
SUBMITTALS

PART 1 GENERAL**1.1 Related Work**

- .1 Section [01700](#) Contract Closeout, Take Over & Warranties

1.2 Photographs

- .1 The Contractor is to provide photographs taken on a regular basis as required to document progress of Work.
- .2 In addition, illustrate any special operation, phase of construction or special detail of unusual interest for record purposes.
- .3 All photographs will become the property of the Owner at the time of Substantial Performance of the work.

1.3 Reports

- .1 The Contractor shall submit one (1) copy of the inspection and test report(s) promptly to the Consultant for acceptance or approval prior to proceeding with the Work.

1.4 Mix Designs

- .1 The Contractor is to submit a mix design for pavement to the Consultant not less than three (3) days prior to commencing paving Work.

1.5 Samples

- .1 The Contractor to submit samples for review to the Consultant as specified.
- .2 Submittals shall include:
 - .1 Date and revision dates
 - .2 Stamp, initial or sign, certifying review of submittal, verification of field measurements, and compliance with Contract Documents.
- .3 Make corrections or changes to rejected submittals and resubmit, as specified for initial submission.
- .4 Coordinate each submittal with requirements of work and Contract

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documents. Individual drawings will not be reviewed until all related shop drawings and product data are available.

- .5 Resubmit samples as required to obtain final review.
- .6 The Owner or the Consultant will retain one reviewed sample until Work completed.
- .7 Remove rejected samples, or samples no longer required, when requested and within five (5) working days.
- .8 Finished work shall conform to final reviewed samples for all visual characteristics designated such as colour, texture, finish and to all other requirements of Contract Documents unless otherwise authorized in writing.
- .9 Make submittals sufficiently in advance of the date reviewed. Submittals will be required and in such sequence as to cause no delay in the Work.

1.6 Responsibility for Errors, Omissions and Diviations

- .1 The Consultant's review of submittals does not relieve the Contractor from responsibility for errors and omissions, or deviations from requirements of the Contract Documents.

1.7 Administrative

- .1 The Submittals must be reviewed by the Consultant and approved by the Owner. The Contractor is to submit promptly and in an orderly sequence so as to avoid delays in the Work.
- .2 Work affected by submittal shall not proceed until authorization is given.
- .3 The Contractor is to review all Submittals prior to submission to the Consultant. This review is to confirm the specified requirements of the work and the Contract Documents have been established in the Submittal.

1.8 Shop Drawings

- .1 The Contractor is to submit Shop Drawings to the Consultant for review. Shop Drawings are prepared and submitted to indicate in detail the method of fabrication, construction and interface and material information. If Shop Drawings show, indicate or imply

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materials or qualities that are different from those shown, indicated or implied by the specifications or drawings, they must be highlighted. Such variations are not approved unless specifically requested and received in writing from the Owner or Consultant. Review of Shop Drawings does not in any way relieve the Contractor neither from full compliance with the drawings and specifications nor from the full performance of the construction.

- .2 Identify field dimensions on drawings.
- .3 Manufacturer's standard schematic drawings, catalogue sheets, diagrams, schedules, performance charts, illustrations and descriptive data will be accepted in lieu of shop drawings provided that:
 - .1 Information not applicable to the Work of this Contract is deleted and,
 - .2 Standard information is supplemented with information specifically applicable to the Work of this Contract.
- .4 Shop drawing submissions will be organized as stated by the Consultant.

1.9 Product Data

- .1 Product data consisting of manufacturers' standard schematic drawings, catalogue sheets, diagrams, schedules, performance charts, illustrations and descriptive data will be accepted in lieu of shop drawings provided that:
 - .1 Information not applicable to the Work of this Contract is deleted, and
 - .2 Standard information is supplemented with information specifically applicable to the Work of this Contract.
 - .3 Determine and verify:
 - .1 Field measurement
 - .2 Field construction criteria
 - .3 Conformance with Contract Documents

1.10 Record Drawings

- .1 As the work progresses and through the duration of the project the Contractor is to maintain project record drawings in a neat and legible form. Record accurately all significant deviations from the Contract

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documents in the work as constructed, caused by site conditions and including Consultant – originated changes, Contractor and Sub-Contractor oriented changes, site instructions, supplementary instructions, addenda, instructions by correspondence and jurisdictional authority approvals. Carefully record location of concealed elements, the location of which is required for maintenance, alteration of work and building additions.

- .2 Clearly mark each of the project record drawings “Project Record Copy”. Maintain in good condition, available at all times for inspection by the Consultant or Owner
- .3 Do not use record drawings for construction purposes.
- .4 Keep the project record drawings current and do not record irrelevant information. Do not permanently conceal any work until required information has been recorded.
- .5 Submit all record drawings to the Consultant within forty-five (45) days after Substantial Performance of the project.

1.11 Extended Guarantees

- .1 The Contractor is to provide the extended guarantees specified. These extended guarantees shall commence immediately after the expiration of the warranty period included in the Contract under Article GC-12.3, Warranty.
- .2 The Contractor shall submit them on the Form of Guarantee, a sample of which is included in this section.

SAMPLE FORM OF EXTENDED GUARANTEE

- NOTES:
- 1. Items shown in brackets are to be changed to give the specific information for this project and trade.
 - 2. Extended Guarantees are to be submitted through the General Contractor.
 - 3. If validity of Extended Guarantee is related to proper maintenance and servicing of equipment, etc., full details must be provided in the maintenance manuals.

(DATE) To (Owner's name and address)

EXTENDED GUARANTEE

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(Name of trade and specification section, or brief description of work covered.)

OWNER: (Owner's name and address)

PROJECT: (Full name and correct address)

WORK COVERED: (Clear description of work covered, including consequential damage to other work and what remedial action will be taken under the guarantee.)

GUARANTEE PERIOD: Commences on date of Certificate of Substantial Performance and expires on.

(Name and address of General Contractor) (Name and address of General Contractor)

(Signature and Corporate Seal)

(Signature and Corporate Seal)

ISSUE DATE:

L/C NO.:

1.12 Schedule Submittals

- .1 Refer to Section [01001](#) **General Requirements, 1.8 Schedules**

1.13 Operating And Maintenance Data

- .1 For all operating maintenance data, warranties, and commissioning submittals refer to Section [01700](#) **Contract Closeout, Takeover & Warranties.**

1.14 Project Concrete Submittals

- .1 Section [03200](#) **Concrete Reinforcement**
 .2 Section [03300](#) **Cast-In-Place Concrete**

PART 2 PRODUCTS (Not Applicable)

PART 3 EXECUTION (Not Applicable)

END OF SECTION - 01330