considered for acceptance by the Architect if the following conditions are met:
 - 1. Documented Delivery Problem: The Contractor must provide substantial written documentation to support a claim of a delivery problem which is in conflict with the construction schedule, including but not limited to copies of correspondence to and from the product manufacturer which demonstrates that a delivery problem exists relative to the timely completion of construction work.
 - 2. Contractor-requested product substitution will NOT be considered if the Contractor or any subcontractor has delayed executing subcontract labor agreements or scheduling subcontract work from the time of construction contract award.

1.07 CONTRACTOR'S SUBMITTAL PREPARATION AND REVIEW:

- A. Prior to submittal delivery to the Project Architect, the Contractor MUST carefully review and coordinate all aspects of each submittal item, and shall verify that each item submitted is in conformance in all respects with the requirements of the contract documents before being forwarded to the Architect.
 - 1. The Contractor must annotate each product submittal to clearly indicate the product model or type proposed for use, in order to adequately distinguish the proposed model or product from among other which may be also depicted.
 - 2. The Contractor's review, affixed submittal review stamp and signature certify that the Contractor has performed this review and coordination.
- B. Submittals shall consist of manufacturer's scale drawings, catalogs or descriptive literature, stating the complete characteristics of equipment as indicated on the drawings or in the Project Manual. Erection drawings, if applicable, shall be submitted to indicate the locations, arrangements, and sizes of products or assemblies.
- C. Photocopy reproductions of the Architect/ Engineer's contract documents are NOT acceptable as submittals.
- D. The Contractor's cost for copies, mailing, distribution and other incidentals pertaining to the submittal procedure shall be borne by the Contractor.
- E. Contractor's Submittal Review: The Contractor's submittal review stamp shall declare and contain the following:
 - 1. Text similar to the following statement: *"This submittal has been reviewed by (Contractor's Name) and is in compliance with the Contract Documents"*.
 - 2. Contractor's company name.
 - 3. Contractor's authorized reviewer's legibly printed name and date of review.
- F. Return of un-reviewed submittals: Submittal copies received by the Architect which do not bear the Contractor's submittal review stamp and signature will be returned to the Contractor by the Architect without review. The Contractor may re-send the submittal upon proper completion of the Contractor's submittal review procedure.

1.08 SUBMITTAL REQUIREMENTS:

- A. Product Data and other submittals no larger than 11" x 17" format:
 - 1. The Contractor shall submit no less than four (4) Contractor-reviewed, stamped and signed submittal copies.
 - a. The Submittal Cover Transmittal shall include the project name, shall clearly identify the accompanying documents as a Project Submittal, and shall include the Contractor's Name.
 - b. Fax Transmissions of Submittals are acceptable ONLY if specifically noted in the List of Required Submittals in this Section or as specifically authorized in advance by the Architect, and are acceptable only as a means of expediting the review of specific time-critical building products and assemblies. Hard copies of submittals sent via fax transmission must also be sent to the Architect for the Architect's review.
 - c. Submittals received by fax, which are not specifically noted on the List of Required Submittals in this section, will NOT be reviewed by the Architect/ Engineer unless such review is authorized in advance.
 - 2. Upon completion of the Architect's review, the Architect will:
 - a. Retain one copy for Architect's records.
 - b. Retain one copy for the Architect's Engineer/ consultant if reviewed by that consultant.
 - c. Return one or two reviewed submittal copies to the Contractor, and send a copy Transmittal to the Contractor acknowledging return of the submittal.
 - 3. All additional submittal copies needed by the Contractor shall be copied by the Contractor, at the Contractor's expense, upon receipt of the Architect/ Engineer- reviewed submittal(s).
- B. Shop Drawings or other product data larger than 11" x 17" format:
 - 1. The Contractor shall submit no less than four (4) Contractor-reviewed, stamped and signed Reproducible Bond Paper of each shop drawing.
 - 2. Upon completion of the Project Architect's review, the Architect will:
 - a. Retain one copy for Architect's records.

- b. Retain one copy reproduction for the Engineer/consultant if reviewed by that consultant.
 - c. Return the reviewed submittal Reproducible (original) to the Contractor, and send a copy Transmittal to the Contractor
3. All additional copies required by the Contractor shall be prepared by the Contractor at the Contractor's expense, upon receipt of the reviewed submittal Reproducible from the Architect.
 4. Each shop drawing should be prepared with a blank area sized approximately 4" x 4" adjacent to the shop drawing title block where the Architect/ Engineer's submittal review stamp may be applied.
 5. Unless noted as a "Contractor Submittal" in the List of Project Submittals, the Contractor shall NOT forward shop drawings of those products and assemblies which the Contractor intends to furnish for this project (as specified" in the drawings and project manual, with "no substitutions permitted".

1.09 ARCHITECT'S SUBMITTAL REVIEW:

- A. The Architect/ Engineer shall review submittals in a timely manner and will note necessary corrections, including all corrections necessary relating to artistic effect. The Contractor shall subsequently provide any corrections to submittals required by the Architect/ Engineer.
- B. The Architect/ Engineer's review of submittals shall not relieve the Contractor from responsibility for any deviation from the drawings or specifications, unless the Contractor has, in writing, called the Architect/ Engineer's attention to such deviation at the time of submittal. The Architect/ Engineer's review shall also not relieve the Contractor from responsibility for unidentified submittal errors, omissions, or coordination of the provisions for the installed submittal item, and interface with other items of construction affected by such deviations.
- C. The Architect/ Engineer shall affix the submittal review stamp and complete the submittal review one of three ways:
 1. "Approved". The Contractor may make copies and distribute to the Contractor's receiving parties.
 2. "Approved as Noted". The Contractor shall make corrections, and may make copies and distribute to the Contractor's receiving parties. The Contractor shall NOT re-submit corrected submittals to the Architect/ Engineer, which have received the "Approved as Noted" notation.
 3. "Rejected-Revise and Resubmit". The Contractor shall have "Rejected" submittals corrected and re-submitted promptly to the Architect/ Engineer.

1.10 USE OF SUBMITTALS AT THE JOBSITE:

- A. Every submittal used at the jobsite must bear the Architect/ Engineer's submittal review stamp.
 1. The Contractor must keep at all times one copy of each approved submittal at the jobsite, in good order and available for reverence by the Architect and Owner.
 2. "Rejected" submittals shall NOT be permitted on the jobsite.
- B. Any fabrication, erection, setting or other work done by the Contractor prior to the Contractor's receipt of the Architect's reviewed submittals shall be provided at the Contractor's risk.

1.11 SUBMITTAL ERRORS, DEVIATIONS OR OMISSIONS:

- A. Should errors, deviations, or omissions in a submittal be noted by the Architect/ Engineer after the submittal has been reviewed and returned to the Contractor, all corrected work necessary as a result of errors, deviations, or omissions shall be provided by the Contractor, irrespective of the status of or review comments of any prior submittal review by the Architect/ Engineer.

PART 2. - PRODUCTS

2.01 SHOP DRAWINGS

- A. Scale and measurements: Make Shop Drawings accurately to a scale sufficiently large to show all pertinent aspects of the item and its method of connection to the Work.
- B. Type of prints required:
 1. Submit Shop Drawings in the form of no less than four (4) bond copies of each sheet or blue-line or blackline prints of each sheet.

- C. Review comments of the Architect will be shown on each sheet when it is returned to the Contractor. The Contractor may make and distribute such copies as are required for his purposes.

2.02 MANUFACTURERS' LITERATURE

- A. Where contents of submitted literature from manufacturers includes data not pertinent to the submittal, clearly show which portions of the contents are being submitted for review.
- B. Submit the number of copies, which are required to be returned, plus one copy, which will be retained by the Architect.

2.03 SAMPLES

- A. Provide Sample or Samples identical to the precise article proposed to be provided. Identify as described under "Identification of submittals" below.
- B. Number of Samples required:
 - 1. Unless otherwise specified, submit Samples in the quantity, which is required to be returned, plus one, which will be retained by the Architect.
 - 2. By pre-arrangement in specific cases, a single Sample may be submitted for review and, when approved, be installed in the Work at a location agreed upon by the Architect.

2.04 COLORS AND PATTERNS

- A. Unless the precise color and pattern is specifically called out in the Contract Documents, and whenever a choice of color or pattern is available in the specified products, submit accurate color and pattern charts to the Architect for selection.

PART 3 – EXECUTION

3.01 IDENTIFICATION OF SUBMITTALS

- A. Consecutively number all submittals.
 - 1. When material is resubmitted for any reason, transmit under a new letter of transmittal and with a new transmittal number.
 - 2. On resubmittals, cite the original submittal number for reference.
- B. Accompany each submittal with a letter of transmittal showing all information required for identification and checking.
- C. On at least the first page of each submittal, and elsewhere as required for positive identification, show the submittal number in which the item was included.
- D. Submittal log:
 - 1. Maintain an accurate submittal log for the duration of the Work, showing current status of all submittals at all times.
 - 2. Make the submittal log available to the Architect for the Architect's review upon request.

3.02 GROUPING OF SUBMITTALS

- A. Unless otherwise specified, make submittals in groups containing all associated items to assure that information is available for checking each item when it is received.
 - 1. Partial submittals may be rejected as not complying with the provisions of the Contract.
 - 2. The Contractor may be held liable for delays so occasioned.

3.03 TIMING OF SUBMITTALS

- A. In scheduling, allow at least ten (10) working days for review by the Architect following the Architect's receipt of the submittal.

3.4 REQUIRED SUBMITTALS

A. Submittals required by the Contract Documents include:

Section Number:

- 02190 Termite control
 - Product Data
- 02500 Bicycle Racks
 - Product Data
- 02600 Storm, Sanitary & Water
- 02825 Ornamental Fence (When Used)
- 02830 Chain Link Fence (When Used)
- 03310 Concrete
 - Rebar
 - Concrete Mix Design
 - Water Vapor Retarder
 - Chemical Hardener
- 04200 Masonry
 - Face Brick
 - Cast Stone / Calcium Silicate Units
 - Spilt-Face Block
 - Masonry Units
 - Mortar and Grout
 - Joint Reinforcement
- 05120 Structural Steel:
 - Structural Steel Metal Framing
 - Steel Studs
 - Railings
 - Ladders
 - Miscellaneous Fabrication Steel Components
- 05250 Metal Joist / Metal Decking
 - Steel Bar Joists
 - Joist Girders
 - Metal Decking
- 06100 Rough Carpentry:
 - Engineered Wood Trusses (Signed and Sealed)
 - Interior Architectural Millwork
 - Roof / Wall Sheathing
 - Wood Treatment
- 07200 Insulation
 - Under Slab Insulation
 - Foundation Insulation
 - Sound Attenuating Batts
 - Roof Deck Insulation
 - EIFS Insulation
 - Batt Insulation
 - Board-type Insulation
 - Vapor Retarders
- 07240 Exterior Insulation Finish Systems
 - Product Data and Color Samples
- 07320 Concrete Roofing Tiles (Florida)
 - Concrete Roof Tiles
 - Underlayment (Peel & Stick Membrane)
 - Flashings and Counter flashings

- 07410 Metal Siding, Soffits and Trim
 - Soffits
 - Siding
 - Trim & Accessories
- 07520 Modified Bitumen Roofing Membrane
 - Roof Insulation
 - Roofing Membrane
 - Fastener
 - Sealants
 - Sump Pans
 - Drain and Stack Vents
 - Pipe Penetration Portals
 - Traffic Pads
 - Condensate Drain Supports
- 07530 Flexible Sheet Roofing
 - Single Ply Peel & Stick EPDM Membrane
- 07600 Flashing, Sheet Metal, Specialties & Accessories
 - Metal Counter Flashing
 - Metal Wall Flashing
 - Scuppers
 - Gutters and Downspouts
 - Roof Scuttle
 - Miscellaneous Roof Accessories
 - Equipment Curbs
 - Thru-Wall Flashings
- 07610 Metal Standing Seam Roofing
 - Standing Seam Roofing
 - Underlayment
 - Trim & Accessories
- 07900 Joint Sealers
 - Product Data and Color Samples
- 08100 Metal Doors and Frames
- 08200 Wood Doors
- 08300 Special Doors
- 08450 Aluminum Storefronts and Automatic Entrances
 - Provide NOA Numbers as stated on drawings
 - Automatic Entrance Doors
 - Aluminum Storefront Frame Schedules
- 08700 Finished hardware:
 - Hardware Schedule
- 08800 Glass and Glazing
 - Provide NOA Numbers as stated on drawings
 - Provide 1-5/16" Insulated Impact Glazing in Hurricane Impact Zones
- 09220 Exterior Portland Cement Plaster
 - Product Data and Color Samples
- 09250 Gypsum Drywall
 - Product Data
- 09300 Ceramic Tile
 - Product Data and Samples
- 09510 Acoustical Ceilings
 - Product Data and Samples
- 09650 Resilient Flooring
 - Product Data and Samples
- 09910 Painting and Vinyl Wall Covering
 - Product Data and Color Samples

- 09985 Special Wall Surfaces
 - Fiberglass Reinforced Panels (FRP) and Accessories – Product Data and Color Samples
 - Stainless Steel Column Covers – Product Data
 - Stainless Steel Corner Guards – Product Data
- 10190 Toilet Partitions and Accessories
 - Toilet Partitions and Screens – Product Data and Color Samples
 - Toilet Accessories
- 10522 Fire Protection Specialties
 - Wall Mounted Fire Extinguishers and Accessories
 - Recessed Key Lock Boxes (Knox Box)
- 15300 Fire Suppression
 - Shop drawings with Calculations (signed and sealed by a Florida Engineer)
- 15400 Plumbing
 - Plumbing Fixture cut sheets
- 15500 Heating, Ventilating, and Air Conditioning
 - Unit cut sheets
 - Fan cut sheets
 - Fixture cut sheets
 - Air Curtains
 - Mechanical Unit Curbs
 - Mechanical Unit Controls
- 15880 Air Distribution
 - Air Ducts
 - Supply and Return Air Grilles
 - Dampers
 - Exhaust / Ventilation System Fans, Blowers etc.
 - Roof Curbs
- 16400 Electrical Service and Distribution
 - Switch gear cut sheets
- 16500 Lighting
 - Fixture Cut Sheets
- 16600 Special Systems
 - Ethernet
 - Satellite
 - Burglar Alarm
 - Closed Circuit Television (CCTV)
 - Telephone
 - Sound
- 16720 Fire Alarm

3.04 SUBMITTAL PROCESS DEADLINE:

- A. The Architect must receive All submittals no later than three (3) weeks after the Date of Commencement.

END OF SECTION

SUBMITTALS
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