

## **SUBMITTALS**

### **PART ONE: GENERAL**

#### **1.1 Shop Drawings, Seaming Diagrams, Other Drawings**

- 1.1.1 All documentation is to be in English or to have English translations included in the submittal.
- 1.1.2 Identify all shop drawings, seaming diagrams and other drawings with name of Project, description of materials, equipment, classified item numbers and installation locations. Reference drawing sheet numbers and/or specification item numbers and room numbers as shown on Contract Documents wherever possible. Shop drawing sheet size shall be no smaller than 8-1/2" x 11" (210 x 297 mm, A4).
- 1.1.3 Minimum scale for reference drawings is 1:50 (1/4" = 1'-0"). All details must be minimum 1:5 (3" = 1'-0"). Scale must be noted on all documentation. Any drawings which have been reduced must be so noted.
- 1.1.4 Shop drawings must be adequate to indicate all detail and method of construction.
- 1.1.5 In submitting seaming diagrams, flooring or wall patterns or other similar submittals Interior Contractor/Vendor must indicate centering or start point showing how the patterns will layout within the space/room/area. Borders, corners, outfil and field must be shown.
- 1.1.6 Interior Contractor/vendor must notify Consultant of discrepancies between actual site conditions and/or dimensions and the information provided in Consultants' documents.
- 1.1.7 Submit above items to Consultant as follows and according to Paragraph 1.4:
  - a. one reproducible transparency print (sepia); and,
  - b. two blueline prints;
- 1.1.8 After Consultant's review, approval and return,

Interior Contractor/Vendor shall make blueline prints from the reproducible and distribute as follows:

- a. one copy to Owner;
- b. copies as required for Interior Contractor's office and field use; and
- c. copies as required for Subcontractors, suppliers and/or installers;
- d. one copy to operation.

1.1.9 Drawings returned to Interior Contractor/Vendor requiring resubmission shall be corrected as required by redrawing/correcting the original and resubmitting according to Paragraph 1.1.2 and 1.4.

1.1.10 Drawings submitted without Interior Contractor/Vendor's review, corrections (if required) and stamp will be returned without Consultant's review.

1.1.11 Documents are reviewed for design intent only. Approval does not reduce Interior Contractor/ Vendor's responsibility for verification of Operator requirements or equipment, of site conditions or dimensions, quantities, construction methods and details, or code and regulatory requirements.

## **1.2 Product Data**

1.2.1 Provide manufacturer's standard schematic drawings, delete or supplement information as applicable to Project with manufacturer's written instructions regarding the care and operation of each item of furniture or equipment requiring such instruction. Provide catalogue sheets, brochures and other descriptive data as may be required or requested by these specifications.

1.2.2 Clearly identify pertinent materials, products or models. Show dimensions and clearances required. Show wiring diagrams and controls. Show shop performance characteristics and capacities and all other pertinent data.

- 1.2.3 Submit enough copies of the above for the following distribution:
- a. one copy for Owner;
  - b. one copy for Consultant;
  - c. copies as required for Interior Contractor's office and field use; and,
  - d. copies as required for Subcontractors, suppliers and/or installers.

### 1.3 Samples

- 1.3.1 Submit samples of sufficient size and quantity to clearly illustrate functional characteristics and full range of colors and patterns. Where sample size has not been specified under individual section submittal instructions, sample size shall be 8" x 11" (200 mm x 280 mm) (A4). For items which have standard units and/or sizes (such as tile, etc.) provide three individual units minimum per color or pattern. Where variations may occur in color or finish, provide number of units/size of sample to show full range.
- 1.3.2 Consultant or Owner will retain samples and approval will be by written notice describing selection.
- 1.3.3 Where two or more samples are submitted for selection between them, identify samples individually by number as well as per Paragraph 1.4 so that written approvals/comments may be clear and specific.
- 1.3.4 Where submitted sample is to match sample provided to Interior Contractor/Vendor, said sample is to be returned with submitted sample for review by Consultant.

### 1.4 General Submission Requirements

- 1.4.1 Accompany all submittals with transmittal letter (2 copies) containing:
- a. Date

- b. Project title and number
- c. Suppliers name and address
- d. Title or description of that submitted
- e. Number of copies
- f. Notification of deviations from Contract Documents,  
if any
- g. Other pertinent data

**END OF SECTION**