

**SECTION 013300**  
**SUBMITTAL PROCEDURES**

**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

- A. Section includes requirements for the submittal schedule and administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.

1.3 DEFINITIONS

- A. Action Submittals: Written and graphic information and physical samples that require Architect's responsive action. Action submittals are those submittals indicated in individual Specification Sections as action submittals.
- B. Informational Submittals: Written and graphic information and physical samples that do not require Architect's responsive action. Submittals may be rejected for not complying with requirements. Informational submittals are those submittals indicated in individual Specification Sections as informational submittals.
- C. File Transfer Protocol (FTP): Communications protocol that enables transfer of files to and from another computer over a network and that serves as the basis for standard Internet protocols. An FTP site is a portion of a network located outside of network firewalls within which internal and external users are able to access files.
- D. Portable Document Format (PDF): An open standard file format licensed by Adobe Systems used for representing documents in a device-independent and display resolution-independent fixed-layout document format.

1.4 ACTION SUBMITTALS

- A. 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 construction schedule.
  2. Initial Submittal: Submit concurrently with start-up construction schedule. Include submittals required during the first sixty (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. Submit revised submittal schedule to reflect changes in current status and timing for submittals.
  4. Format: Arrange the following information in a tabular format:
    - a. Scheduled date for first submittal
    - b. Specification Section number and title
    - c. Submittal category: Action, informational
    - d. Name of subcontractor
    - e. Description of the Work covered
    - f. Scheduled date for Architect's final release or approval
    - g. Scheduled dates for purchasing
    - h. Scheduled dates for installation
    - i. Activity or event number

1.5 SUBMITTAL ADMINISTRATIVE REQUIREMENTS

- A. Architect's Digital Data Files: Architect will provide electronic copies of CAD Drawings for Contractor's use in preparing coordination submittals.
1. Architect will furnish Contractor one (1) set of drawing files for use in preparing Shop Drawings and Project record drawings.

2. Architect makes no representations as to the accuracy or completeness of digital data drawing files as they relate to the Contract Drawings.
  3. Digital Drawing Software Program: The Contract Drawings are available in [Type] software.
  4. Contractor shall execute a data licensing agreement in the form of Agreement included in Project Manual.
  5. CAD files will be furnished for each appropriate discipline.
- B. 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 approved by Architect.
  3. Submission 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.
  5. Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- C. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect'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. Submittals received after 1:00 pm will be considered to have been received the following day.
1. Allow ten (10) business days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect will advise Contractor when a submittal being processed must be delayed for coordination. Allow fifteen (15) business days for review time for large or complex submittals will require additional review time. The following are examples but not limited to such submittals, Millwork, Curtain Wall, Structural Steel, Doors, Frames, Hardware (total opening).
  2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
  3. Resubmittal Review: Allow ten (10) business days for review of each resubmittal.
  4. Sequential Review: Where sequential review of submittals by Architect's consultants, Owner, or other parties is indicated, allow fifteen (15) business days for initial review of each submittal.
- D. Identification and Information: Place a permanent label or title block on each copy submittal item for identification.
1. On large format Shop Drawings, Contractor shall stamp each individual page as well as the reviewer's stamp.
  2. Indicate name of firm or entity that prepared each submittal on label or title block.
  3. Provide a space approximately 6-inches by 8-inches on label or beside title block to record Contractor's review and approval markings and action taken by Architect.
  4. Include the following information for processing and recording action taken:
    - a. Project name
    - b. Date
    - c. Name of Architect
    - d. Name of Contractor
    - e. Name of subcontractor
    - f. Name of supplier
    - g. Name of manufacturer
    - h. Submittal number or other unique identifier, including revision identifier
      - 1) Submittal number shall use Specification Section number followed by a decimal point and then a sequential number (e.g., 061000.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., 061000.01.A).
    - i. Number and title of appropriate Specification Section
    - j. Drawing number and detail references, as appropriate
    - k. Location(s) where product is to be installed, as appropriate
    - l. Other necessary identification
- E. Identification and Information: Identify and incorporate information in each electronic submittal file as follows:
1. Assemble complete submittal package into a single indexed file with links enabling navigation to each item.
  2. Name file with submittal number or other unique identifier, including revision identifier.

- a. For typical projects that do not require separate submittals for different buildings or sub the submittal file name shall use Specification Section number followed by a dash and then a sequential number. Resubmittals shall include an numerical suffix after another dash. Include brief description of submittal after sequential number or resubmittal suffix. (e.g., 061000-001-0 Rough Carpentry).
  - b. For complex projects that require project identifier for separate buildings within a project or require individual submittals to be submitted by multiple subcontractors, the submittal file name shall follow the following: Specification Section number followed by a decimal point and then a sequential number. Resubmittals shall include an alphabetic suffix after another decimal point. Project Identifier should follow in parentheses (e.g., 061000-001-0 (LNHS) Rough Carpentry).
  3. Provide means for insertion to permanently record Contractor's review and approval markings and action taken by Architect.
  4. Include the following information on an inserted cover sheet:
    - a. Project name
    - b. Date
    - c. Name and address of Architect
    - d. Name of Contractor
    - e. Name of firm or entity that prepared submittal
    - f. Name of subcontractor
    - g. Name of supplier
    - h. Name of manufacturer
    - i. Number and title of appropriate Specification Section
    - j. Drawing number and detail references, as appropriate
    - k. Location(s) where product is to be installed, as appropriate
    - l. Related physical samples submitted directly
    - m. Other necessary identification
  5. Include the following information as keywords in the electronic file metadata:
    - a. Project name
    - b. Number and title of appropriate Specification Section
    - c. Manufacturer name
    - d. Product name
- F. Options: Identify options requiring selection by the Architect.
- G. Deviations: Identify deviations from the Contract Documents on submittals.
- H. Additional Paper Copies: Unless additional copies are required for final submittal, and unless Architect observes noncompliance with provisions in the Contract Documents, initial submittal may serve as final submittal.
  1. Submit one (1) copy of submittal to concurrent reviewer in addition to specified number of copies to Architect.
- I. Transmittal: Assemble each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form. Architect will return submittals, without review, received from sources other than Contractor.
  1. Transmittal Form: Use standard contractor form as approved by Architect Owner.
  2. On an attached separate sheet, prepared on Contractor's letterhead, record relevant information, requests for data, revisions other than those requested by Architect on previous submittals, and deviations from requirements in the Contract Documents, including minor variations and limitations. Include same identification information as related submittal.
- J. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
  1. Note date and content of previous submittal.
  2. Note date and content of revision in label or title block and clearly indicate extent of revision.
  3. Include all submitted information from previous submittal in resubmittal, to form a comprehensive document for Architect's review.
  4. Resubmit submittals until they are marked with 'Reviewed', 'Furnish as Corrected' notation from Architect's action stamp, or with approval notation from alternate reviewer
- K. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- L. Use for Construction: Use only final submittals that are marked with 'Reviewed', 'Furnish as Corrected' notation from Architect's action stamp, or with approval notation from alternate reviewer.

## PART 2 - PRODUCTS

### 2.1 SUBMITTAL PROCEDURES

- A. General Submittal Procedure Requirements: Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.
1. Email or upload electronic submittals as PDF electronic files directly to Architect's Info Exchange Folder specifically established for Project.
    - a. Architect will return annotated file. Annotate and retain one copy of file as an electronic Project record document file.
  2. Action Submittals: For large format drawings and submittals (larger than 11x17), submit PDF file plus two (2) hard copies. For smaller format drawings and submittals (11x17 or less), provide only PDF file. Architect will return only the marked-up PDF.
  3. Informational Submittals: Submit two paper copies of each submittal, unless otherwise indicated. Architect will not return copies.
  4. Closeout Submittals and Maintenance Material Submittals: Comply with requirements specified in Division 01 Section 017700, "Closeout Procedures".
  5. Certificates and Certifications Submittals: Provide a statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.
    - a. Provide a digital signature with digital certificate on electronically submitted certificates and certifications where indicated.
    - b. Provide a notarized statement on original paper copy certificates and certifications where indicated.
  6. Test and Inspection Reports Submittals: Comply with requirements specified in Division 01 Section 014000, "Quality Requirements".
- B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
1. If information must be specially prepared for submittal because standard published data are not suitable for use, submit as Shop Drawings, not as Product Data.
  2. Mark each copy of each submittal to show which products and options are applicable.
  3. Include the following information, as applicable:
    - a. Manufacturer's catalog cuts
    - b. Manufacturer's product specifications
    - c. Standard color charts
    - d. Statement of compliance with specified referenced standards
    - e. Testing by recognized testing agency
    - f. Application of testing agency labels and seals
    - g. Notation of coordination requirements
    - h. Availability and delivery time information
  4. For equipment, include the following in addition to the above, as applicable:
    - a. Wiring diagrams showing factory-installed wiring
    - b. Printed performance curves
    - c. Operational range diagrams
    - d. Clearances required to other construction, if not indicated on accompanying Shop Drawings
  5. Submit Product Data before or concurrent with Samples.
  6. Submit Product Data in the following format:
    - a. PDF electronic file
- C. Shop Drawings: Prepare Project specific information, drawn accurately to scale.
1. Submittals containing reproduction of Contract Drawings are not considered Shop Drawings and will be returned without action. Any delay due to such rejection will not be grounds for an extension of Contract Time.
  2. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
    - a. Identification of products
    - b. Schedules
    - c. Compliance with specified standards
    - d. Notation of coordination requirements
    - e. Notation of dimensions established by field measurement
    - f. Relationship and attachment to adjoining construction clearly indicated
    - g. Seal and signature of professional engineer if specified
  3. Wiring Diagrams: Differentiate between manufacturer-installed and field-installed wiring.
  4. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 8 ½ -inches by 11-inches but no larger than 30-inches by 42-inches.

5. Submit Shop Drawings in the following format:
  - a. For large format drawings and submittals (larger than 11 x 17), submit PDF file plus two (2) hard copies. For smaller format drawings and submittals (11x17 or less), provide only PDF file. Architect will return only the marked-up PDF.
- D. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.
  1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
  2. Identification: Attach label on unexposed side of Samples that includes the following:
    - a. Generic description of Sample
    - b. Product name and name of manufacturer
    - c. Sample source
    - d. Number and title of applicable Specification Section
  3. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
    - a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
    - b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.
  4. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
    - a. Number of Samples: Submit three (3) full set(s) of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return submittal with options selected.
  5. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
    - a. Number of Samples: Submit sets of Samples. Architect will retain one sample set; remainder will be returned. Mark up and retain one returned Sample set as a Project record sample.
      - 1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
      - 2) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.
- E. Product Schedule: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:
  1. Type of product. Include unique identifier for each product indicated in the Contract Documents.
  2. Manufacturer and product name, and model number if applicable.
  3. Number and name of room or space
  4. Location within room or space
  5. Submit product schedule in the following format:
    - a. PDF electronic file
- F. Contractor's Construction Schedule: Comply with requirements specified in Division 01 Section 013200, "Construction Progress Documentation".
- G. Application for Payment: Comply with requirements specified in Division 01 Section 012900, "Payment Procedures".
- H. Schedule of Values: Comply with requirements specified in Division 01 Section 012900, "Payment Procedures".
- I. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Use CSI Form 1.5A. Include the following information in tabular form:
  1. Name, address, and telephone number of entity performing subcontract or supplying products.
  2. Number and title of related Specification Section(s) covered by subcontract.
  3. Drawing number and detail references, as appropriate, covered by subcontract.

4. Submit subcontract list in the following format:
    - a. PDF electronic file
  - J. Coordination Drawings: Comply with requirements specified in Division 01 Section 013100, "Project Management and Coordination".
  - K. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, contact information of architects and owners, and other information specified.
  - L. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of Welding Procedure Specification and Procedure Qualification Record on American Welding Society (AWS) forms. Include names of firms and personnel certified.
  - M. Installer Certificates: Submit written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
  - N. Manufacturer Certificates: Submit written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
  - O. Product Certificates: Submit written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
  - P. Material Certificates: Submit written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.
  - Q. Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.
  - R. Product Test Reports: Submit written reports indicating current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
  - S. Research Reports: Submit written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:
    1. Name of evaluation organization
    2. Date of evaluation
    3. Time period when report is in effect
    4. Product and manufacturers' names
    5. Description of product
    6. Test procedures and results
    7. Limitations of use
  - T. Schedule of Tests and Inspections: Comply with requirements specified in Division 01 Section 014000, "Quality Requirements".
  - U. Pre-construction Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.
  - V. Compatibility Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.
  - W. Field Test Reports: Submit reports indicating and interpreting results of field tests either performed during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.
  - X. Maintenance Data: Comply with requirements specified in Division 01 Section 017823, "Operation and Maintenance Data".
  - Y. Design Data: Prepare and submit written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations. Include list of assumptions, other performance and design criteria, and a summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Include page numbers.
- 2.2 DELEGATED DESIGN SERVICES
- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
    1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect.

- B. Delegated Design Services Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit digitally signed PDF electronic file and three (3) paper copies of certificate, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional.
  - 1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.

### **PART 3 - EXECUTION**

#### **3.1 CONTRACTOR'S REVIEW**

- A. Action and Informational Submittals: Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Architect.
- B. Project Closeout and Maintenance/Material Submittals: Refer to requirements in Division 01 Section 017700, "Closeout Procedures".
- C. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

#### **3.2 ARCHITECT'S ACTION**

- A. General: Architect will not review submittals that do not bear Contractor's approval stamp and will return them without action.
- B. Action Submittals: Architect will review each submittal, make marks to indicate corrections or modifications required, and return it. Architect will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action, as follows:
  - 1. Reviewed
  - 2. Revise and Resubmit
  - 3. Rejected
  - 4. Furnish As Corrected
  - 5. No Action Taken
- C. Informational Submittals: Architect will review each submittal and will not return it, or will return it if it does not comply with requirements. Architect will forward each submittal to appropriate party.
- D. Partial submittals prepared for a portion of the Work will be reviewed when use of partial submittals has received prior approval from Architect.
- E. Incomplete submittals are not acceptable, will be considered non-responsive, and will be returned without review.
- F. Submittals not required by the Contract Documents may not be reviewed and may be discarded.

**END OF SECTION**