

**PART 1 – GENERAL****1.1 SUMMARY**

- A. This Section includes the administrative and procedural requirements for submittal of shop drawings, coordination drawings, product data and samples, to verify that products, materials, and systems proposed for use comply with provisions of the Contract Documents.
- B. Refer to Section 01 31 01 Building Information Modeling (BIM), if applicable, for BIM-related procedures.

**1.2 RELATED REQUIREMENTS**

- A. Section 01 25 13, Product Substitution Procedures
- B. Section 01 31 01, Building Information Modeling (BIM)
- C. Section 01 78 39, Project Record Documents

**1.3 SHOP DRAWINGS**

- A. Shop Drawing Requirements:
  - 1. Present drawings in a clear and thorough manner. Title each drawing with the Contract name and number; identify each element of the shop drawings by reference to sheet number and detail, schedule, or room number shown on the Plans.
  - 2. Briefly and clearly identify field dimensions and field conditions; show relation to critical features, work, or adjacent products as applicable.
  - 3. Shop drawings shall be of size and scale appropriate for their purpose and insofar as possible shall be uniform in size.
  - 4. Shop drawings shall show design, materials (kind, thickness and finish), dimensions, connections, and other details necessary to ensure that they accurately interpret the Plans and Specifications, including adjoining work, in such detail as required to provide proper connection with the existing or adjoining work. Shop drawings shall not be reproductions of the Plans.
  - 5. Shop drawings shall be numbered consecutively. Retain the numbering system throughout revisions.
  - 6. Identification: All Shop drawings shall be identified with the Project name, building, or buildings for which shop drawings are being submitted. The Project name and Owner's Contract Number, Contractor's name, Subcontractor's name, date of submittal, drawing number, revision number, date of each revisions if any, as well as the Specification under which the work is to be performed and the drawing and detail numbers shown in the Plans that relate to the shop drawings.
  - 7. Check and coordinate shop drawings of section or trade with requirements of other sections or trades as related and as required for proper and complete installation of the work.
- B. Shop Drawings Submittal Procedures:

The Contractor shall submit shop drawings using the Skire Unifier software application or as otherwise directed by the Owner's Authorized Representative (OAR).

#### 1.4 PRODUCT DATA

##### A. Product Data Requirements:

1. All product data in the form of manufacturer standard drawings, certificates, reports, catalog cuts, brochures, etc. shall be uploaded using the Skire Unifier software application or as otherwise directed by the OAR.
2. All product data shall be clearly labeled to identify pertinent products or models.
3. Product information shall show performance characteristics and capacities, dimensions and clearances as required, applicable wiring and piping diagrams and controls; and the specified finish.
4. Product data in the form of a manufacturer's standard schematic drawings and diagrams shall be modified to delete information which is not applicable to the Work and should be supplemented to provide information specifically applicable to the Work.

##### B. Product Data Submittal Procedures:

1. Product Data, Certificates, and Reports shall be submitted using the Skire Unifier software application or as otherwise directed by the OAR.

#### 1.5 SAMPLES

##### A. Sample Requirements:

1. Samples shall be submitted from the same source, which will supply the actual product on the Project. Provide samples of sufficient size to clearly illustrate quality, functional, finish characteristics of product, with integrally related parts and attachment devices and full range of color, texture and pattern. In no case shall the sample be less than 4 inches x 4 inches.
2. Where possible, all samples required for a particular Specification Section shall be submitted together. Manufactured products that generally degrade with time such as rubber, plastic, etc. shall have a production / assembly date of no more than eighteen (18) months prior to installation / assembly on the Project.
3. In the event that a range of variations in texture, graining, color or other characteristics may be anticipated in furnished materials, assemblies, or elements of the Work, a sufficient number of samples of such materials or products shall be submitted to indicate the full range of characteristics which will be present in the materials or products proposed for the Work. Any such materials or products delivered or erected prior to approval of full range samples shall be subject to rejection by the OAR.
4. Samples of materials or products, which are normally furnished in containers or packages, which bear descriptive labels or application or installation instructions, shall be submitted with such labels or instructions.
5. Identification: All samples shall be labeled, tagged, or otherwise clearly identified. Labels or tags shall set forth the Project name, building or buildings for which the sample is being submitted, Contractor, Subcontractor, supplier, the name of the manufacturer, fabricator, or processor, the trade designation, grade and quality of the material or product, the date of submittal, and specific identification of each

sample and a precise reference to the Specification Section and paragraph in which the material, product, or element of the Work is specified. Each label or tag shall have sufficient clear space to permit the application of the approval stamps of the Contractor and the OAR or the Architect/Engineer as required.

6. Where appropriate, test data or manufacturers' certificates shall be referenced in and forwarded with the letter of transmittal. Samples without accompanying certificates or test data will be returned without action.

**B. Samples Submittal Procedure**

1. The Contractor shall submit at least three (3) sets of each sample required to the Field Office or a site designated by the OAR. Submit one (1) additional sample for civil, landscape, structural, mechanical, electrical, baggage handling systems, and security/information technology/communications systems work.
2. Upon completion of review, the OAR will return one (1) sample of each set of samples to the Contractor.
3. Project Record Document Samples:
  - a. Items requiring submittal for color, texture or finish selection shall be included in Record Document Finish Manual in accordance with Section 01 78 39.
  - b. A sample of selected color, texture or finish shall be provided on sample chip at least 4 inches x 4 inches, suitable for adhering to cardboard page in Record Document Finish Manual.
  - c. Record sample shall match actual material installed.
  - d. The Contractor shall prepare record samples, assemble on pages, and submit in accordance with Section 01 78 39.
  - e. The Contractor shall submit two (2) copies of the Record Document Finish Manual.

**1.6 OWNER REVIEW**

- A. The OAR or the Architect/Engineer will review the Contractor's submittal such as shop drawings, product data and samples, for conformance with the design, intent, and Specifications. During this phase, the OAR or the Architect/Engineer shall review and provide appropriate action code response or take other appropriate action on the submittal and return the reviewed submittal to the Contractor within 14 Calendar Days of receipt. Depending upon the complexity of the submittal, amount of review required, and number of concurrent submittals, the OAR will attempt to return submittals within shorter time frames whenever possible.
- B. The Contractor shall submit shop drawings, products data, and samples sufficiently in advance of scheduled installation dates to allow for the 14 Calendar Day review period, including consideration for the possibility of submittal rejection.
- C. All submittals will be tracked by the OAR using the Skire Unifier software application or other tracking mechanism as required.
- D. The OAR or Architect/Engineer review of any submittal will be for conformance with the Plans and Specifications. The Contractor shall be solely responsible for confirmation of dimensions and correlated at job site; information pertaining to the

fabrication process or to techniques of construction; and for coordination of the Work for all trades.

**E. Contractor's Responsibility:**

1. Any acceptance or other response of shop drawings, product data or samples shall not relieve the Contractor of responsibility for any deviation from the requirements of the Contract Documents unless the Contractor has informed the OAR or Architect/Engineer, in writing, of such deviation at the time of submission and approval has been given within the Skire Unifier software application to the specific deviation. Similarly, any approval or other response shall not relieve the Contractor from such responsibility for errors or omissions in the shop drawings, product data, or samples.
2. Any acceptance or other response of shop drawings and product data shall not relieve the Contractor of any responsibility, including responsibility for accuracy of dimensions and details, and for conformity of its drawings with the Plans and Specifications.
3. The Contractor shall review all submittals for completeness, accuracy, and format concurrence with the Plans and Specifications prior to forwarding the submittal.

**F. Reviewer's Distribution and Approval:**

Following the OAR or Architect/Engineer's review of each submittal, comments and/or approval the submittal will be provided using the Skire Unifier software application.

**G. Contractor's Distribution:**

The Contractor shall distribute approved submittals using the Skire Unifier software application.

## **1.7 COORDINATION DRAWINGS**

**A. Coordination of Drawing Submittal Procedures:**

1. Coordination drawings for each work area shall be submitted and approved before shop drawings are submitted. Shop Drawings submitted before coordination drawings have been approved will be returned without comment and marked "NOT ACCEPTED". Any resulting delays will be the responsibility of the Contractor.
2. Prepare coordination drawings to indicate how work shown by separate civil, structural, mechanical, electrical, baggage handling system, security/information technology/communications systems shop drawings shall be interfaced, intermeshed and sequenced for installation.
3. A minimum of three (3) weeks before materials are fabricated or work begun, submit complete coordination drawings prepared using 1/4" minimum scale with congested areas and sections through shafts at 3/8" minimum scale. Submit total sieving, piping, ductwork, electrical wiring and lighting, plumbing, fire sprinkler, baggage handling system, security/information technology/communications systems and HVAC coordination drawings.
4. The Contractor shall be solely responsible for coordination of the Work. Every civil, structural, baggage handling system, security/information technology/communications systems, mechanical and electrical Subcontractor

shall be responsible for coordination of its portions of the Work with the Contractor and with each affected trade.

5. The Contractor shall schedule coordination meeting with Subcontractors to coordinate the Work for each work area. After coordination and corrections, each Subcontractor shall sign the originals of the coordination drawings. The Contractor shall submit coordination drawings to OAR for review indicating all conflicts that could not be resolved in coordination meeting. After review and approval by OAR or Architect/Engineer, the Contractor shall prepare shop drawings for each separate discipline, as required.
6. The Contractor shall coordinate with reflected ceiling plans exact location and dimensioning of exposed items, and items which occur within hung ceilings. In the event of a conflict, the Contractor shall request a clarification from the OAR and Architect/Engineer as to the correct locations of items in question prior to proceeding with fabrication or installation.
7. The Contractor shall prepare coordination drawings from drawings provided by the Subcontractors as follows:
  - a. Each Subcontractor shall prepare original drawings showing the respective work, layout, and type of the new and existing systems and lines along with supporting details of the new materials and systems including how the new work is integrated into the existing conditions. The submittal shall include any manufacturer's specification sheets for any associated equipment. The Subcontractor shall certify the drawings with the Subcontractor's signature prior to forwarding to the Contractor.
  - b. The Subcontractor responsible for the civil work shall indicate on the drawings any utility relocations.
  - c. The Subcontractor responsible for the fire alarm system shall indicate on the drawings the existing and new fire alarm components, fire alarm wiring to control panels.
  - d. The Subcontractor responsible for the baggage handling system shall indicate on the drawings the existing and new system equipment and rights of way.
8. The Contractor shall resolve conflicts between the submittals of the Subcontractors prior to submission.
9. The coordination drawings are for the OAR, Construction Manager (CM), and Contractor's use during construction and shall not be construed as replacing shop drawings or other Project Record Documents required by Contract Documents.
10. The review of coordination drawings by the OAR, CM, or Architect/Engineer shall not relieve the Contractor from the overall responsibility for coordination of the Work performed pursuant to the Contract.
11. Electronic media copies of CAD architectural or engineering data may be obtained from the Architect/Engineer upon approval of the OAR, for the express purpose of preparation of in-house coordination drawings or to use as the basis for preparing the Contractor and Subcontractor shop drawings by executing the required Release Form.

12. Provision of this CAD data is subject to both the terms described in this Section and on the Release Form.
13. The Contractor shall prepare composite shop drawings and installation layouts when necessary or requested to depict proposed solutions for field conditions. Coordinate in the field and with affected Subcontractors for proper relationship to the work of other Subcontractors based on field conditions.

#### **1.8 SCHEDULE OF SUBMITTALS**

- A. The Contractor shall furnish the OAR with a schedule of submittals, within 30 Calendar Days of receipt of the Notice to Proceed (NTP). This schedule shall indicate, organized by Specification Section, the items to be submitted, the anticipated item submittal date, and the approximate number of shop drawing sheets (when applicable) to be included in the submittal.
- B. Large and complex submittals may exceed the fourteen (14) Calendar Day review period as specified in the subsection 1.5. The OAR or Architect/Engineer shall identify these submittals (exceptions) upon receipt of the submittal schedule received from the Contractor.

### **PART 2 - PRODUCTS**

#### **2.1 GENERAL SUBMITTAL PROCEDURES**

- A. The Contractor shall provide submittals promptly in accordance with approved schedule of submittals and in such sequence as to cause no delay in the Work. Only the Contractor shall submit submittals to the OAR or Architect/Engineer unless specifically approved by the OAR. The Contractor shall provide submittals using the approved Skire Unifier software application unless otherwise noted or directed by the OAR.
- B. The Contractor shall submit and upload shop drawings, and product data for structural, mechanical, fire protection and fire alarm systems, electrical, baggage handling systems, and security/information, technology/communications systems work using the Skire Unifier software application. The submittal shall be provided with a letter of transmittal contained within the approved Skire Unifier software application.
- C. The Contractor shall submit product samples for structural, mechanical, fire protection and fire alarm systems, electrical, baggage handling systems, and security/information, technology/communications systems work in the original packaging to the OAR. The submittal shall be provided with a paper letter of transmittal along with the sample submission.
- D. Any deviation from the Contract Documents shall be noted by the Contractor on the submittal with a detailed description of the deviation. Such a notation does not relieve the Contractor from complying with the requirements for a Substitution in accordance with Section 01 25 13.
- E. The Contractor shall not be relieved of responsibility for deviations in submittals from requirements of Contract Documents by the review of the OAR or Architect/Engineer unless the response provides specific written acceptance of the specific deviation.

**PART 3 - EXECUTION**

**3.1 CONTRACTOR REVIEW**

- A. The Contractor shall review each submittal prior to forwarding to the OAR, The Contractor shall determine and verify field measurements, field construction criteria, manufacturer's catalog numbers, and conformance of submittal with requirements of the Contract Documents.
- B. Coordinate the submittals with requirements of Work and of Contract Documents.
- C. Apply the Contractor's stamp, sign and stamp cover sheet of shop drawings, stamp cover sheet for product data, and each sample label to certify compliance with requirements of Contract Documents. All submittals shall be uploaded using the Skire Unifier software application, except as noted in subsection 2.1 C., and any deviations from requirements of Contract Documents shall be noted.
- D. Submittals that include a product sample shall be provided to the OAR in accordance with subsection 2.1 C.
- E. The fabrication of products or beginning work prior to the return of any approved submittal that impacts such work is performed at the sole risk of the Contractor.
- F. Any submittal without the Contractor's stamp and a submittal which is considered incomplete, contain numerous errors, or has not been checked or only checked superficially, will be returned without comments. Any resulting delays shall be the Contractor's responsibility.
- G. The Contractor shall be responsible for quantities and dimensions shown on the submittal taken from Contract Drawings.

**3.2 RE-SUBMITTALS**

- A. The Contractor shall provide re-submittals under procedures specified for initial submittals and all changes since previous submittal shall be noted.
- B. Shop Drawings and Product Data:
  - 1. Revise the original drawings or data, and resubmit as specified for initial submittal.
  - 2. Any revised drawing shall be noted with a revised or updated name or number in the title block.
  - 3. Indicate any changes which have been incorporated other than those requested by the previous review.
  - 4. Mark number of submission and resubmit to the OAR until the submittal is returned as "accepted".
- C. Samples: Submit new samples as required for initial submittal. Remove samples, which are not accepted or designated "RESUBMIT".

**PART 4 - MEASUREMENT AND PAYMENT**

Not Used.

**- END OF SECTION -**