SUBMITTALS
Minimize delays with accurate preparation and timely review

Prompt and orderly submission and approval of submittals, products, and samples are needed to maintain the construction schedule. Submittals include samples, shop drawings, manufacturer’s data, design/build drawings furnished by the contractor, warrantees and other information required by the contract documents.

SUBMISSION
- After award of contract, the Contractor should promptly prepare a “log of submittals” for the Owner and Design Professional, coordinating with overall project schedule while allowing reasonable time for preparation, review, fabrication, and delivery. The log should indicate when submittals for Owner-furnished items are required.
- Subcontractors should review submittals for completeness and accuracy, and provide them as needed to perform their work efficiently, on schedule, and in a manner that will not cause delays for the Contractor or other Subcontractors.
- The Contractor should require a review of submittals and samples by respective Subcontractors prior to making their own review and submittal to the Design Professional.
- Contractor should coordinate all submittals and samples, and review them for accuracy, completeness, and contract compliance before submitting to Design Professional. Submittals of interrelated items should be submitted to Design Professional at the same time, when possible.
- Design Professional and Contractor should assign qualified personnel to review and take action on the submittals. The Design Professional should review submittals in accordance with the approved schedule in order to maintain project schedule.
- Use of electronic submission is encouraged.

REVIEW
- Each reviewer should sign or initial returned submittals and indicate status of review.
- The Contractor should monitor the flow of submittals, and expedite it as needed to meet the project schedule.
- All submittals should be accompanied by transmittals indicating various reviews. Only the minimum number of copies should be submitted for review and return. A record copy with all reviewers’ comments and acceptances should be maintained.
- Work performed prior to Design Professional’s approval of submittals may be at the Contractor’s risk.
- The Design Professional should review submittals in order to maintain project schedule.
- Approved submittals should be in project record documents and turned over to the Owner upon project completion.
- The contractor should not provide submittals unless requested by the Design Professional or required by the contract documents.
- The contractor should not use the submittal process as an opportunity to request substitutes not provided for in the contract documents.

REFERENCES:
MASTERSPEC/SPECTEXT  Division 01 Sections, Submittals and/or Shop Drawings, Product Data and Samples
ConsensusDOCS 200: Owner/Contractor Agrmt and General Conditions
AIA201 - Conditions of the Contract
Division 1 – General Requirements
Project closeout submittals

Issued: 2001
Revised: 2009, 2013