

SECTION 01 33 00 - SUBMITTAL PROCEDURES

PART 1 - GENERAL:

1.01 SUMMARY

- A. Shop Drawings and samples shall be properly identified by project name, description or names of equipment, materials, and items, and complete identification of locations at which materials or equipment are to be installed.

1.02 SHOP DRAWINGS

- A. Submit Shop Drawings for all items called for in the detail Specifications. Submit a minimum of six (6) black line prints of each Drawing, unless otherwise specified in the detail Specifications. Two prints of each Drawing will be retained by the Architect, the remaining prints will be returned to the Contractor. One print of each Drawing, bearing the final approval stamp of Architect, shall be kept at the project office and shall be maintained in good condition. No Shop Drawings other than those stamped "Approved" shall be on the job for any purpose and any work installed incorrectly from any Shop Drawing shall be removed and corrected at no change in contract price.
- B. Approval will be for general design only and will not relieve Contractor from responsibility for errors or omissions in Shop Drawings, even though same were not indicated when approved.
- C. In checking Shop Drawings, The Architect shall not be required to check dimensions, quantities, electrical characteristics, specific capacities, or coordination with other trades, these being the responsibility of the Contractor. Contractor shall attest, either in writing, by stamp, or signature, that all Shop Drawings submitted for approval have been checked for compliance with the Drawings and Specifications prior to submissions to the Architect otherwise they will be returned unchecked.
- D. No Shop Drawings shall be submitted directly to the Architect from a manufacturer, jobber, or sub-contractor. All submittals shall be through the General Contractor.
- E. Approvals shall not be construed as approved departure from Contract Drawings and Specifications.

1.03 SAMPLES

- A. Furnish all samples called for in the detail Specifications and such other samples as the Architect may direct.
- B. Samples or color selections shall include a complete selection of available colors and finishes. After Owner has selected colors and finishes, submit four additional samples of the selected colors and finishes which will become a master color guide to be used throughout the progress of the work.

1.04 SUBMISSION

- A. Submission of Shop Drawings and samples shall be by a transmittal letter, in duplicate, containing project name, Contractor's name, Sub-contractor's and/or Vendor's name, a complete listing of Drawings or Samples submitted, and other pertinent data.
- B. Samples of materials in connection with mechanical and electrical work may not be submitted to the Engineer. All samples of materials are to be submitted to the Architect.
- C. Samples for the selection of colors and finishes shall be made in one submittal. No color selections will be made until samples on all items requiring color selection have been submitted.

END OF SECTION