

SECTION 01 33 00 {01330}

SUBMITTAL PROCEDURES

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This section expands administrative and procedural requirements for submittals for review, information, or for project closeout; each described to permit direct reference from individual specification sections. Edit this section carefully to specify only necessary project requirements.

This section is based on premise of using Owner-Contractor Agreement, General Conditions, and associated documents published by AIA or EJCDC delineating contractual requirements for the Work. This section supplements those requirements. When other documents are used for Project Manual, edit this text accordingly.

Receipt of submittals by Architect/Engineer, whether they are labeled for review or for information only, impose a duty and liability on Architect/Engineer as to submittals' correctness. Use caution when requesting submittals.

Contact the CSRF Support Center at [supportcenter@csrf.org](mailto:supportcenter@csrf.org) to submit comments or suggestions for improvements to this specification. Visit the SPECTEXT web site at [www.spectext.com](http://www.spectext.com) for current product announcements.

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PART 1 GENERAL

1.1 SECTION INCLUDES

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Edit the following listing depending on whether relevant articles are contained within final edited section or not.

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- A. Submittal procedures.
- B. Construction progress schedules.
- C. Proposed products list.
- D. Product data.
- E. Shop drawings.
- F. Samples.
- G. Design data.

- H. Test reports.
- I. Certificates.
- J. Manufacturer's instructions.
- K. Manufacturer's field reports.
- L. Erection drawings.
- M. Construction photographs.

## 1.2 SUBMITTAL PROCEDURES

- A. Transmit each submittal with [AIA Form G810] [Architect/Engineer accepted form] [\_\_\_\_\_].
- B. [Sequentially number transmittal forms. Mark revised submittals with original number and sequential alphabetic suffix].
- C. Identify Project, Contractor, subcontractor and supplier; pertinent drawing and detail number, and specification section number, appropriate to submittal.
- D. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with requirements of the Work and Contract Documents.
- E. Schedule submittals to expedite Project, and deliver to [Architect/Engineer] [\_\_\_\_\_] at [business address] [\_\_\_\_\_]. Coordinate submission of related items.
- F. For each submittal for review, allow [15] [\_\_\_\_\_] days excluding delivery time to and from Contractor.
- G. Identify variations from Contract Documents and product or system limitations which may be detrimental to successful performance of completed Work.
- H. Allow space on submittals for Contractor and Architect/Engineer review stamps.
- I. When revised for resubmission, identify changes made since previous submission.
- J. Distribute copies of reviewed submittals as appropriate. Instruct parties to promptly report inability to comply with requirements.
- K. Submittals not requested will not be recognized or processed.

## 1.3 CONSTRUCTION PROGRESS SCHEDULES

- A. Submit initial schedules within [15] [20] [\_\_\_\_\_] days after date [of Owner-Contractor Agreement] [established in Notice to Proceed]. After review, resubmit required revised data within [ten] [\_\_\_\_\_] days.