

01 33 00 | Submittal Procedures

This design guideline is written to the designer of record (DOR). This guideline is written to document UA standards of work, assist the designers in ensuring UA standards are incorporated into the contract documents and provide a resource to facilitate the design process. It is the designer of record's responsibility to coordinate the criteria set forth in design guideline and in conjunction with the manufacturer requirements and use the most stringent standard.

A. Miscellaneous Requirements

1. **Brand Names:** Submit for review a list of brand name materials proposed for use under Section before any work under that Section is begun.
2. **Progress Schedule:** Submit per General Conditions
3. **Schedule of Values:** Submit on UA provided schedule of values template or AIA Document G703. Furnish additional breakdowns as requires by Article 28 of the General Conditions.
4. **Closeout Submittals:** See Section 01700
5. **Site Prep Approval Sign-Off Sheet:** Completed by contractor and signed by Field Coordinator.
6. **List of Subcontractors:** Submit for approval as indicated in General Conditions
7. **Evidence of Insurance:** Submit as indicated in Supplementary General Conditions

B. Shop Drawings, Samples, and Manufacturer's Data

1. **General:** Submit for review as required in detail specifications, but only after affixing signature of approval thereof; otherwise material will be returned disapproved. Contractor's approval stamp must represent that the item(s) complies with specifications criteria, and has been checked and coordinated with all parts of the Work. Revise and resubmit until Architect's/Engineer's release is secured.

Architect/Engineer will review submittals for design only, and will assume no responsibility for dimensions, quantities or erection procedures indicated. Contractor's responsibility for indicated deviations from contract requirements will not be relieved by Architect's/Engineer's review of shop drawings, etc. unless the deviation is specifically noted in the letter of transmittal, and express written approval is returned. Review of a separate item will not constitute review of an assembly in which the item functions. Submit data on all related items simultaneously so as to facilitate logical review of all items in that section are released. One copy of each submittal bearing the final review stamp of Architect/Engineer shall be kept at the project office and shall be maintained in good condition. No submittal other than those stamped "Approval as Noted" shall be on the job for any purpose.

2. **Samples:** Where required, submit two of each item clearly labeled as to manufacturer, quality and job. The Architect/Engineer will retain one sample for comparison with bulk shipments, and may procure certain test samples from stock piles at the job site. Failure of any item to meet specified requirements will be cause to reject for use under this contract any further materials of the same brand or make. Rejected material already incorporated shall be subject to removal and replacement, or at the Owner's option may be left in place and Contract price adjusted.
3. **Samples for Color Selection:** Unless the precise color and pattern is specified, wherever a choice exists, submit accurate color and all items well in advance of the need for the first selection (not later than 30 days after award). With very minor exceptions no color selections will be made until samples for all items requiring selection have been submitted.



4. **Operation and Maintenance Manuals:** Operation and Maintenance Manuals are to be submitted for review and approval during construction. They are to be consolidated for the entire project and submitted in the specified format once the shop drawings and product data submissions are complete but no later than 30 days prior to contract completion date.

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