

SECTION 01300

SUBMITTALS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Submittal procedures.
- B. Construction progress schedules.
- C. Proposed products list.
- D. Shop Drawings
- E. Product data.
- F. Samples.
- G. Manufacturers' instructions.
- H. Manufacturers' certificates.

1.02 SUBMITTAL PROCEDURES

- A. Sequentially number the transmittal forms. Resubmittals to have original number with an alphabetic suffix.
- B. Identify Project, Contractor, Subcontractor or supplier; pertinent Drawing sheet and detail number(s), and specification Section number, as appropriate.
- C. Apply Contractor's "approved" stamp, signed or initialed certifying that review, verification of Products required, field dimensions, adjacent construction Work, and coordination of information, is in accordance with the requirements of the Work and Contract Documents.
- D. Schedule submittals to expedite the Project, and deliver to Engineer. Coordinate submission of related items.
- E. Identify variations from Contract Documents, Product or system limitations, which may be detrimental to successful performance of the completed Work, shall be identified also.
- F. Provide space for Contractor and Engineers review stamps.
- G. Revise and resubmit submittals as required, identify all changes made since previous submittal.

- H. Distribute copies of reviewed submittals to concerned parties. Instruct parties to promptly report any inability to comply with provisions.

1.03 CONSTRUCTION PROGRESS SCHEDULES

- A. Submit initial progress schedule in duplicate within 15 days after date of Owner-Contractor established in Notice to proceed for Engineer review.
- B. Revise and resubmit as required.
- C. Submit revised schedules with each Application for Payment, identifying changes since previous version.
- D. Indicate estimated percentage of completion for each item of Work at each submission.

1.04 PROPOSED PRODUCTS LIST

- A. Within 15 days after date of Notice to Proceed, submit complete list of major products proposed for use, with name of manufacturer, trade name, and model number or each product.
- B. For products specified only by reference standards, give manufacturer, trade name, model or catalog designation, and reference standards.

1.05 SHOP DRAWINGS

- A. Sequence
 - 1. After Pre-construction Meeting
 - 2. Prior to Construction
- B. Prerequisites
 - 1. Pre-construction Meeting
- C. Notification
 - 1. Shop drawings are to be submitted a minimum thirty (30) days prior to start of work.
- D. Responsible Parties
 - 1. Contractor: Prepares shop drawings
 - 2. Developer: Approves and submits shop drawings to Engineer. If the Developer wishes, he may have the Contractor approve and submit the shop drawings.

3. Authority Engineer: Reviews and acts on shop drawings with copies of action to Authority and Developer. (Three to four-day turnaround expected)
4. Authority: Review and acts on any shop drawing variations from plans and Authority standards. (Four to seven-day turnaround expected)

E Process

1. All copies must be stamped by the Contractor performing the work. The stamp must include the Contractor's name, date and reference to what the shop drawing covers (i.e., raw sewage pump controls, etc.).
2. Developer shall submit for approval by HTWSA a minimum of six (6) copies at least 30 days prior to construction. Reviewed shop drawings will be distributed as follows:

One (1) copy to the Contractor
One (1) copy to the project Owner/Developer
Two (2) copies for Hilltown Township Water & Sewer Authority Files
Two (2) copies for Authority Engineer

If Developer/Contractor wants more returned, please submit additional copies.

3. Work on a specific item may not begin until all appropriate shop drawings have been received and approved.
4. Any variations from design drawing or Authority Standards (approved construction plans) will need design engineer's and Authority Operation Manager's approval.

1.06 PRODUCT DATA

- A. Submit the number of copies which the Contractor requires, plus three (3) copies, which will be retained by the Engineer.
- B. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information unique to this Project.

1.07 SAMPLES

- A. Submit samples to illustrate functional and aesthetic characteristics of the Product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
- B. Submit samples of finishes from the full range of manufacturers' standard colors or in custom colors selected, textures, and patterns for 's selection.
- C. Include identification on each sample, with full Project information.
- D. Submit the number or samples specified in individual specification sections; one (1) of which will be retained by Engineer.

- E. Reviewed samples, which may be used in the work, are indicated in individual specification sections.

1.08 MANUFACTURER'S INSTRUCTIONS

- A. When specified in individual specification sections, submit manufacturers' printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing, quantities specified for Product Data.
- B. Identify conflicts between manufacturers' instructions and Contract Documents.

1.09 MANUFACTURER'S CERTIFICATES

- A. When specified in individual specification sections, submit manufacturers' certificate to the Engineer for review, in quantities specified for Product Data.
- B. Indicate material or Product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
- C. Certificates may be recent or previous test results on material or Product, but must be acceptable to the Engineer.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION