

**SECTION 01 33 00  
SUBMITTAL PROCEDURES**

**PART 1 GENERAL**

**1.1 SECTION INCLUDES**

- A. Submittal procedures
- B. Proposed products list
- C. Product data
- D. Shop drawings
- E. Samples
- F. Design data
- G. Test reports
- H. Certificates
- I. Manufacturer's instructions
- J. Manufacturer's field reports
- K. Erection drawings

**1.2 REFERENCES**

- A. AGC (Associated General Contractors of America) publication "The Use of CPM in Construction - A Manual for General Contractors and the Construction Industry"

**1.3 SUBMITTAL PROCEDURES**

- A. Transmit each submittal electronically with Architect accepted form.
- B. Sequentially number the transmittal forms.
  - 1. Revise submittals with original number and a sequential alphabetic suffix.
- C. Identify project, Contractor, Subcontractor or supplier pertinent drawing and detail number, and specification section number, as appropriate.
- D. Apply contractor's stamp, signed or initialed certifying that review, approval, verification of products required, field dimensions, adjacent construction work, and coordination of information are in accordance with the requirements of the work and contract documents.
- E. Schedule submittals to expedite the project, and deliver to Architect and Construction Manager at business email address.
  - 1. Coordinate submission of related items.
- F. For each submittal for review, allow at least 7 working days excluding delivery time to and from the Contractor.
- G. Identify variations from contract documents and product or system limitations, which may be detrimental to successful performance of the completed work.
- H. Provide space for Contractor and Architect review stamps.
- I. When submittals are stamped "APPROVED" or "APPROVED AS NOTED", the Contractor shall proceed according to comments on the submittal. No resubmission is required.
- J. When submittals are stamped "REVISE AND RESUBMIT", the Contractor shall address all comments shown on the submittal, then re-submit a revised submittal for re-evaluation.
- K. Distribute copies of reviewed submittals as appropriate. Instruct parties to promptly report any inability to comply with requirements.
- L. Submittals not requested will not be recognized or processed.

**1.4 PROPOSED PRODUCTS LIST**

- A. Within 15 days after date of Notice to Proceed, submit list of major products proposed for use, with name of manufacturer, trade name, and model number of each product.

The School District of Palm Beach County

Project Name:

SDPBC Project No.:

- B. For products specified only by reference standards, give manufacturer, trade name, model or catalog designation, and reference standards.

1.5 PRODUCT DATA

A. Product Data For Review:

- 1. Submit electronically to Architect for review and checking for conformance with information given and the design concept expressed in the contract documents.
- 2. After review, provide copies and distribute per the Submittal Procedures article above and for record documents purposes described in Section 01 77 00 - Contract Closeout.

B. Product Data For Information:

- 1. Submitted for the Architect's knowledge as contract administrator or for the Owner

C. Product Data For Project Close-out:

- 1. Submitted for the Owner's benefit during and after project completion

D. Mark each submittal to identify applicable products, models, options, and other data.

- 1. Supplement manufacturers' standard data to provide information unique to this project.

E. Indicate product utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.

F. After review, distribute in accordance with the Submittal Procedures article above and provide copies for record documents described in Section 01 77 00 - Contract Closeout.

1.6 SHOP DRAWINGS

A. Shop Drawings For Review:

- 1. Submit electronically (PDF format) to Architect for review and checking for conformance with information given and the design concept expressed in the contract documents.
- 2. Submit electronically to the Building Code Services Department after Architect/Engineer approval those items identified in Shop Drawing Requirements and Product Approvals #BD-005 per the outlined procedures.
  - a. All shop drawings submitted to the Building Code Services Department must clearly show the Contractor's and Architect and/or Engineer's review stamps and review comments.
- 3. After review, produce copies and distribute per the Submittal Procedures article above and for record documents purposes described in Section 01 77 00 - Contract Closeout.

B. Shop Drawings For Information:

- 1. Submitted for the Architect's knowledge as contract administrator or for the Owner

C. Shop Drawings For Project Close-out:

- 1. Submitted for the Owner's benefit during and after project completion

D. Indicate special utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.

1.7 SAMPLES

A. Samples For Review:

- 1. Submitted to Architect for review and checking for conformance with information given and the design concept expressed in the contract documents.
- 2. After review, provide duplicates and distribute per the Submittal Procedures article above and for record documents purposes described in Section 01 77 00 - Contract Closeout.

B. Samples For Information:

- 1. Submitted for the Architect's knowledge as contract administrator or for the Owner

C. Samples For Selection:

- 1. Submitted to Architect for aesthetic, color, or finish selection.

The School District of Palm Beach County

Project Name:

SDPBC Project No.:

2. Submit samples of finishes from the full range of manufactures' standard colors, textures, and patterns for Architect selection.
  3. After review, provide duplicates and distribute per the Submittal Procedures article above and for record documents purposes described in Section 01 77 00- Contract Closeout.
  - D. Submit samples to illustrate functional and aesthetic characteristics of the product, with integral parts and attachment devices.
    1. Coordinate sample submittals for interfacing work.
  - E. Include identification on each sample, with full project information.
  - F. Submit the number of samples requested in the specification, one of which the Architect shall retain.
  - G. Reviewed samples, used in the project for compliance with the specifications.
  - H. Do not use samples for testing purposes unless specifically stated in the specification.
- 1.8 DESIGN DATA
- A. Submit for the Architect's knowledge as contract administrator or for the Owner.
  - B. Submit for information for the limited purpose of assessing conformance with information given and the design concept expressed in the contract documents.
- 1.9 TEST REPORTS
- A. Submit for the Architect's knowledge as contract administrator or for the Owner.
  - B. Submit test reports for information for the purpose of assessing conformance with information given and the design concept expressed in the contract documents.
- 1.10 CERTIFICATES
- A. When specified in specification, submit certification by the manufacturer, installation/application subcontractor, or the contractor to Architect, in quantities specified for Product Data.
  - B. Indicate material or Product conforms to or exceeds specified requirements.
    1. Submit supporting reference date, affidavits, and certifications as appropriate.
  - C. Certificates may be recent or previous test results on material or Product, but must be acceptable to Architect.
- 1.11 MANUFACTURE'S INSTRUCTIONS
- A. When specified in individual specification sections, submit printed instructions for delivery, storage, assembly, and installation, start-up, adjusting, and finishing, to Architect for delivery to Owner in quantities specified for Product Data.
  - B. Indicate special procedures, perimeter conditions requiring special attention, and special environmental criteria required for application or installation.
  - C. Refer to Section 01 40 00 - Quality Control, Manufacturer's Field Services article.
- 1.12 MANUFACTURER'S FIELD REPORTS
- A. Submit reports for the Architect's benefit as contract administrator or for the Owner.
  - B. Submit report within 30 days of observation to Architect for information.
  - C. Submit for information for the limited purpose of assessing conformance with information given and the design concept expressed in the contract documents.
- 1.13 ERECTION DRAWINGS
- A. Submit drawings for the Architect's benefit as contract administrator or for the Owner.
  - B. Submit for information for the limited purpose of assessing conformance with information given and the design concept expressed in the contract documents.
  - C. Data indicating inappropriate or unacceptable work is subject to action by the Architect or Owner.

The School District of Palm Beach County

Project Name:

SDPBC Project No.:

**PART 2 PRODUCTS**

2.1 Not Used.

**PART 3 EXECUTION**

3.1 Not Used.

END OF SECTION