**NOTES TO ARCHITECT/ENGINEER (A/E) & DAS/CS PROJECT MANAGER:**

This version of the Division 01 General Requirements is for **ALL** CT Department of Administrative Services (DAS) Construction Services (CS) **Design-Bid-Build (DBB) AND Construction Manager at Risk (CMR) Capital Construction Projects.**

IMPORTANT NOTE: Section 01 33 00 Submittal Procedures includes administrative and procedural requirements for submittals required for performance of the Work. Submittals include the examples of the following types, contractor's construction schedule, submittal schedule, daily construction reports, shop drawings, product data, samples, quality assurance submittals, and proposed "equals" or "substitutions". Revise paragraphs carefully to reflect specific project requirements or delete them if they do not apply.

**TEXT:** The below **blue text** is project-specific information that must be completed by the A/E as applicable to the specific project. When complete, change **blue text** to **black text.** The ***bold and italicized text*** is for example purposes only and must be modified and edited by the A/E to make it project specific. For **text boxes**, left click on **Insert** and then insert project specific information over the word **Insert** in the underlined space.

**TABLES:** To view the Table Grid in this MS Word document, click inside any table, then go to the **Table Tools > Layout** tab, **Table** group, and click **View Gridlines.**

**HEADERS: The header** for each page of the Project Manual shall match the format, font (Arial), size (9 pt), font style (BOLD & CAPITALIZED) and line borders, of the header shown herein. The header of each page shall contain the Section Number, the Section Title, and the page number & number of pages as shown herein.

**FOOTERS: The footer** for each page of the Project Manual shall match the format, font (Arial), size (9 pt), font style (BOLD & CAPITALIZED) and line borders, of the footer shown herein. The footer shall contain the project number in the right hand side as shown herein. The revision date in the left side of the footer is to remain as it is for Department informational purposes only and should not be altered by the A/E.

**SECTIONS AND PARAGRAPHS:** If a **Section** is not part of the project scope, **do not use** the Section in the General Requirements. Check “**NOT USED**” in the Table of Contents. **DO NOT delete** the Section title from the Table of Contents.

If a **Paragraph** is not applicable to the project, **delete the contents** of the Paragraph and renumber the subsequent Paragraphs. Edit **Paragraphs** carefully to reflect specific project requirements. DO NOT include Paragraphs or parts of Paragraphs in the project manual, which have no applicability to the specific project. KEEP IN NUMERICAL SEQUENCE and re-number as necessary.

**GENERAL CONDITIONS:** Please review the General Conditions carefully and coordinate the requirements of those Articles including the Definitions.

**DIVISION 01 SECTIONS** are the organizational key of the Project Manual. All revisions to this Division are the responsibility of the A/E. Division 01 must be closely coordinated with Division 00, Divisions 02 through 49, Division 50 (Project-Specific Available Information), the Drawings, and the Department’s Consultant Bid Data Statement (Form 6005, to be filled out by the A/E for bidding).

**IMPORTANT NOTE REGARDING EDITING NOTES:** Each document contains Editing Notes. The Editing Notes assist the Architect in modifying and editing the document to make it project-specific. Delete all Editing Notes before finalizing the document.

**IMPORTANT NOTE REGARDING FORMATTING:** Insert a blank page at the end of all *odd numbered* specification sections that states “THIS PAGE INTENTIONALLY LEFT BLANK”.

**DELETE ALL NOTES.**

# PART 1 - GENERAL

## 1.1 RELATED DOCUMENTS

### **A.** Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

## 1.2 SUMMARY

### This Section includes administrative and procedural requirements for submittals required for performance of the Work, including but not limited to the following:

NOTE: Delete items from the example list below that are not appropriate for the project. Add items to suit project requirements.

#### **Submittal schedule.**

#### **Shop Drawings.**

#### **Product Data.**

#### **Samples.**

#### **Quality assurance submittals.**

#### **Proposed "Substitutions/Equals".**

#### **Warrantee samples.**

#### **Coordination Drawings.**

#### **O & M Manuals**

### Administrative Submittals: Refer to other Division 01 Sections and other Contract Documents for requirements for administrative submittals. Such submittals include, but are not limited to, the following:

NOTE: Delete items from the example list below that are not appropriate for the project. Add items to suit project requirements.

#### **Permits.**

#### **Applications for Payment.**

#### **Performance and payment bonds.**

#### **Contractor’s construction schedule.**

#### **Daily construction reports.**

#### **Construction Photographs.**

#### **Insurance certificates.**

#### **List of subcontractors.**

#### **Subcontractors/Suppliers FEIN number’s and Connecticut tax registration number.**

### **Related Sections:** The following Sections contain requirements that relate to this Section:

NOTE: Delete Division Sections from the list below that are not appropriate for the project. Add Division Sections to suit project requirements.

#### Division 01 Section 01 25 00 "Substitution Procedures" specifies requirements for submittal of requests for equals and substitutions.

#### Division 01 Section 01 29 76 "Progress Payment Procedures" specifies requirements for submittal of the Schedule of Values.

#### Division 01 Section 01 31 00 "Project Management and Coordination" specifies requirements governing preparation and submittal of required Coordination Drawings.

#### Division 01 Section 01 31 19 "Project Meetings" specifies requirements for submittal and distribution of meeting and conference minutes.

**NOTE:** Choose the appropriate Schedule section utilized for this project. Delete the Section that is Not Applicable.

5. Division 01 Section 01 32 16 "Construction Progress Schedules" for requirements for construction scheduling and reporting progress of work.

**OR**

5. Division 01 Section 01 32 16.13 "CPM Schedules" for requirements for CPM scheduling and reporting progress of work.

#### Division 01 Section 01 32 33 "Photographic Documentation" specifies requirements for submittal of periodic construction photographs.

#### Division 01 Section 01 35 26 “Government Safety Requirements specifies the requirements for safety plans, reports, and investigation submittals.

#### Division 01 Section 01 45 00 "Quality Control" specifies requirements for submittal of inspection and test reports and mockups.

#### Division 01 Section 01 45 23.13 "Testing for Indoor Air Quality (IAQ), Baseline IAQ, and Materials" specifies requirements for submittal of documentation required to support LEED or Green Globes certification.

#### Division 01 Section 01 77 00 "Closeout Procedures" specifies requirements for submittal of Project Record Documents and warranties at project closeout.

#### Division 01 Section 01 78 30 "Warranties and Bonds".

#### Division 01 Section 01 81 13 "Sustainable Design Requirements" specifies requirements for submittal of documentation required to support LEED or Green Globes certification.

#### Division 01 Section 01 91 00 "Commissioning" specifies requirements for submittal of quality assurance documentation related to commissioning.

## 1.3 DEFINITIONS

### Coordination Drawings show the relationship and integration of different construction elements that require careful coordination during fabrication or installation to fit in the space provided or to function as intended and as identified in the Specification Divisions 02 through 49.

#### **1.** Preparation of Coordination Drawings is specified in Division 01 Section 01 31 00 "Project Management and Coordination" and may include components previously shown in detail on Shop Drawings or Product Data.

### Field samples are full-size physical examples erected on-site to illustrate finishes, coatings, or finish materials. Field samples are used to establish the standard by which the Work will be judged.

### Mockups are full-size assemblies for review of construction, coordination, testing, or operation; they are not Samples.

## 1.4 SUBMITTAL PROCEDURES

### Coordination: Coordinate preparation and processing of submittals with performance of construction activities. Transmit each submittal sufficiently in advance of performance of related construction activities to avoid delay.

#### Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.

#### Coordinate transmittal of different types of submittals for related elements of the Work so processing will not be delayed by the need to review submittals concurrently for coordination.

##### The Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until all related submittals are received.

##### The Architect reserves the right to reject incomplete submitted packages.

#### Processing: To avoid the need to delay installation as a result of the time required to process submittals, allow sufficient time for submittal review, including time for re-submittals.

NOTE: Revise the time periods of subparagraphs below to suit project requirements.

#### The impact of this process is reflected in the General Conditions Article 11.1, placing a reasonable expectation on the Contractor as well as the A/E to process this in a priority fashion.

##### Allow **fourteen (14) days** for initial review. Allow additional time if the Architect must delay processing to permit coordination with subsequent submittals.

##### If an intermediate submittal is necessary, process the same as the initial submittal.

##### Allow **fourteen (14) days** for reprocessing each submittal.

##### No extension of Contract Time will be authorized because of failure to transmit submittals to the Architect sufficiently in advance of the Work to permit processing.

NOTE: Revise the submittal formats of subparagraphs below to suit project requirements.

### If a non-named manufacturer is intended to be submitted, the Contractor shall adhere to the Substitution request procedure. No product will be considered approved without the Substitute documentation.

### **Submittal Preparation:** Place a permanent label, title block or **8-1/2 inches x 11 inches** cover page approved by the Architect, on each submittal for identification. Indicate the name of the entity that prepared each submittal on the label or title block.

#### The minimum number of copies required for each submittal shall be **seven (7)** or as determined otherwise at the pre-construction conference or by the Construction Administrator.

#### Provide a space approximately **4 inches by 5 inches** on the label, beside the title block or on the cover page on Shop Drawings to record the Contractor's review and approval markings and the action taken.

#### Include the following information on the label for processing and recording action taken.

NOTE: Delete items from the example list below that are not appropriate for the project. Add items to suit project requirements.

##### **Project Name and State of Connecticut Project Number.**

##### **Date.**

##### **Name and address of the Architect, Construction Administrator, and Owner Representative.**

##### **Name and address of the Contractor.**

##### **Name and address of the subcontractor.**

##### **Name and address of the supplier.**

##### **Name of the manufacturer.**

##### **Number and title of appropriate Specification Section.**

##### **Drawing number and detail references, as appropriate.**

##### **Indicate either initial or resubmittal.**

##### **Indicate deviations from Contract Documents.**

##### **Indicate if "equal" or "substitution".**

NOTE: Revise the submittal process with copy of the transmittal to Construction Administrator and original to Architect as required.

### **Submittal Transmittal:** Package each submittal appropriately for transmittal and handling. Transmit each submittal from the Contractor to the Architect using a transmittal form. Copy the Construction Administrator on the transmittal. The Architect will return all submittals to the Contractor after action is taken with a complete copy of the submittal package and one complete copy of the submittal package. The Architect will not accept submittals received from sources other than the Contractor.

#### **1.** On the transmittal, record relevant information and requests for data. On the form, or separate sheet, record deviations from Contract Document requirements, including variations and limitations. Include Contractor's certification that information complies with Contract Document requirements.

## 1.6 SUBMITTAL SCHEDULE

NOTE: Revise the time periods of subparagraph below to suit project requirements.

### After development and review by the Owner and Architect acceptance of the Contractor's Construction or CPM schedule prepare a complete schedule of submittals. Submit the schedule to the Construction Administrator within **thirty (30)** days of Contract Award.

#### Coordinate Submittal Schedule with the list of subcontracts, Schedule of Values, and the list of products as well as the Contractor’s Construction or CPM Schedule.

#### Prepare the schedule in chronological order. Provide the following information:

##### Schedule date for the initial submittal.

##### Related section number.

##### Submittal category (Shop Drawings, Product Data, or Samples).

##### Name of Subcontractor.

##### Description of the part of Work covered.

##### Scheduled date for resubmittal.

##### Scheduled date for the Architect’s final release of approval.

**B. Submittal Schedule:** Submit a schedule of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, ordering, manufacturing, fabrication, and delivery when establishing dates. Include additional time required for making corrections or modifications to submittals noted by the Architect and additional time for handling and reviewing submittals required by those corrections.

**1.** Coordinate submittal schedule with list of subcontracts, the schedule of values, and Contractor's Contractor’s Construction or CPM Schedule.

**2. Initial Submittal:** Submit concurrently with start-up construction schedule. Include submittals required during the first 60 days of construction. List those submittals required to maintain orderly progress of the Work and those required early because of long lead time for manufacture or fabrication.

**3. Final Submittal:** Submit concurrently with the first complete submittal of Contractor's construction schedule.

**a.** Submit revised submittal schedule to reflect changes in current status and timing for submittals.

**C. Coordination:** Coordinate preparation and processing of submittals with performance of construction activities.

**1.** Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.

**2.** Submit all submittal items required for each specification section concurrently unless partial submittals for portions of the Work are indicated on approved submittal schedule.

**3.** Submit action submittals and informational submittals required by the same specification section as separate packages under separate transmittals.

**4.** Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.

**a.** **[Architect reserves] [Architect and Construction Manager reserve]** the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.

**D. Processing Time:** Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on **[Architect's] [Construction Manager's**] receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.

**1. Initial Review:** Allow **fifteen [15] [Insert number]** days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. **[Architect] [Construction Manager]** will advise Contractor when a submittal being processed must be delayed for coordination with related submittals not yet received.  Additional time will be required if processing must be delayed to permit review of related subsequent submittals.

**2 Intermediate Review:** If intermediate submittal is necessary, process it in same manner as initial submittal.

**3. Resubmittal Review:** Allow **fifteen [15] [Insert number]** days for review of each resubmittal.

**4. Mass Submittals:** **Six (6)** or more submittals in **one** **(1) day** or **twenty (20)** or more submittals in **one (1) week**. If “Mass Submittals” are received, Architect’s review time stated above may be extended as necessary to perform proper review. Architect will review “Mass Submittals based upon priority determined by Architect after consultation with Owner and Contractor.

### **E. Distribution:** Following response to the initial submittal, print and distribute copies to the Construction Administrator, Architect, Owner, subcontractors, and other parties required to comply with submittal dates indicated. Post copies in the Project meeting room and field office.

#### **1.** When revisions are made, distribute to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in construction activities.

### **Schedule Updating:** Revise the schedule after each meeting or activity where revisions have been recognized or made. Issue the updated schedule concurrently with the report of each meeting.

## 1.7 DAILY CONSTRUCTION REPORTS

### **A.** Prepare a daily construction report recording the following information concerning events at the site, and submit duplicate copies to the Construction Administrator at weekly intervals:

#### **List of subcontractors at the site.**

#### **Approximate count of personnel at the site.**

#### **High and low temperatures, general weather conditions.**

#### **Accidents and unusual events.**

#### **Meetings and significant decisions.**

#### **Stoppages, delays, shortages, and losses.**

#### **Meter readings and similar recordings.**

#### **List of equipment on site and identify if idle or in use.**

#### **Orders and requests of governing authorities.**

#### **Change Orders received, start and end dates.**

#### **Services connected, disconnected.**

#### **Equipment or system tests and startups.**

#### **Partial Completion’s, occupancies.**

#### **Substantial Completion’s authorized.**

#### **Equals or Substitutions approved or rejected.**

## SHOP DRAWINGS

NOTE: Revise the submittal formats of subparagraphs below to suit project requirements.

### Submit newly prepared information drawn accurately to scale. Highlight, encircle, or otherwise indicate deviations from the Contract Documents. Do not reproduce Contract Documents or copy standard information as the basis of Shop Drawings. Standard information prepared without specific reference to the Project is not a Shop Drawing.

### Shop Drawings include fabrication and installation Drawings, setting diagrams, schedules, patterns, templates and similar Drawings. Include the following information:

#### Dimensions.

#### Identification of products and materials included by sheet and detail number.

#### Compliance with specified standards.

#### Notation of coordination requirements.

#### Notation of dimensions established by field measurement.

#### Sheet Size: Except for templates, patterns and similar full-size Drawings, submit Shop Drawings on sheets at least **8-1/2 by 11 inches** but no larger than **36 by 48 inches**.

#### Submit **one (1)** reproducible media and **seven (7)** prints as directed by the Construction Administrator. The Contractor's submittal shall identify the specification section and/or drawing number applicable to the submittal.

#### Details shall be large scale and/or full size.

### The Contractor shall review the Shop Drawings, stamp with this approval, and submit them with reasonable promptness and in orderly sequence so as to cause no delay in his Work or in the Work of any subcontractor. Shop Drawings shall be properly identified as specified for item, material, workmanship, and project number. At the submission, the Contractor shall inform the Architect, in writing of any deviation in the shop drawings from the requirements of the Contract Documents.

### The Architect will review and comment on shop drawings with reasonable promptness so as to cause no delay, but only for conformance with the design concept of the project and with the information given in the Contract Documents. Refer to Article 5 of the General Conditions. Shop Drawings received by the Architect that indicate insufficient study of drawings and specifications, illegible portions or gross errors, will be rejected outright. Such rejections shall not constitute an acceptable reason for granting the Contractor additional time to perform the work.

### The Contractor shall make any corrections required by the Architect and shall resubmit the required number of corrected copies of Shop Drawings until fully reviewed.

### Upon final review submit **four (4)** additional prints, same as submitted, for use by the Construction Administrator.

### The Architect's review and comments on Shop Drawings shall not relieve the Contractor of responsibility for any deviation from the requirements of the Contract Documents.

### Only final reviewed Shop Drawings are to be used on the Project site.

### The Work installed shall be reviewed in accordance with the Shop Drawings and the drawings and specifications. Final Review of the Shop Drawings by the Architect shall constitute acceptance by the State and the Architect of a variation or departure that is **clearly identified**. If the contractor believes notations made by the A/E increases the value or scope of the CD’s, the contractor must provide written notice to the CA within **seven (7)** days of this issue. Final reviewed Shop Drawings shall not replace or be used as a vehicle to issue or incorporate change orders or substitutions. Substitutions shall be submitted in accordance with Division 01 Section 01 25 00 "Substitution Procedures".

## 1.9 SHOP DRAWINGS FOR FIRE PROTECTION SYSTEMS:

**A.** During product submittals and shop drawing review for fire protection systems shall comply with all of the requirements in the section above “Shop Drawings”. The Consultant shall verify the FM Global requirements are satisfied for all relevant components. The DAS/CS PM and Construction Administrator for the Project shall submit the Contractor’s fire protection system product information and shop drawings to the Consultant and FM Global. In addition, Sprinkler system shop drawings and hydraulic calculations must be stamped by a professional engineer licensed in the state of Connecticut and must include the DAS/CS project number.  Electronic sets of information [as noted in this Section 01 33 00 “Submittal Procedures”] shall be submitted to the State's Insurance Carrier (SIC), and **electronic** set shall be submitted to the Office of the State Fire Marshal (OSFM):

**1. Office of State Fire Marshal:**

CT Department of Administrative Services

Construction Services

Office of State Fire Marshal

450 Columbus Boulevard, Suite 1304

Hartford, Connecticut 06103

Phone: (860) 713-5750

**2. State Insurance Carrier (SIC):**

FM Global Boston Operations

Plan Review

1175 Boston-Providence Turnpike

PO Box 9102

Norwood, MA 02062

Tel: (781) 440-8241 or FAX (781) 440-8742

[bostonleadengineer@fmglobal.com](mailto:bostonleadengineer@fmglobal.com)

**B.** Before the shop drawings are submitted to SIC or OSFM, the A/E’s fire protection consultant must review the sprinkler design for compliance with the code, OSFM, and FM Global requirements.

**C.** The State Insurance Carrier requires **two (2)** weeks prior notice of a sprinkler system acceptance test. Contractor shall coordinate with their Submittal Schedule and Baseline Schedules.

## 1.10 SHOP DRAWINGS FOR ROOFING SYSTEMS:

**A.** **Construction Phase Requirements:** During product submittals and shop drawing review for Roofing Systems the Consultant shall verify FM Global requirements are satisfied for all relevant components. The DAS/CS PM and Construction Administer for the Project shall submit the Contractor’s roofing systems product information and shop drawings to the Consultant and FM Global. Shop drawings for roofing systems shall comply with all of the requirements in the section above “Shop Drawings”. **Electronic** set of information [as noted in this Section 01 33 00 “Submittal Procedures”] shall be submitted to the State's Insurance Carrier (SIC):

**1. State Insurance Carrier (SIC):**

FM Global Boston Operations

Plan Review

1175 Boston-Providence Turnpike

PO Box 9102

Norwood, MA 02062

Tel: (781) 440-8241 or FAX (781) 440-8742

[bostonleadengineer@fmglobal.com](mailto:bostonleadengineer@fmglobal.com)

**B.** The State Insurance Carrier requires **two (2)** weeks prior notice of roofing system shop drawing reviews. Contractor shall coordinate with their Submittal Schedule and Baseline Schedules.

**C.** See Section **00 30 60 General Statement For FM Global Checklist For Roofing Systems** and **Section 50 60 00 FM Global Checklist for Roofing Systems.**

## 1.11 PRODUCT DATA

### **A.** Collect Product Data into a single submittal for each element of construction or system. Product Data includes printed information, schedules, such as manufacturer's installation instructions, catalog cuts, standard color charts, roughing-in diagrams and templates, standard wiring diagrams, and performance curves.

#### Mark each copy to show applicable choices and options. Where printed Product Data includes information on several products that are not required, mark copies to indicate the applicable information. Include the following information:

NOTE: Revise the submittal formats of subparagraphs below to suit project requirements.

##### **Manufacturer's printed recommendations.**

##### **Compliance with trade association standards.**

##### **Compliance with recognized testing agency standards.**

##### **Application of testing agency labels and seals.**

##### **Notation of dimensions verified by field measurement.**

##### **Notation of coordination requirements.**

#### Do not submit Product Data until compliance with requirements of the Contract Documents has been confirmed.

#### **Preliminary Submittal:** Submit a preliminary single copy of Product Data where selection of options is required.

#### **Submittals:** Submit **electronic** copies of each required submittal. The electronic copy shall be searchable and include navigable section indexes.

##### For Operation and Maintenance (O&M) Manuals, submit an electronic copy for for approval. Include, at a minimum, a complete list of equipment supplied, including model numbers, serial numbers, ranges and other pertinent data. The operating details, maintenance instructions and troubleshooting guide shall be separate sections. Provide the local supplier contact information as well as manufacturer information. The Architect will mark the electronic copy with action taken and corrections or modifications required. Once approved, provide five (5) hard copies to Agency.

##### Unless noncompliance with Contract Document provisions is observed, the approved electronic copy of the submittal will serve as the final submittal.

#### **Distribution:** Furnish copies of final submittal to installers, subcontractors, suppliers, manufacturers, fabricators, and others required for performance of construction activities. Show distribution on transmittal forms.

##### Do not proceed with installation until a copy of Product Data is in the Installer's possession.

##### Do not permit use of unmarked copies of Product Data in connection with construction.

NOTE: Projects requiring sample full-scale mock-ups, the Architect shall identify below and with technical specifications.

## 1.12 SAMPLES

### Submit full-size, fully fabricated Samples cured and finished as specified and physically identical with the material or product proposed. Samples include partial sections of manufactured or fabricated components, cuts or containers of materials, color range sets, and swatches showing color, texture, and pattern.

#### Store, mount or display Samples on site in the manner to facilitate review of qualities indicated. Prepare Samples to match the Architect's sample. Include the following:

NOTE: Revise the submittal formats of subparagraphs below to suit project requirements.

##### **Specification Section number and reference.**

##### **Generic description of the Sample.**

##### **Sample source.**

##### **Product name or name of the manufacturer.**

##### **Compliance with recognized standards.**

##### **Availability and delivery time.**

#### Submit Samples for review of size, kind, color, pattern, and texture. Submit Samples for a final check of these characteristics with other elements and a comparison of these characteristics between the final submittal and the actual component as delivered and installed.

##### Where variation in color, pattern, texture, or other characteristic is inherent in the material or product represented, submit at least **three (3)** multiple units that show approximate limits of the variations.

##### Refer to other Specification Sections for requirements for Samples that illustrate workmanship, fabrication techniques, details of assembly, connections, operation, and similar construction characteristics.

##### Refer to other Sections for Samples to be returned to the Contractor for incorporation in the Work. Such Samples must be undamaged at time of use. On the transmittal, indicate special requests regarding disposition of Sample submittals.

##### Samples not incorporated into the Work, or otherwise designated as the Owner's property, are the property of the Contractor and shall be removed from the site prior to Substantial Completion.

#### **Preliminary Submittals:** Submit a full set of choices where Samples are submitted for selection of color, pattern, texture, or similar characteristics from a range of standard choices, unless otherwise noted in specification section.

##### **a.** The Architect will review and return preliminary submittals with the Architects notation, indicating selection and other action.

#### **Submittals:** Except for Samples illustrating assembly details, workmanship, fabrication techniques, connections, operation, and similar characteristics, submit **electronic** set. The Architect will return **electronic** set marked with the action taken.

#### Maintain sets of Samples, as returned, at the Project Site, for quality comparisons throughout the course of construction.

##### Unless noncompliance with Contract Document provisions is observed, the submittal may serve as the final submittal.

##### Sample sets may be used to obtain final acceptance of the construction associated with each set.

### **Distribution of Samples:** Prepare and distribute additional sets to subcontractors, manufacturers, fabricators, suppliers, installers, and others as required for performance of the Work. Show distribution on transmittal forms.

#### **1.** Field samples are full-size examples erected on-site to illustrate finishes, coatings, or finish materials and to establish the Project standard.

##### **a.** Comply with submittal requirements to the fullest extent possible. Process transmittal forms to provide a record of activity.

## 1.13 QUALITY ASSURANCE SUBMITTALS

### Submit quality-control submittals, including design data, certifications, manufacturer's instructions, manufacturer's field reports, and other quality-control submittals as required under other Sections of the Specifications.

### **Certifications:** Where other Sections of the Specifications require certification that a product, material, or installation complies with specified requirements, submit a notarized certification from the manufacturer certifying compliance with specified requirements.

#### **1.** **Signature:** Certification shall be signed by an officer of the manufacturer or other individual authorized to sign documents on behalf of the company.

### **Inspection and Test Reports:** Requirements for submittal of inspection and test reports from independent testing agencies are specified in Division 01 Section 01 45 00 "Quality Control."

## 1.14 ARCHITECT'S ACTION

NOTE: Architect to edit the action language to meet the intent of the language examples listed.

### Except for submittals for the record or information; or an incomplete submission by the Contractor, where action and return is required, the Architect will review each submittal, mark to indicate action taken, and return promptly.

#### **1.** Compliance with specified characteristics is the Contractor's responsibility.

### **Informational Submittals:** The Architect will stamp each submittal with a uniform, action stamp. The Architect will mark the stamp appropriately to indicate the action taken, as follows:

#### **Accepted for Record:** When received for documentation purposes and is acknowledged as received and no further revision is required. Comments may be noted using this action.

#### **Revise for Record:** When received for documentation purposes and there is notations and comments requiring a resubmittal of the package. Comments will be noted using this action.

### **Action Stamp:** The Architect will stamp each submittal with a uniform, action stamp. The Architect will mark the stamp appropriately to indicate the action taken, as follows:

#### **Approved:** When the Architect marks a submittal "Approved," the Work covered by the submittal may proceed provided it complies with requirements of the Contract Documents. Final payment depends on that compliance.

#### **Approved as Noted:** When the Architect marks a submittal "Approved as Noted," the Work covered by the submittal may proceed provided it complies with notations or corrections on the submittal and requirements of the Contract Documents and can be released. Submit corrected copies for record. Final payment depends on that compliance.

#### **Revise and Resubmit:** When the Architect marks a submittal " Revise and Resubmit," do not proceed with Work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Revise or prepare a new submittal according to the notations; resubmit without delay. Repeat if necessary to obtain different action mark.

#### **Rejected:** When the Architect marks a submittal "Rejected" submit in accordance with the Contract Documents. The submittal contains non specified items or does not meet the requirements of the Contract Documents.

#### Do not use, or allow others to use, submittals marked "Rejected”, or “Revise and Resubmit" at the Project Site or elsewhere where Work is in progress.

### **Unsolicited Submittals:** The Architect will “Return Without Action” unsolicited submittals.

# PART 2 - PRODUCTS (Not Applicable)

# PART 3 - EXECUTION (Not Applicable)

END OF SECTION 01 33 00