

**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. Section 013100 – CONSTRUCTION SCHEDULES.
- C. Section 017200 – PROJECT RECORD DOCUMENTS.
- D. Section 017300 – OPERATION AND MAINTENANCE DATA.

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### 1.04 DEFINITIONS

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

### 1.05.1 SUBMITTAL PROCEDURE

- A. General: Refer to Article 3.12 – Shop Drawings, Product Data and Samples of the General Conditions.
- B. Submittals shall be submitted directly to the Architect 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. Architect / Engineer reserve 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. Submittal Schedule: Comply with requirements of Section 013100 – CONSTRUCTION SCHEDULE for list of submittals and time requirements for scheduled performance of related construction activities.
- E. Contractor shall check shop drawings, samples, and other submittals and submit them to the Architect with a letter of transmittal giving his approval, comments, and suggestions.
  - 1. Each transmittal shall include the following information:
    - a. Date submitted.

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- b. Project title and number.
  - 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. Contractor shall prepare for his use on this project a SHOP DRAWING STAMP containing the following:

**THE TULALIP TRIBES**

\_\_\_\_\_ Contractor approves and submits these shop drawings and samples and thereby represents that he has determined and verified all field measurements, field construction criteria, materials, catalog numbers and similar data and that he has checked and coordinated each shop drawing and sample with the requirements of the work and of the Contract Documents and with work of other Contractors.

\_\_\_\_\_ Date

\_\_\_\_\_ Contractor

Specification Section \_\_\_\_\_ Contract No. \_\_\_\_\_ Submittal No. \_\_\_\_\_

The above stamp shall be affixed by Contractor to all shop drawings and data submitted by Contractor thus indicating that Contractor has thoroughly reviewed same and approves of their content. Drawings not stamped in this manner will be returned to Contractor, as "NOT REVIEWED" for resubmission and no action shall be taken.

- H. The Architect / Engineer 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 15 days from the time it is received by the Architect / Engineer 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 15 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. Architect / Engineer will advise Contractor when a submittal being processed must be delayed for coordination.
  2. Concurrent Review: Where concurrent review of submittals by Architect / Engineer's team, consultants, Owner, other parties is required, allow 21 days for initial review of each submittal.
  3. Allow 15 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

- A. General: Prepare and submit Action Submittals required by individual specification sections.
- B. Shop Drawings: Prepare project specific information, drawn accurately to scale. Do not base shop drawings on reproductions of the Contract Documents or standard printed data.
1. Contractor shall perform no portion of the Work requiring submittal and review of shop drawings, product data, samples or similar submittals until the respective submittal has been approved by the Architect / Engineer. Such Work shall be in accordance with approved submittals.
  2. Submit newly prepared information drawn accurately to scale. Highlight, encircle, or otherwise indicate deviations from the Contract Documents. Do not reproduce Contract Documents or copy standard information as the basis of Shop Drawings. Standard information prepared without specific reference to the Project is not a Shop Drawing.

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- a. AutoCAD Drawings: Floppy disk copy of Drawings may be available from the Architect / Engineer. Contractors requiring this service must contact the Architect / Engineer to verify availability. Cost to obtain AutoCAD Drawings will be \$50.00 per Drawing, payable to the Architect / Engineer. Request for floppy disk copy should be addressed to the Project Architect with a completed copy of disclaimer form.
  1. Refer to Section 013440 – DISCLAIMER FOR USE OF ELECTRONIC PRODUCTION DRAWING FILES.
3. Shop drawings are drawings, diagrams, illustrations, schedules, performance charts, brochures, and other data that are prepared by Contractor or subcontractor, manufacturer, supplier, or distributor to illustrate some portion of the Work. Do not base shop drawings on reproduction of the Contract Documents.
  - a. Advertising brochures will not be accepted as shop drawings.
  - b. Erection and setting drawings as referred to in these Specifications will be considered as shop drawings and shall be submitted along with detailed shop drawings.
  - c. Where schedules are required to indicate locations, they shall be submitted as part of the shop drawings package for that item.
  - d. Shop drawings and schedules shall repeat the identification shown on the Contract Drawings.
  - e. Contractor shall check all shop drawings, samples and other submittals and submit them to the Architect / Engineer utilizing a Transmittal Form, giving his approval and or comments and suggestions. Failure to use a Transmittal Form will result in submittals being returned “WITHOUT ACTION”.
  - f. Include the following information:
    1. Dimensions
    2. Identification of products and materials included by sheet and detail number
    3. Compliance with specified standards
    4. Notation of coordination requirements
    5. Notation of dimensions established by field measurements
    6. Fabrication and installation drawings
    7. Roughing-in and setting diagrams
    8. Wiring diagrams showing field installed wiring, including power, signal, and control wiring
    9. Shop work manufacturing instructions
    10. Templates and patterns

11. Schedules
12. Design calculations
  
4. Preparation of Submittals: Provide permanent marking on each submittal to identify project, date, Contractor, Subcontractor, submittal name, and similar information to distinguish it from other submittals. Show Contractor's executed review and approval marking and provide space for Architect / Engineer's "ACTION" marking. Package each submittal appropriately for transmittal and handling. Submittals that are received by the Architect / Engineer from sources other than through Contractor will be returned "WITHOUT ACTION".
  
5. By approving and submitting shop drawings, Contractor thereby represents that he has determined and verified field measurements, field construction criteria, materials, catalog numbers, and similar data, and that he has checked and coordinated each shop drawing with the requirements of the Work and of the Contract Documents prior to submitting to the Architect / Engineer. Submittals that are received by the Architect / Engineer from sources other than through Contractor will be returned without review requiring resubmittal.
  
6. Contractor shall make corrections required by the Architect / Engineer and shall resubmit the required number of corrected copies of shop drawings until appropriately marked. Contractor shall direct specific attention in writing or on resubmitted shop drawings to revisions other than the corrections requested by the Architect / Engineer on previous submissions.
  
7. The Architect / Engineer will review shop drawings only for conformance with the design concept of the Project and with the information given in the Contract Documents. The Architect / Engineer's review of a separate item shall not indicate review of an assembly in which the item functions.
  - a. Only shop drawings, product data, and samples marked "NO EXCEPTIONS TAKEN" or "NOTE MARKINGS" shall be considered "FINAL" and used in conjunction with the work of this Project.
  
8. The Architect / Engineer's review of shop drawings shall not relieve Contractor of responsibility for any deviation from the requirements of the Contract Documents unless Contractor has informed the Architect / Engineer in writing of such deviation at the time of submission and the Architect / Engineer has given written approval to the specific deviation, nor shall the Architect / Engineer's action relieve Contractor from responsibility for errors or omissions in the shop drawings.

- a. The Architect / Engineer's review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and qualities, or for substantiating instructions or performance of equipment or systems, all of which remain the responsibility of Contractor as required by the Contract Documents. The Architect / Engineer's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Architect / Engineer, of any construction means, methods, techniques, sequences, or procedures. The Architect / Engineer's approval of a specific item shall not indicate approval of an assembly of which it is a component.
9. Notations and remarks added to shop drawings by the Architect / Engineer are to ensure compliance to Drawings and Specifications and do not imply a requested or approved change to Contract cost.
  10. Should deviations, discrepancies, or conflicts between shop and Contract drawings and Specifications be discovered, either prior to or after review, Contract Documents shall control and be followed.
  11. The following number of shop drawings and product data submittals shall be made on this Project. Where an insufficient number of copies are submitted, no action will be taken until the proper numbers of copies have been received. Additional copies beyond the number required will be discarded.
  12. Contractor shall submit one (1) reproducible and three (3) prints of all shop drawings.
    - a. Distribution
      - 2 copies – Architect
      - 1 copy for Consultant, if applicable
      - 1 copy – Construction Manager
      - 1 copy – Contractor
  13. Shop drawings not requested by the Architect / Engineer shall be returned without action.
  14. Shop drawings will be marked as follows: Contractor shall take the following action for each respective marking:
    - a. "NO EXCEPTIONS TAKEN" - Copies will be distributed as indicated under above schedule.
    - b. "NOTE MARKINGS / CONFIRM" – Final Release; Contractor may proceed with fabrication, taking into account the necessary corrections on submittal and with Contract Documents.

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1. Where the confirm box is checked, Contractor shall submit a letter, on company letterhead, stating Contractor shall perform work in accordance with markings. In lieu of letter, Contractor may resubmit corrected shop drawings.
  - c. "NOTE MARKINGS / RESUBMIT" – Contractor may proceed with fabrication, taking into account the necessary corrections. Corrected shop drawings shall be resubmitted before fabrication of this work is complete to obtain a different action marking. Do not allow drawings marked "RESUBMIT" to be used in connection with installation of the Work.
  - d. "REJECTED" – Contractor shall be required to resubmit shop drawings in their entirety. No fabrication or installation shall be started until shop drawings so marked have been completely revised, resubmitted, and marked by Architect / Engineer according to preceding Paragraphs a. or b.
15. Where resubmittal is required, 3 copies will be marked up and so noted of which the following distribution shall be made:
  - a. One (1) copy will be retained for Architect / Engineer 's file
  - b. One (1) copy – Construction Manager
  - c. One (1) copy will be returned with corrections.
- C. Samples: Prepare physical units of materials or products, including the following:
  1. Contractor shall submit to the Architect / Engineer samples to illustrate materials or workmanship, colors, and textures, and establish standards by which the Work will be judged.
  2. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
    - a. Number of Samples for Initial Selection: Submit two full sets of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect / Engineer will return submittal with options selected.
  3. Samples for Verification: Submit full size, fully fabricated samples cured and finished as specified and physically identical with the material or product proposed. Samples include partial sections of manufactured or fabricated components, cuts or containers of materials, color range sets, and swatches showing color, texture, and pattern.
    - a. Number of Samples for Verification: Submit 3 sets of samples. Architect / Engineer and Construction Manager will retain sample sets, unless otherwise noted.

1. Contractor shall receive written notification.
- b. Disposition: Maintain sets of approved samples at project site, available for quality control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
  1. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such samples must be in an undamaged condition at time of use.
  2. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.
- c. Mount or display samples in the manner to facilitate review of qualities indicated. Prepare samples to match the Architect / Engineer's sample. Include the following:
  1. Specification Section number and reference.
  2. Generic description of the sample.
  3. Sample source.
  4. Product name or name of the manufacturer.
  5. Compliance with recognized standards.
  6. Availability and delivery time.
- e. Submit samples for review of size, kind, color, pattern, and texture. Submit samples for a final check of these characteristics with other elements and a comparison of these characteristics between the final submittal and the actual component as delivered and installed.
  1. Where variation in color, pattern, texture, and other characteristic is inherent in the material or product represented, submit at least 3 multiple units that show approximate limits of the variations.
  2. Refer to other Specification Sections for requirements for samples that illustrate workmanship, fabrication techniques, and details of assembly, connections, operation, and similar construction characteristics.
4. By approving and submitting samples, Contractor thereby represents that he has determined and verified materials, catalog numbers, and similar data, and that he has checked and coordinated each sample with the requirements of the Work and of the Contract Documents prior to submitting to the Architect / Engineer.

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5. Contractor shall resubmit the required number of correct or new samples until approved. Contractor shall direct specific attention in writing or on resubmitted samples to revisions other than the changes requested by the Architect / Engineer on previous submissions.
6. The Architect / Engineer will review samples but only for conformance with the design concept of the Project and with the information given in the Contract Documents. The Architect / Engineer's review of a separate item shall not indicate approval of an assembly in which the item functions.
7. The Architect / Engineer's action shall not relieve Contractor of responsibility for deviations from the requirements of the Contract Documents unless Contractor has informed the Architect / Engineer in writing of the deviation at the time of submission and the Architect / Engineer has given written approval to the specific deviation, nor shall the Architect / Engineer's action relieve Contractor from responsibility for errors or omissions in the samples.
8. Unless otherwise specified, samples shall be in triplicate and of adequate size to show function, equality, type, color, range, finish, and texture of material. When requested full technical information and certified test data shall be supplied.
  - a. Each sample shall be labeled, bearing material name and quality, Contractor's name, date, project name, and other pertinent data.
  - b. Transportation charges to and from the Architect / Engineer's office must be prepaid on samples forwarded. Samples shall be retained by the Architect / Engineer until the Work for which they were submitted has been accepted.
9. Materials shall not be ordered until final review is received in writing from the Architect / Engineer. Materials shall be furnished, equal in every respect to reviewed samples. Where color or shade cannot be guaranteed, the manufacturer shall indicate the maximum deviation. Work shall be in accordance with the final reviewed samples.

### **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. Architect / Engineer 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. Test and Inspection Reports: Comply with requirements in Section 014500 – QUALITY CONTROL.
- 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, standard color charts, roughing-in diagrams and templates, standard wiring diagrams, 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. Standard color charts
    - e. Manufacturer's catalog cuts
    - f. Wiring diagrams showing factory installed wiring
    - g. Operational range diagrams
    - h. Standard product operating and maintenance manuals
    - i. Compliance with trade association standards.
    - j. Compliance with recognized testing agency standards.
    - k. Application of testing agency labels and seals.
    - l. Notation of dimensions verified by field measurement.
    - m. Notation of coordination requirements.
  2. Do not submit Product Data until compliance with requirements of the Contract Documents has been confirmed.
    - 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.

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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 Architect / Engineer.
  - a. Material Safety Data Sheets (MSDS) shall not be submitted to the Architect / Engineer for review. Material Safety Data Sheets submitted to Architect / Engineer 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. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements. Submit record of Welding Procedure Specification (WPS) and Procedure Qualification Record (PQR) on AWS forms. Include names of firms and personnel certified.
- 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. Material Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements.
- J. Preconstruction Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements.
- K. Compatibility Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.

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- L. Field Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements.
- M. Product Test Reports: Prepare written reports indicating current product produced by manufacturer complies with requirements. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
  - 1. Test reports shall be no older than 15 months, unless otherwise noted or approved by Architect / Engineer.
- N. Maintenance Data: Prepare written and graphic instructions and procedures for operation and normal maintenance of products and equipment. Comply with requirements in Section 017000 – CLOSEOUT REQUIREMENTS and Section 017300 – OPERATION AND MAINTENANCE DATA.
- O. Design Data: Prepare written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations. Include list of assumption and other performance and design criteria and a summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Include page numbers.
- P. Manufacturer's Instructions: Prepare written or published information that documents manufacturer's recommendations, guidelines, and procedures for installing or operating a product or equipment. Include name of product and name, address, and telephone number of manufacturer. Include the following, as applicable:
  - 1. Preparation of substrates
  - 2. Required substrate tolerances
  - 3. Sequence of installation or erection
  - 4. Required installation tolerances
  - 5. Required adjustments
  - 6. Recommendations for cleaning and protection
- Q. Manufacturer's Field Reports: Prepare written information documenting factory authorized service representative's tests and inspections. Include the following, as applicable:
  - 1. Name, address, and telephone number of factory authorized service representative making report.
  - 2. Statement on condition of substrates and their acceptability for installation of product.
  - 3. Statement that products at project site comply with requirements.

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4. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
  5. Results of operational and other tests and a statement of whether observed performance complies with requirements.
  6. Statement whether conditions, products, and installation will affect warranty.
  7. Other required items indicated in individual Specification Sections.
- R. List of Subcontractors, Suppliers and Manufacturers
1. Contractor shall submit, to the Architect, 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 15 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:
    - a. Emergency care facilities to be utilized, address, and telephone number.

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- 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 weekly 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. Fire Protection Plan
- 1. Fire hose, piping, and water source, in addition to general area fire extinguishers shall be provided by Contractor. However, where necessary, each contractor must supply approved type fire extinguisher for emergency use within his own immediate area of operation, including Contractor's office, tool, and storage enclosures. Contractor will be responsible to submit a fire protection plan. Contractor will be responsible to coordinate the fire protection plan with the local authorities.

### **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 Architect / Engineer.

#### **3.02 ARCHITECT'S ACTION**

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- A. General: Architect / Engineer will not review submittals that do not bear Contractor's approval stamp and will return them without action.
- B. Action Submittals: Architect / Engineer will review each submittal, make marks to indicate corrections or modifications required, and return it.
- C. Informational / Quality Assurance / Control Submittals: Architect / Engineer will review each submittal and will not return it, or will reject and return it if it does not comply with requirements. Architect / Engineer 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**