

## **SECTION 013300 - SUBMITTAL PROCEDURES**

### **PART 1 - GENERAL**

#### **1.1 SUMMARY**

**A. Section Includes:**

1. Submittal schedule requirements.
2. Administrative and procedural requirements for submittals

#### **1.2 DEFINITIONS**

- A. Action Submittals:** Written and graphic information and physical samples that require Architects and Owners 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 and Owner responsive action. Submittals may be rejected for not complying with requirements. Informational submittals are those submittals indicated in individual Specification Sections as "informational submittals."

#### **1.3 SUBMITTAL SCHEDULE**

- A. Submittal Schedule:** Submit, as an action submittal, a list 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 revisions to submittals noted by Architect and Owners and additional time for handling and reviewing submittals required by those corrections.

#### **1.4 SUBMITTAL FORMATS**

**A. Submittal Information:** Include the following information in each submittal:

1. Project name.
2. Date.
3. Name of Architect.
4. Number and title of Specification Section, with paragraph number and generic name for each of multiple items.
5. Drawing number and detail references, as appropriate.
6. Indication of full or partial submittal.
7. Location(s) where product is to be installed, as appropriate.
8. Other necessary identification.
9. Remarks.
10. Signature of transmitter.

- B. Submittals for Utilizing Web-Based Project Management Software:** Prepare submittals as PDF files, or other format indicated by Project management software NEWFORMA.

**1.5 SUBMITTAL PROCEDURES**

- A. Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
- 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.
  - 1. Initial Review: Allow 15 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required.
  - 2. Resubmittal Review: Allow 15 days for review of each resubmittal.

**1.6 SUBMITTAL REQUIREMENTS**

- A. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
- B. 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:
- C. Certificates:
- D. Test and Research Reports:
  - 1. 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 substrate preparation and primers required.
  - 2. Field Test Reports: Submit written reports indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.
  - 3. 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.
  - 4. Preconstruction 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.
  - 5. Product Test Reports: Submit written reports indicating that 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.
  - 6. 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:
    - a. Name of evaluation organization.

- b. Date of evaluation.
- c. Time period when report is in effect.
- d. Product and manufacturers' names.
- e. Description of product.
- f. Test procedures and results.
- g. Limitations of use.

**1.7 CONTRACTOR'S REVIEW**

- A. Action Submittals 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.

**1.8 ARCHITECTS-REVIEW**

- A. Action Submittals: Architect will review each submittal, indicate corrections or revisions required.
- B. Submittals not required by the Contract Documents will be returned by Architect without action

**PART 2 - PRODUCTS (Not Used)**

**PART 3 - EXECUTION (Not Used)**

**END OF SECTION 013300**