

SECTION 01 33 00

SUBMITTALS

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**Notes: This section is intended to include general procedural requirements for ongoing submittals, to avoid repeating the wording in other specification Sections. Those Sections should cross reference back to this Section for these requirements, then expand on specific requirements unique to that Section.**

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PART 1 GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Procedures
- B. Construction Progress Schedules
- C. Schedule of Values
- D. Shop Drawings
- E. Product Data
- F. Samples
- G. Manufacturers' Instructions
- H. Manufacturers' Certificates
- I. Progress Photographs

1.02 RELATED REQUIREMENTS

- A. General Conditions
- B. Section 01 11 00 - Summary of work
- C. Section 01 29 76 - Applications for Payment
- D. Section 01 32 00 - Construction Schedules
- E. Section 01 32 00.2 - Construction Schedules (Conventional CPM Format)
- G. Section 01 33 23 - Shop Drawings, Product Data and Samples
- H. Section 01 29 73 - Schedule of Values
- I. Section 01 45 00 - Contract Quality Control
- J. Section 01 43 00 - Material and Equipment

- K. Section 01 77 00 - Contract Closeout Procedures
- L. Section 01 78 39 - Project Record Documents

1.03 PROCEDURES

- A. Deliver submittals to the Project Professional.
- B. Identify Project, Project Number, dates of previous submittals, Builder, subcontractors, suppliers; identify pertinent drawings by sheet and detail number, and Specification Section number, as appropriate, Identify deviations from Contract Documents. Provide space for Builder and Professionals review stamps.
- C. Before commencing any work, prepare and submit to the Professional the initial Construction Schedule and Schedule of Values in triplicate. After review by Professional revise and resubmit as required for approval by the Professional and the Owner. Submit revised Construction Schedule with each application for partial payment, reflecting changes since previous submittal.
- D. Comply with progress schedule for submittals related to Work progress. Coordinate submittal of related items.
- E. After Professional's review of submittal, revise and resubmit as required, identifying changes made since previous submittal.
- F. Distribute copies of reviewed submittals to concerned parties. Instruct recipients to promptly report any inability to comply with provisions.
- G. No partial payment will be processed without a current approved Near Term (14 day look ahead) and Overall Construction Schedule, an approved Schedule of Values and a current and accurate set of as-built documentation.

1.04 CONSTRUCTION PROGRESS SCHEDULE

- A. Submit Construction schedule in the form and procedure specified in Sections 01 32 00 and 01 32 00.2.
- B. Show complete sequence of construction by activity, identifying work of separate stages and other logically grouped activities. This is to include the commissioning activities, such as, but not limited to, prefunctional testing, functional testing, and training. Show projected percentage of completion for each item of work as of time of each Application for Progress Payment.
- C. Show submittal dates required for shop drawings, product data and samples and product delivery dates, including those furnished by Owner.

1.05 SCHEDULE OF VALUES

- A. Submit typed preliminary Schedule of Values on Owner approved forms. (As specified in Section 01 29 73)
- B. Submit typed Schedule of Values on Owner provided forms or Owner approved forms.

- C. Format: Identify each line item with number and title of the major Specification Sections or major components of this item.
- D. Include specified Allowances, if any.
- E. Include a line item setting out the Builder's overhead and profit.
- F. Provide a sub-schedule for each separate stage of work specified in Section 01 11 00.
- G. Revise Schedule of Values to list Change Orders for each Application of Partial Payment.

1.06 SHOP DRAWINGS

- A. Prior to the submission of any shop drawing, but not later than 30 days from the effective date of the Notice to Proceed, the Builder shall prepare and submit to the Professional, a Schedule of Shop Drawing submittals stating when each shop drawing or sample will be provided for review.
- B. The Builder shall be responsible for the preparation of detailed shop drawings necessary for the fabrication, erection, and construction of all parts of the work in conformity with the requirements of the Contract Documents.
- C. All submissions of shop drawings, brochures and catalog cuts shall be accompanied by a transmittal letter listing the drawings submitted by number and title.
- D. When professional calculations and/or certification of performance criteria of materials, systems, and/or equipment is required, the Professional is entitled to rely upon the accuracy and completeness of such calculations and certifications submitted by Builder. Calculations, when required, shall be submitted in a neat, clear and in an easy to follow format. Such calculations and/or certifications shall be signed and sealed by a Professional Engineer registered in the State of Florida.
- E. At a minimum, the Builder shall provide \_\_\_ copies of submittals for distribution. The distribution list includes:
  - 1 – Professional – 2 copies
  - 2 – Professional Consultants – as determined by Builder
  - 3 – Owners Project Manager – 1 copy
  - 4 – Owners Closeout Submittal File – 1 copy
  - 5 – Subcontracts – as determined by BuilderThe copies of the above for the Owners Closeout Submittals shall in addition include 1 Adobe PDF copy of all submittal documents.
- E. Failure to comply with any of the above may result in the rejection of shop drawings.

1.07           PRODUCT DATA

- A.       Submit not less than six copies, as required in Section 01 33 23. Mark each copy to identify applicable products, models, options and other data; supplement manufacturers' standard data to provide information unique to the work.

1.08           MANUFACTURER'S INSTRUCTIONS AND CERTIFICATES

- A.       When required in individual Specification Section, submit manufacturer's printed instructions for delivery, storage, assembly, installation, start-up, adjusting and finishing, in quantities specified for product data.

1.09           SAMPLES

- A.       Submit full range of manufacturers' standard colors, textures and patterns for Professional selection. Submit samples for selection of finishes within [\_\_\_\_\_] days after Award of Contract. All color and finish selections must be submitted by the Contractor in a single submission, properly labeled and identified.
- B.       Submit sample to illustrate functional characteristics of the product, with integral parts and attachment devices. Coordinate submittal of different categories for interfacing work.
- C.       Include identification on each sample, giving full information.
- D.       Submit the number specified in respective Specification section; one will be retained by Professional. Reviewed samples which may be used in the work are indicated in the Specification Section.

1.10           FIELD SAMPLES

- A.       Provide field samples of finishes at project as required by individual Specifications section. Install sample complete and finished. Acceptable samples in place may be retained in completed work.

1.11           PROGRESS PHOTOGRAPHS

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**The Architect/Engineer shall edit this Article to suit the Project's needs.**

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- A. STILL PHOTOGRAPHS (Digital) – Before Construction has started shall take 3 photos minimum showing existing conditions and thereafter an average of 3
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**The Architect/Engineer shall select the frequency and the number of required views to suit the project's needs.**

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1. Before construction operations have started at the site, the Builder shall take and provide [3 ] color photographs showing the existing conditions and thereafter an average of [ ] views shall be taken each month until completion of the work. The actual number and location of views to be taken each time will be determined by the Professional.

Two prints and the electronic file shall be submitted to the Professional monthly with each payment request.

2. Photographs shall be of standard commercial quality, 8" x 10" in size of heavy-weight glossy paper; each photograph shall be enclosed in a double-face plastic sleeve.

The following information shall be typed on a sticker placed on the back of the photo:

[Owners Name] [Contract No.][Project Name]  
\_\_\_\_\_  
(Professional's Name)

\_\_\_\_\_  
(Builder's Name)

View No. \_\_\_\_\_ Date \_\_\_\_\_

(Information regarding view such as location, direction of sight and significant points of interest.)  
Submit one [CD] file or digital media for each set of photos.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION