SECTION 01 3300

SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
1. Submittal procedures.
2. Proposed Products list.
3. Submittal schedule.
4. Shop Drawings.
5. Product Data.
6. Samples.
7. Quality control submittals.

B. Related Sections:
1. Section 01 4000 - Quality Requirements.

1.2 SUBMITTAL PROCEDURES

A. Number each submittal with Project Manual section number and a sequential number within each section. Number re-submittals with original number and an alphabetic suffix.

B. Identify Project, Contractor, Subcontractor or supplier, pertinent Drawing sheet and detail numbers, and specification Section number, as appropriate.

C. Apply Contractor's signed or initialed certifying that:
1. Submittal was reviewed.
2. Products, field dimensions, and adjacent construction have been verified.
3. Information has been coordinated with requirements of Work and Contract Documents.

D. Schedule submittals to expedite the Project, and deliver to Architect. Coordinate submittal of related items.

E. For each submittal, allow 14 days for Architect's review, including delivery time to and from Contractor.

F. Identify variations from Contract Documents and Product or system limitations that may be detrimental to successful performance of completed Work.

G. Revise and resubmit submittals when required; identify all changes made since previous submittal.

H. Distribute copies of reviewed submittals to concerned parties and to Project Record Documents file. Instruct parties to promptly report any inability to comply with provisions.

1.3 PROPOSED PRODUCTS LIST

A. Within 15 days after date of Notice to Proceed, submit a complete list of major products proposed for use, with name of manufacturer, trade name, and model number of each product.

B. For products specified only by reference standards, give manufacturer, trade name, model or catalog designation, and reference standards.

C. Submit electronically in Adobe PDF format.

1.4 SUBMITTAL SCHEDULE

A. Within 15 days after date of Notice to Proceed, submit a submittal schedule showing all submittals proposed for project, including submittals listed as:
   1. Submittals for Review.
   2. Quality Control Submittals.
   3. Closeout Submittals.

B. Include for each submittal:
   1. Specification section number.
   2. Description of submittal.
   3. Type of submittal.
   4. Anticipated submittal date.
   5. For submittals requiring Architect's review, date reviewed submittal will be required from Architect.

C. Submit one electronic copy in Adobe PDF format].

1.5 SHOP DRAWINGS

A. Present information in clear and thorough manner.

B. Identify details by reference to sheet and detail numbers or room number shown on Drawings.

C. Submit one electronic copy in Adobe PDF format of each sheet. Architect will return one copy to Contractor for printing and distribution.

1.6 PRODUCT DATA

A. Mark each copy to identify applicable products, models, options, and other data.

B. Supplement manufacturers' standard data to provide information unique to this Project.

C. Submit one electronic copy in Adobe PDF format] of each sheet. Architect will return one copy to Contractor for printing and distribution.

1.7 SAMPLES

A. Submit samples to illustrate functional and aesthetic characteristics of Products, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.

B. Where so indicated, submit samples of finishes from the full range of manufacturers' standard colors, textures, and patterns for Architect's selection.

C. Include identification on each sample, with full Project information.

D. Unless otherwise specified in individual specifications, submit two of each sample.

E. Architect will notify Contractor of approval or rejection of samples, or of selection of color, texture, or pattern if full range is submitted.

1.8 QUALITY CONTROL SUBMITTALS

A. Quality control submittals specified in Section 01 4000 are for information and do not require Architect's responsive action except to require resubmission of incomplete or incorrect information.

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PART 2 **- PRODUCTS**

Not used

PART 3 - EXECUTION

Not used

END OF SECTION