

SECTION 01300

SUBMITTALS:

- A. Progress Schedule: Within 15 days of the date established for "commencement of the work," submit a comprehensive progress schedule indicating a time bar for each significant category of work to be performed. Arrange schedule to indicated required sequencing and to show time allowances for submittals, inspections and similar time margins.
1. Submittal: Provide 3 copies of the schedule to the Architect. Post in the temporary office. Revise at intervals matching payment requests and redistribute.
- B. Project Meetings: Conduct monthly progress and coordination meetings attended by representative of each entity engaged for performance of work. Record discussions and decisions. Distribute copies to those attending and others affected, including the Architect.
- C. Schedule of Values: Prepare a schedule of values to show breakdown of Contract Sum corresponding with payment request breakdown and progress schedule line items. Show dollar value and percent of total for each unit of work scheduled. Submit not less than 7 days prior to first payment request. Revise each time schedule is affected by change order or other revision.
- D. Payment Request: Submit a request each calendar month. Use AIA form G702, fully completed and executed.
1. Prior to the initial payment request, submit the schedule of values, a list of principal subcontractors and suppliers, the progress schedule and copies of building permits and similar start-up authorization.
- E. Shop Drawings, Product Data and Samples:
1. General: Coordinate submittals with the progress schedule and actual work progress. Allow 2 weeks for the Architect's review. Provide additional copies as required by governing authorities. Contractor shall review all shop drawings for conformity and completeness prior to submission to the Design Professional. Shop drawings that are incomplete will be returned for corrections.
 2. Shop Drawings:
 - a. Initial Submittal: Submit five opaque blue/black line prints and five copies of other data required for approval.
 3. Product Data: Mark each copy to indicate the actual product to be provided; show selections from among options in the manufacturer's printed product data. Submit 2 copies to Architect; submittal if for information and record purposes only. Where the product data is required for maintenance manuals, submit with additional copies, which will be returned.
 - a. Maintain one additional copy at the project site for reference purpose.
 - b. Do not proceed with the installation of manufactured products until a copy of related product data is in the installer's possession at the project site.
 4. Samples: Submit 3 sets of samples; one set will be returned. Provide 3 or more samples in each set where variations in color, pattern or texture are observable; show average condition and extreme range of variations. Submit full documentation with each set. Sample submittals are for Architect's observation of color, texture, pattern and "kind". Maintain returned set at project site for purposes of quality control comparisons.
- F. Miscellaneous Submittals: Provide copies, plus additional copies as required for maintenance manual.
1. Warranties: Submit 2 executed copies, and additional copies as required for maintenance manual.
 2. Field Records: 4 copies, including one copy that will be returned for inclusion in the submittal of record documents.
 3. Maintenance Manuals: Submit 2 bound copies.
 4. Record Drawings: Submit original maintained marked-up prints.

G. Architect's Action:

1. Stamp: The Architect/Engineer will stamp each submittal to be returned with a uniform, self explanatory action stamp, appropriately marked and executed to indicate the status of the submittal.

END OF SECTION