
SECTION 01 33 23

SHOP DRAWINGS, PRODUCT DATA AND SAMPLES

Notes: This section is intended to include general procedural requirements for submittal of shop drawings, product data and samples, and provides for a schedule of Sections requiring submittals.

PART 1 GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Procedures for submittal.
- B. [Schedule of submittals.]

1.02 RELATED REQUIREMENTS

- A. Section 01 31 00 - Coordination.
- B. Section 01 33 00 - Submittals.
- C. Section 01 45 00 - Contract Quality Control: Mockups and samples for testing.
- D. Section 01 43 00 - Material and Equipment: Product options.
- E. Section 01 78 39 - Project Record Documents.

1.03 SHOP DRAWINGS

- A. "Shop Drawings" are defined as drawings, diagrams, illustrations, schedules, catalog cuts, performance charts, brochures, and other data prepared by the Builder or any subcontractor, manufacturer, supplier or distributor, which illustrates how specific portions of the work shall be fabricated and/or installed.
- B. Shop drawings provided by the Builder with each submittal shall be original drawings, sharp, clear and distinct, suitable for reproduction.
- C. Each shop drawing shall be clear, thoroughly detailed, and shall have listed on it all Contract references, drawing number(s), specification section number(s), plus shop drawing numbers of related work by subcontractors, if applicable.
- D. Identify field dimensions; show relation to adjacent or critical features or work or products.
- E. [Minimum] Sheet Size: [11 x 8.5] inches.
- F. Where it is difficult to provide shop drawings which are reproducible such as "catalog cuts", "brochures" or "photographs", the Builder shall submit a minimum of six (6) copies of such "cuts", "brochures" or "photographs". Additional copies shall be supplied when required by the Professional.
- G. Shop drawings shall be complete in every detail, including a location plan relating the work to space identification such as station, offset, and column numbers, floor level, etc. Materials, gauges, method of fastening, size and spacing of fastenings, connections with

other work, cutting, fitting, drilling, and any and all other necessary information per usual trade practice or as required for any specific purpose must be clearly shown.

H. Each shop drawing shall contain a title block with the following information provided:

- (1) Number and title of drawing, including Contract title and Number;
- (2) Date of drawing and revisions;
- (3) Name of Builder and Subcontractor (if any) submitting drawings;
- (4) Name of Project, Building or Facility;
- (5) Specification Section title and number;
- (6) Builder's Stamp of approval, signed by the Builder;
- (7) Space above the title block for Professional's action stamp;
- (8) Submittal or resubmittal number (whether first, second, third, etc.);
- (9) Date of submittal.

The Builder, when requested by the Professional in writing, shall submit such additional shop drawings as may be required.

1.04 PRODUCT DATA

- A. Submit only pages that are pertinent; mark each copy of standard printed data to identify pertinent products, referenced to Specification Section and Article number. Show reference standards, performance characteristics and capacities; wiring and piping diagrams and controls; component parts; finishes; dimensions; and required clearances.
- B. Review manufacturer's catalog numbers, and conformance of submittal with requirements of Contract Documents.
- C. Coordinate submittals with requirements of work and Contract Documents.
- D. The Builder shall sign, in the proper block, each sheet of shop drawings and data, and each sample label to certify compliance with requirements of Contract Documents. Shop drawings submitted without such stamp and signature of approval will be returned to the Builder unchecked and will require a re-submission. In such event, it will be deemed that the Builder has not complied with the requirements of this Section and shall bear the risks of delays as if no drawings or details had been submitted.
- E. Notify Professional in writing at time of submittal, of any deviation(s) from requirements of Contract Documents.
- F. Do not order material, fabricate products or begin work that requires submittals until return of submittal with Professional is acceptance.

1.07 SUBMITTAL REQUIREMENTS

- A. Transmit submittals in accordance with approved Construction Schedule and in such sequence so as to avoid delay in the work or work of other contracts.
- B. Provide space on each submittal for Builder and Professional action stamps.
- C. Apply Builder's approval stamp, signed or initialed, certifying to review, verification of products, field dimensions and field construction criteria and coordination of information with requirements of work and Contract Documents.
- D. Coordinate submittals into logical groupings to facilitate interrelation of the several items:
 - (1) Finishes that involve Professional's selection of color, textures or patterns.

(2) Associated items that require correlation for efficient function or for installation.

- E. Submit four (4) copies of blue or black line reproductions of shop drawings plus number of copies required by Builder.
- F. Submit number of copies of product data and manufacturer's instructions Builder requires, plus four (4) copies that will be retained by the Professional and the Owner.
- G. Submit number of samples specified in individual Specification sections.
- H. Submit Builder's approved transmittal letter. Identify project by contract title and number. Identify work and product by Specification Section and Article number.
- I. Builder to retain sufficient approved copies to meet requirements of Section 01 78 39 including one (1) digital pdf of all approved submittals.

1.08 RESUBMITTALS

- A. Make resubmittals under procedures specified for initial submittals; clearly identify changes made since previous submittal.

1.09 PROFESSIONAL

- A. The Professional will review shop drawings and samples and indicate whatever action he/she is taking, within 14 calendar days or as per approved schedule (if earlier) from the date of its receipt at the Professional's office, so as to minimize delay. The Professional's review will be only for conformance with the design concept of the Contract and with the information given in the Contract Documents. The Professional's approval of a separate item shall not constitute approval of an assembly in which the item functions. The Professional will return shop drawings to the Builder for his use and distribution.
- B. The Professional's approval of shop drawings or samples shall not relieve the builder of responsibility for any deviation from the requirements of the Contract Documents unless the Builder has informed the Professional in writing of such deviation at the time of submission and the Professional has given written approval to the specific deviation, nor shall the Professional's approval relieve the Builder from responsibility for errors or omissions in the shop drawings, product data sheets or samples.

1.10 DISTRIBUTION

- A. Duplicate and distribute reproductions of shop drawings, copies of product data and samples, which bear Professional's stamp of approval, to job site file, Record Documents (Closeout Submittals) file, sub-contractors, suppliers, [other affected contractors] and other entities requiring information.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

END OF SECTION