

**QCV – RETAIL CENTER – CLEAN & SEAL CERTAIN CMU WALLS & CONCRETE
WALKWAYS**

TULALIP, WASHINGTON

SECTION 013400 – SHOP DRAWINGS, SUBMITTALS, PRODUCT DATA AND SAMPLES

PART 1 – GENERAL

1.01 REQUIREMENTS INCLUDED

- A. This section specifies minimum administrative and supervisory requirements necessary for preparation and submittal of Shop Drawings, Product Data, and Samples.
- B. Contractor review and approval, and distribution of copies.

1.02 SUMMARY

- A. Section Includes: Administrative and procedural requirements for submittals required for performance of the Work, including the following.
 - 1. Action Submittals
 - a. Shop drawings
 - b. Samples
 - 2. Informational / Quality Assurances / Control Submittals
 - a. Product data
 - b. Qualification data
 - c. Certifications
 - d. Test reports
 - e. Maintenance data
 - f. Design data
 - g. Manufacturer's instructions
 - h. Manufacturer's field reports

1.03 RELATED REQUIREMENTS

- A. Drawings and general provisions of Contract, including General and Special Conditions and other Division 1 Specification Sections, apply to this Section.
- B. NOT USED.
- C. NOT USED.
- D. NOT USED.

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1.04 DEFINITIONS

- A. Action Submittals: Written and graphic information that requires Construction Manager's responsive action.
- B. Informational / Quality Assurance / Control Submittals: Written information that does not require Construction Manager's approval. Submittals may be rejected for not complying with requirements.

1.05.1 SUBMITTAL PROCEDURE

- A. NOT USED.
- B. Submittals shall be submitted directly to the Construction Manager for review.
- C. Contractor and all subcontractors on this Project shall provide submittals in accordance with the requirements of this Section. Where a submittal is required by a contractor but assistance needed from others, each contractor shall participate and cooperate to expedite each submittal. Coordinate preparation and processing of submittals with performance of construction activities.
 - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that requires sequential activity.
 - 2. Coordinate transmittal of different types of submittals for related parts of the work so processing will not be delayed because of need to review submittals concurrently for coordination.
 - a. The Construction Manager reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- D. Where submission of samples, shop drawings, or other items are required from suppliers or subcontractors, it shall be the responsibility of Contractor for whom the subcontractor is executing the Work to see that the submittal items required are complete and properly submitted, and corrected and resubmitted at the time and in the order required so as not to delay the progress of the Work. Submittals shall be made through Contractor.
 - 1. NOT USED.
- E. Contractor shall check shop drawings, samples, and other submittals and submit them to the Construction Manager with a letter of transmittal giving his approval, comments, and suggestions.
 - 1. Each transmittal shall include the following information:
 - a. Date submitted.
 - b. Project title and number.

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- c. Contractor's name and address.
 - d. Identification by Specification Section, drawing number and detail references, as appropriate, and quantity submitted for each submittal.
 - e. Name and address of subcontractor, manufacturer, and supplier.
 - f. Notification of deviations from the Contract Documents for each submittal.
 - 1. Highlight, encircle, or otherwise identify deviations from the Contract Documents on submittals.
 - g. Contractor's written approval marked on each submittal.
- F. Contractor shall prepare, review, and stamp with his approval and submit, with reasonable promptness or within the specified time periods and in orderly sequence so as to cause no delay in the Work or in the Work of another Contractor, submittals required by these Contract Documents or subsequently required by modifications.
- G. NOT USED.
- H. The Construction Manager shall review and take action on submittals with reasonable promptness, so as to cause no delay in the progress. A reasonable period of time in accordance with approved project schedule for review of and action taken on submittals shall be as specified herein, but in no case shall it be less than 5 days from the time it is received by the Construction Manager until the time the submittal is marked and forwarded or returned. Contractor shall allow enough time for submittal review, including time for resubmittals, as follows:
- 1. Initial Review: Allow 5 days for initial review of each submittal, unless otherwise noted. Allow additional time if processing must be delayed to permit coordination with subsequent submittals or where concurrent review is required. The Construction Manager will advise Contractor when a submittal being processed must be delayed for coordination.
 - 2. NOT USED.
 - 3. Allow 5 days for processing each resubmittal.
 - 4. No extension of the Contract Time shall be authorized because of failure to transmit submittals enough in advance of the Work to permit processing.

PART 2 – PRODUCTS

2.01 ACTION SUBMITTALS

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- A. General: Prepare and submit Action Submittals required by individual specification sections.
- B. NOT USED.

2.02 INFORMATIONAL / QUALITY ASSURANCE / CONTROL SUBMITTALS

- A. General: Prepare and submit informational submittals required by other Specification Sections.
 - 1. Number of Copies: Submit 3 copies of each submittal, unless otherwise indicated. The Construction Manager will not return copies.
 - 2. Certificates and Certifications: Provide a notarized statement that includes signature of entity responsible for preparing certification. An officer shall sign certificates and certifications or other individual authorized to sign documents on behalf of that entity.
 - 3. NOT USED.
- B. Product Data: Collect information into a single submittal for each element of construction or system. Product data includes printed information, such as manufacturer's installation instructions, catalog cuts, and performance curves.
 - 1. Mark each copy to show applicable choices and options. Where printed Product Data includes information on several products that are not required, mark copies to indicate the applicable information. Include the following information, as applicable:
 - a. Manufacturer's printed recommendations.
 - b. Manufacturer's product specifications.
 - c. Manufacturer's installation instructions.
 - d. NOT USED
 - e. Manufacturer's catalog cuts.
 - f. NOT USED
 - g. NOT USED
 - h. NOT USED
 - i. Compliance with trade association standards.
 - j. NOT USED
 - k. NOT USED
 - l. NOT USED
 - m. NOT USED
 - 2. Do not submit Product Data until compliance with requirements of the Contract Documents has been confirmed.

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- a. Preliminary Submittal: Submit a preliminary single copy of Product Data where selection of options is required.
3. Distribution: Furnish copies of final submittal to installers, subcontractors, suppliers, manufacturers, fabricators, and others required for performance of construction activities. Show distribution on transmittal forms.
 - a. Do not proceed with installation until a copy of Product Data is in the Installer's possession.
 - b. Do not permit use of unmarked copies of Product Data in connection with construction.
4. In compliance with the OSHA Hazard Communication Standard Contractor shall post at the site MSDS (Material Safety Data Sheets) for ALL products classified as hazardous that their firm has knowledge that they will be furnishing, using, or storing on the jobsite during the duration of this Project in accordance with OSHA standards. At the completion of the project, Contractor shall turn their "MSDS" information directly over to the Owner with a receipt for the Owner to sign. A copy of the signed receipt only shall be submitted to the Construction Manager.
 - a. Material Safety Data Sheets (MSDS) shall not be submitted to the Construction Manager for review. Material Safety Data Sheets submitted to the Construction Manager will be returned with no action taken.
- C. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, names and addresses of Architect / Engineer and Owners, and other information specified.
- D. Product Certificates: Prepare written statements on manufacturer's letterhead certifying that product complies with requirements.
- E. NOT USED.
- F. Installer Certificates: Prepare written statements on manufacturer's letterhead certifying that Installer complies with requirements and, where required, is authorized for this specific project.
- G. Manufacturer Certificates: Prepare written statements on manufacturer's letterhead certifying that manufacturer complies with requirements. Include evidence of manufacturing experience where required.
- H. Material/Product Certificates: Prepare written statements on manufacturer's letterhead certifying that material complies with requirements.
- I. NOT USED.
- J. NOT USED.

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K. NOT USED.

L. NOT USED.

M. NOT USED.

N. NOT USED.

O. NOT USED.

P. NOT USED.

Q. NOT USED.

R. List of Subcontractors, Suppliers and Manufacturers

1. Contractor shall submit, to the Construction Manager, a list of Contractors, subcontractors, suppliers and manufacturers furnishing and installing materials and products specified on this Project. The list shall be complete with names, street addresses, city, state, and zip code. List shall be complete, including requested subcontractors, suppliers and manufacturers and model numbers of equipment on which the bid is based on.
2. In addition to the names of subcontractors, suppliers, and manufacturers, Contractor shall be aware of the required dates that shop drawings and samples are to be submitted for approval and the critical date for delivery. Dates submitted for shop drawings and samples shall be realistic and be coordinated with the Progress Schedule for critical dates that affect the progress of construction. **ALL SHOP DRAWINGS / SUBMITTALS ARE REQUIRED TO BE SUBMITTED WITHIN 5 DAYS OF NOTICE TO PROCEED.**

S. Accidents

1. Contractor shall notify the Construction Manager of any personal injury that could require medical treatment and / or fatality within 8 hours of the accident of any Contractor's or his Subcontractor's employees at the project site. Also, any damage to property arising in connection with Contractor's performance should be told to the Construction Manager as promptly as possible after the occurrence of such injury or damage, but at the maximum, 24 hours. Within forty-eight (48) hours of such occurrence, Contractor shall furnish to the Construction Manager a complete written report of such injury or damage. Accident Reports shall include specific actions taken by Contractor to preclude recurrence of similar incidents.

T. Emergency Data

1. Each Contractor shall provide the Construction Manager with the following emergency data prior to beginning work at the project site:

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- a. Emergency care facilities to be utilized, address, and telephone number.
- b. Insurance Company and local agent / name, address and telephone number.
- c. Detailed description of overall corporation or company safety program.
- d. Employees qualified in any type of first aid, list employee and associated skill.
- e. Detailed description of specifically tailored jobsite safety program.
- f. Identify corporate and jobsite safety officer.
- g. Submit TOOL BOX SAFETY TALK program / meeting minutes including:
 - 1. Day of week
 - 2. Time of day
 - 3. Location
 - 4. Attendance record
 - 5. Agenda
 - 6. Unsafe items previously discussed, date of correction
 - 7. Identify on-site personnel with FIRST AID training
- h. All applicable MSDS Program Sheets (Include numbered pages and table of contents).
- i. Submit completed hazardous substance survey form.
- j. Review project "Emergency Response Plan" with Construction Manager.

U. NOT USED

PART 3 – EXECUTION

3.01 CONTRACTOR'S REVIEW

- A. Review each submittal and check for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to the Construction Manager.

3.02 CONSTRUCTION MANAGER'S ACTION

- A. General: Construction Manager will not review submittals that do not bear Contractor's approval stamp and will return them without action.

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- B. Action Submittals: Construction Manager will review each submittal, make marks to indicate corrections or modifications required, and return it.
- C. Informational / Quality Assurance / Control Submittals: Construction Manager will review each submittal and will not return it, or will reject and return it if it does not comply with requirements. Construction Manager will forward each submittal to appropriate party.
- D. Partial submittals are not acceptable, will be considered non-responsive, and will be returned without review.
- E. Submittals not required by the Contract Documents will not be reviewed and may be discarded.

END OF SECTION 013400