

SECTION 01340 - SUBMITTALS

PART 1 GENERAL

1.1 SCOPE

- A. Submit to the Architect shop drawings, product data and samples as required by each specification section.

1.2 CONTRACTOR'S RESPONSIBILITY

- A. Review shop drawings, product data and samples prior to submission
- B. Verify field measurements, field construction criteria, catalog numbers and similar data.
- C. Coordinate each submittal with requirements of work and of Contract Documents.
- D. Contractor's responsibility for errors and omissions in submittals is not relieved by Architect's review of submittals.
- E. Contractor's responsibility for deviations in submittals from requirements of Contract Documents is not relieved by Architect's review of submittals unless Architect gives written acceptance of specific deviations.
- F. Notify Architect in writing at the time of submission of deviations in submittals from requirements in the Contract Documents.
- G. Begin no work requiring submittals bearing Architect's stamp and initials or signature indicating review.
- H. After architect's review, distribute copies.

1.3 SUBMISSION REQUIREMENTS

- A. Schedule submission with ample time before dates reviewed submittals will be needed.
- B. Submit number of copies of shop drawings and product data which Contractor requires for distribution, plus two copies to be retained by Architect.
- C. Submit number of samples specified in each specification section.
- D. Accompany submittals with transmittal letter, in duplicate, containing date; project title and number; Contractor's name and address; the number of each shop drawing, product data and sample submitted; notification of deviations from Contract Documents; and other pertinent data.
- E. Submittals shall include:
 - 1. Date and revision dates;
 - 2. Project title and number;
 - 3. The names of the Architect, Contractor, supplier, manufacturer and separate detail when pertinent;
 - 4. Identification of product or material;
 - 5. Relation to adjacent structure or materials;
 - 6. Field dimensions clearly identified as such;
 - 7. Specification section number;
 - 8. Applicable standards such as ASTM number or federal specifications;
 - 9. A blank space, 2" x 3", for the Architect's stamp;
 - 10. Identification of deviations from Contract Documents;
 - 11. Contractor's stamp, initialed or signed, certifying to review of submittal, verification of field measurements and compliance with Contract Documents.

1.4 DISTRIBUTION OF SUBMITTALS

- A. Distribute copies of shop drawings and product data which carry Architect's stamp to Contractor's file, job site file, subcontractor, supplier and fabricator.
- B. Distribute samples as directed.

1.5 ARCHITECT'S DUTIES

- A. Review submittals with reasonable promptness.
- B. Review for design concept of project and information given in contract documents.
- C. Review of separate item does not constitute review of an assembly in which item functions.
- D. Affix stamp and initials or signature certifying to review of submittal.
- E. Return submittals to Contractor for distribution.

END OF SECTION