# General

## Summary

* + 1. The Work of this Section includes, but is not limited to the following:
       1. Administrative requirements
       2. Shop Drawings and Product Data
       3. Samples

## Administrative requirements

* + 1. Submit specified submittals to Consultant for review. Submit with reasonable promptness and in orderly sequence so as to not cause delay in the Work. Failure to submit in ample time is not considered sufficient reason for an extension of Contract Time or for Product substitutions or other deviations from the Drawings and Specifications.
    2. Where required by Authorities having Jurisdiction, provide submittals to such authorities for review and approval.
    3. Do not proceed with Work affected by a submittal until review is complete.
    4. Present Shop Drawings, Product data, and samples in either just SI metric or both SI metric and imperial units. Where items or information is not produced in SI Metric units, converted values are acceptable.
    5. Reproduction of construction Drawings to serve as background for Shop Drawings is not permitted.
    6. Do not propose Substitutions or deviations from Contract Documents via Shop Drawing, Product data and sample submittals.
    7. Contractor’s review of submittals:
       1. Review submittals, provide verified field measurements where applicable, and affix Contractor’s review stamp prior to submission to Consultant. Contractor’s review stamp represents that necessary requirements have been determined and verified, and that the submittal has been checked and coordinated with requirements of the Work and Contract Documents.
       2. Verify field measurements and that affected adjacent work is coordinated.
       3. Submittals not meeting specified requirements will be returned with comments.
    8. Consultant’s review of submittals:
       1. Review of submittals by Consultant is for the sole purpose of ascertaining conformance with the general design concepts and the general intent of the Contract Documents. This review shall not mean that Consultant approves the detail design inherent in the submittals, responsibility for which shall remain with the Contractor. Such review shall not relieve the Contractor of responsibility for errors or omissions in the submittals, or responsibility for meeting requirements of Contract Documents.
       2. Contractor shall be responsible for dimensions to be confirmed and correlated at the Place of the Work for information that pertains solely to fabrication processes or to techniques of construction and installation, and for coordination of the Work.
       3. As part of their scope of Work, Consultant shall review submittals no more than two (2) times. Should three (3) or more reviews be required due to reasons of Contractor omissions causing resubmission requests, then Contractor shall reimburse the Consultant for time expended in these extra reviews.
          1. Time shall be invoiced to the Owner (to be deducted from monies due to the Contractor and paid to Consultant by Owner) at rates recommended by Consultant’s professional association and disbursements shall be invoiced at Consultant’s cost.
          2. The Contractor shall cover directly costs and administration associated with courier services and the like for these extra shop drawing reviews.
       4. Consultant’s review and markings on submittals do not authorize changes in the Work or the Contract Time.
       5. Submittals received but not required by the Contract Documents or requested by the Consultant will not be reviewed by the Consultant and will be marked 'NOT REVIEWED' by the Consultant and returned to the Contractor.
       6. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Consultant’s receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
          1. Initial Review: Allow three (3) Working Days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Advise Contractor when a submittal being processed must be delayed for coordination.
          2. Resubmittal Review: Allow two (2) Working Days for review of each resubmittal.
       7. Use for construction: Retain complete copies of submittals on Project site. Use only final action submittals that are marked with reviewed notation from Consultant’s action stamp.
    9. Engineered submittals:
       1. Submittals for items required to be sealed by professional engineer (or as otherwise indicated as engineered), shall be prepared under the direct control and supervision of a qualified professional engineer registered in the Place of the Work, and having minimum professional liability insurance required in accordance with the General Conditions, as amended.
       2. Design includes life safety, sizing of supports, anchors, framing, connections, spans, and as additionally required to meet or exceed requirements of applicable codes, standards, regulations, and authorities having jurisdiction.
       3. Engineered submittals shall include design calculations, complete with references to codes and standards used in such calculations, supporting the proposed design represented by the submittal. Prepare calculations in a clear and comprehensive manner so that they can be easily reviewed. Incomplete or haphazard calculations will be rejected.
       4. The professional engineer responsible for the preparation of engineered submittals shall undertake periodic field review, including review of associated mock-ups, at locations wherever the work as described by the engineered submittal is in progress, during fabrication and installation of such work, and shall submit a field review report after each visit. Field review reports shall be submitted to the Consultant, to authorities having jurisdiction as required, and in accordance with the building code.
       5. Field reviews shall be at intervals as necessary and appropriate to the progress of the work described by the submittal to allow the engineer to be familiar with the progress and quality of such work and to determine if the work is proceeding in general conformity with the Contract Documents, including reviewed shop drawings and design calculations.
       6. Upon completion of the parts of the Work covered by the engineered submittal, the professional engineer responsible for the preparation of the engineered submittal and for undertaking the periodic field reviews described above, shall prepare and submit to the Consultant and authorities having jurisdiction, as required, a letter of general conformity for those parts of the Work, certifying that they have been Provided in accordance with the requirements both of the Contract Documents and of the authorities having jurisdiction over the Place of the Work.
       7. Costs for such field reviews and field review reports and letters of general conformity are included in the Contract Price.
    10. Keep copies of reviewed submittals at the Place of the Work in a neat, orderly condition. Only submittals that have been reviewed by the Consultant’s and are marked with Consultant’s review stamp, as applicable, are permitted at the Place of the Work.
    11. The Work shall conform to reviewed submittals subject to the requirements of this Section. Remove and replace materials or assemblies not matching reviewed submittals at no increase in the Contract Time and at no additional cost to the Owner.

## Shop Drawings and product data

* + 1. Indicate Products, methods of construction, and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of the Work.
    2. Where Products attach or connect to other Products, indicate that such items have been coordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross-references to Drawings, Specifications and other already reviewed Shop Drawings.
    3. Accompany submittals with a transmittal information including:
       1. Date;
       2. Project title and number;
       3. Contractor's name and address;
       4. Identification of each submittal item and quantity;
       5. Other pertinent data.
    4. Each submittal shall be identified numerically by relevant technical trade Section number with a numeric indicator for multiple submittals by that Section followed by revisions number, for example 08 11 13-01-R0.
    5. Make any changes in submittal that Consultant may require, consistent with Contract Documents, and resubmit as directed by Consultant.
    6. Notify Consultant, in writing, when resubmitting, of any revisions other than those requested by Consultant.
    7. Shop Drawing submittals shall include:
       1. Date and revision dates.
       2. Project title and number.
       3. Name and address of:
          1. Subcontractor.
          2. Supplier.
          3. Manufacturer.
       4. Contractor's stamp, date, and signature of Contractor's authorized representative responsible for Shop Drawing review, indicating that each Shop Drawing has been reviewed for compliance with Contract Documents and, where applicable, that field measurements have been verified.
       5. Details of appropriate portions of the Work as applicable:
          1. Fabrication.
          2. Layout, showing dimensions, including identified field dimensions, and clearances.
          3. Setting or erection details.
          4. Capacities.
          5. Performance characteristics.
          6. Standards.
          7. Operating weight.
          8. Wiring diagrams.
          9. Single line and schematic diagrams.
          10. Relationships to other parts of the Work.
    8. Product data submittals shall include material safety data sheets (MSDS) for all controlled Products.
    9. Submit electronic copy of Shop Drawings where specified in the technical Specifications in .pdf format.
    10. Submit electronic copy of Product data sheets or brochures where specified in the technical Specifications in .pdf format.
    11. Where a submittal includes information not applicable to the Work, clearly identify applicable information and strike out non-applicable information.
    12. Supplement standard information to include details applicable to Project.
    13. Allow five (5) Working Days for Consultant's review of each submittal and incorporate in submittals schedule specified in Section 01 32 00. Allow additional three (3) Working Days where sub-Consultant or commissioning agent review is required.
    14. If upon Consultant’s review no errors or omissions are discovered, or if only minor corrections are required as indicated, submittal will be returned and fabrication or installation of Work may proceed.
    15. If upon Consultant’s review significant errors or omissions are discovered, a so noted copy will be returned for correction and resubmission. Do not commence fabrication or installation.
    16. Consultant’s notations on submittals are intended to ensure compliance with Contract Documents and are not intended to constitute a change in the Work requiring change to the Contract Price or Contract Time. If Contractor considers any Consultant’s notation to be a change in the Work, promptly notify Consultant in writing before proceeding with the Work.
    17. Resubmit corrected submittals through same procedure indicated above, before any fabrication or installation of the Work proceeds. When resubmitting, notify Consultant in writing of any revisions other than those requested by Consultant.

## Samples

* + 1. Submit samples for Consultant’s review in duplicate where specified in the technical Specifications. Label samples as to origin, Project name, Project Number, Contractor’s name, and intended use.
    2. Deliver samples prepaid to Consultant's business address, unless otherwise identified by the Consultant. When requested by Consultant, provide samples within seven (7) Working Days of such request.
    3. Notify Consultant in writing of any deviations in samples from requirements of Contract Documents.
    4. Where a required colour, pattern or texture has not been specified, submit full range of available Products meeting other specified requirements.
    5. Consultant selection from samples is not intended to change the Contract Price or Contract Time. If a selection would affect the Contract Price or Contract Time, notify Consultant in writing prior to proceeding with the Work.
    6. Resubmit samples as required by Consultant to comply with Contract Documents.
    7. Include in the Contract Price the cost of delivery and handling, assembly, and return to Supplier of samples, where necessary.
    8. Reviewed and accepted samples will establish the standard against which installed Work will be reviewed.
    9. Should any change of material, colour, texture, finish, dimensions, performance, function, operation, construction, joining, fastening, fabrication techniques, service characteristics, and other qualities be made to a product after approval has been given, submit for approval of the revised characteristics in writing and resubmit samples of the product for approval if requested.
    10. When samples are very large, require assembly, or require evaluation at the site, they may be delivered to the site, but only with approval and as directed.

# Products – not used

# Execution

## Submissions

* + 1. Submit the following to the Owner:
       1. Upon notification of award of this project, and prior to commencing work:
          1. Performance and Labour and Materials Payment Bonds Insurance in accordance with the Requirements of   
             Section 00 61 14.
          2. Certificate(s) of Insurance in accordance with the Requirements of Section 00 61 14. Use the Owner’s Certificate of Insurance form.
          3. Clearance Certificate from Workplace Safety & Insurance Board (WSIB).
       2. During construction:
          1. Progress reports;
          2. Update of any insurance certificates about to expire;
          3. Current valid WSIB clearance certificate;
          4. Shop Drawings, product data and samples;
          5. Minutes of meetings;
          6. Inspection reports;
          7. Change Orders and Change Directives;
          8. Requests for information (RFI);
          9. Updated Construction Drawings;
          10. Updated Construction Schedule;
       3. At Substantial Performance of the Work, provide originals of:
          1. Statutory declaration;
          2. Occupancy permit;
          3. Substantial performance release of claims letter;
          4. Update of any insurance certificates about to expire;
          5. Current valid WSIB certificate of clearance;
          6. Extended warranties, if applicable;
          7. Closeout submittals; As indicated in Section 01 78 00.
       4. At completion:
          1. Update of any insurance certificates about to expire;
          2. Current valid WSIB certificate of clearance;
          3. Completion release of claims letter;
          4. Owner’s standard form for property owner’s release of land used by the Contractor.
       5. At end of warranty period:
          1. Final release of claims letter.

End of section