

SECTION 01 33 00 - SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Construction Drawings, Technical Specifications, Addenda, and general provisions of the Contract, including Contract General Conditions and Supplementary General Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SECTION INCLUDES

- A. Administrative requirements
- B. Construction Progress Schedule Submittal
- C. Contractor's review of submittals.
- D. Architect's review of submittals.
- E. Product data submittals.
- F. Shop drawing submittals.
- G. Sample submittals.
- H. Manufacturer's Instructions
- I. Reports of results of tests and inspections.
- J. Operations and Maintenance Data submittals
- K. Certificates

1.3 RELATED SECTIONS

- A. Section 01 31 13 – Project Coordination
- B. Section 01 31 26 – Electronic Communications Protocol
- C. Section 01 45 00 - Quality Control: Test and inspection reports.
- D. Section 01 77 00 - Closeout Procedures: Submittals for occupancy, Acceptance and Final Payment.
- E. Section 01 78 23 - Operation and Maintenance Data: Requirements for preparation and submission.

1.4 DEFINITIONS

- A. Shop Drawings, Product Data and Samples: Instruments prepared and submitted by Contractor, for Contractor's benefit, to communicate to Architect the Contractor's understanding of the design intent, for review and comment by Architect on the conformance of the submitted information to the general intent of the design. Shop drawings, product data and samples are not Contract Documents. Drawings, diagrams, schedules and illustrations, with related notes, are specially prepared for the Work of the Contract, to illustrate a portion of the Work. Approval of the shop drawings does not relieve the contractor of their duty to perform or install any component of the project.
- B. Product Data: Standard published information ("catalog cuts") and specially prepared data for the Work of the Contract, including standard illustrations, schedules, brochures, diagrams, performance charts, instructions and other information to illustrate a portion of the Work.
- C. Samples: Physical examples that demonstrate the materials, finishes, features, workmanship and other characteristics of a portion of the Work. Accepted samples shall serve as quality basis for evaluating the Work.
- D. Other Submittals: Technical data, test reports, calculations, surveys, certifications, special warranties and guarantees, operation and maintenance data, extra stock and other submitted information and products shall also not be considered Contract Documents but shall be information from Contractor to Architect to illustrate a portion of the Work for confirmation of understanding of design intent.

1.5 ADMINISTRATIVE REQUIREMENTS

- A. Administrative Requirements for Submittals: Submittals shall be made in accordance with requirements specified herein and in other Divisions of the Specifications. See also the Contract General Conditions for additional requirements; especially those regarding requests for alternatives or equals and for substitutions.
 - 1. All required submittals, with the exception of O&M manuals, close-out submittals, and mock-ups required to be installed concurrent with specific construction activities, shall be submitted within 90 calendar days after Notice to Proceed.
- B. Contractor Coordination of Submittals: Coordinate preparation and processing of submittals with performance of construction activities. Transmit each submittal sufficiently in advance of performance of related construction activities to avoid delay.
 - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals and related activities that require sequential activity.
 - 2. Coordinate transmittal of different types of submittals for related elements of the Work so processing will not be delayed by the need to review submittals concurrently for coordination.
 - a. The Architect will return without action submittals requiring coordination with other submittals until related submittals are coordinated.

C. Submittal Log: Prior to proceeding with affected work, Contractor shall prepare and submit a Submittal Log, which lists submittal items per the product specifications for review and approval by University's Representative and Architect. Contractor shall allow seven (7) calendar days for Trustees review. Submittal Log shall identify all specified submittals to be made and shall serve as checklist for submittals.

1. Maintain accurate submittal log for duration of Contract. Indicate current status of all submittals at all times. Submit log at progress meeting and as otherwise requested by University Representative or Architect.
2. Format shall be suitable for Project and shall be subject to acceptance by University's Representative and the Architect. Comply with directions by University's Representative and the Architect for scope and format of Submittals List.

3. Submittals list shall include the following submittal types and headings:

- SD = Shop Drawings are required
- PD = Product Data required
- SA = Samples required
- CO = Color samples required
- SS = Site Sample installations are required
- LM = List of Materials
- RD = Record Drawings required
- CE = Certificates are required
- PR = Manufacturer's instructions or specifications required
- OM = Operation and Maintenance manuals are required
- EQ = Maintenance materials/equipment are required
- WA = Warranties and/or guarantees are required
- LR = Laboratory Reports are required
- FT = Factory Test reports are required
- ST = Site Test reports required
- RP = Submittal to the Architect for record purposes only and not for review or approval
- O = Other submittal requirements as specified in Section

2. Sample Table:

Section	SD	PD	SA	CO	SS	LM	RD	CE	PR	OM	EQ	WA	LR	FT	ST	RP	O
05 12 00	x					x											
09 25 00		x			x	x		x					x		x		
10 81 00		x	x														

D. Transmission of Submittals: Submittals shall be processed electronically (with exceptions such as product and material samples or otherwise designated or approved by the University Representative). Transmit all submittals from Contractor to Architect via Electronic Project Management (EPM) system, unless otherwise directed, using a transmittal form for each one. Submittals received from sources other than the Contractor will be returned without action. Include all information specified below for identification of submittal and for monitoring of review process.

1. Architect will provide example Letter of Transmittal, if requested.

2. Submittals shall be concurrently made available via EPM to University's Representative for review.
- E. Timing of Submittals: Make submittals sufficiently in advance of construction activities to allow shipping, handling and review by the Architect and Architect's consultants. Allow sufficient review time so that installation will not be delayed as a result of the time required to process submittals, including time for resubmittals.
1. The Architect will make desired corrections and consolidate relevant Trustees comments within fifteen (21) calendar days and return the submittal to the Contractor via EPM system. Submittals, which require coordination with other submittals, may require more than fifteen (21) calendar days review time. Submittals that require selection of colors will be reviewed. Color selection may not be provided until all submittals requiring color selection have been received and reviewed, and color selections have been approved by the Trustees.
 2. Make corrections required by the Architect and submit via EPM system for final review and distribution.
 3. If an intermediate submittal is necessary, process the same as the initial submittal.
 4. No extension of Contract Time will be authorized because of failure to transmit submittals to the Architect sufficiently in advance of the Work to permit processing.
- F. Submittals Identification:
1. Provide a space on all submittals electronically approximately four-inches by five-inches on the label or beside the title block on Shop Drawings to record the Contractor's review and approval markings and the action taken. Include the following information on the label for processing and recording action taken:
 - a. Project name and Trustees project number
 - b. Submission date
 - c. Name and address of Architect
 - d. Name and address of Contractor
 - e. Name and address of subcontractor
 - f. Name and address of supplier
 - g. Name of manufacturer
 - h. Number and title of appropriate Specification Section
 - i. Drawing number and detail references, as appropriate.
 2. Identify each element on submittal by reference to Drawing sheet number, detail, schedule, room number, assembly or equipment number, Specifications article and paragraph, and other pertinent information to clearly correlate submittal with Contract Drawings. On the submittal transmittal form or separate sheet record deviations from Contract Document requirements, including minor variations and limitations. Include Contractor's certification that information submitted complies with requirements of the Contract Document. The Architect's review of such submittals or shop drawings or product data shall not relieve the Contractor of responsibility for deviations from the drawings or specifications.

3. Identify each submittal by Specification Section number followed by a number indicating sequential submittal for that Section. Resubmittals shall use same number as original submittal, followed by a letter indicating sequential resubmittal. For example:

09 26 13-01-01	First submittal for Section 09 26 13 - Gypsum Veneer Plastering.
09 26 13-02-01	Second submittal for Section 09 26 13 - Gypsum Veneer Plastering.
09 26 13-02-02	Resubmittal of second submittal for Section 09 26 13 - Gypsum Veneer Plastering.
09 26 13-02-03	Second resubmittal of second submittal for Section 09 26 13 - Gypsum Veneer Plastering.

4. Place a permanent label or title block on each submittal electronically for identification. Indicate the name of the entity that prepared each submittal on the label or title block.
- G. Grouping of Submittals: Unless otherwise specifically permitted by the Architect, make all submittals in groups containing all associated items. The Architect may reject partial submittals as incomplete or hold them until related submittals are made.
- H. Unsolicited Submittals: Unsolicited submittals may be returned without being reviewed.
- I. Record Submittals: When record submittals are specified, submit in accordance with the Electronic Project Management System requirements. Record submittals will not be reviewed but will be retained for historical and maintenance purposes.
- J. Revisions: Revisions to original submittal list and schedule will only be accepted by University Representative and Architect when revisions are required by circumstances not reasonably anticipated by Contractor during preparation of original schedule. Submit revisions not later than 20 calendar days following the date that the need for revision became necessary.

1.6 CONSTRUCTION PROGRESS SCHEDULE SUBMITTAL

- A. Submit as specified in the Contract General Conditions under Schedule and Section 01 32 26 for Construction Progress Documentation.

1.7 CONTRACTOR'S REVIEW OF SUBMITTALS

- A. Contractor's Review of Submittals: Prior to submission to Architect for review, Contractor shall review each submittal for completeness and conformance to specified requirements. Contractor shall stamp each submittal with a review action stamp and sign each copy of submittal. Submittals without stamp and signature will not be reviewed and will be returned. Electronic signatures are acceptable but will need to be authenticated during the submittal process. Contractor's submittal action stamp shall certify the following actions by Contractor:
 1. Field measurements have been determined and verified.
 2. Conformance with requirements of Contract Drawings and Specifications is confirmed.
 3. Catalog numbers and similar data are correct.
 4. Work being performed by various subcontractors and trades is coordinated.

5. Field construction criteria have been verified, including confirmation that information submitted has been coordinated with the work being performed by others for University and actual site conditions.
6. All deviations from requirements of Drawings and Specifications have been identified and noted.
7. Contractor shall certify that submittals have been reviewed and approved:

Stamp Submittals utilizing the following language:

"The undersigned certifies this submittal has been reviewed and approved with respect to the means, methods, techniques, sequences, and procedures of construction, and safety precautions and programs incidental thereto; and also warrants that this submittal complies with the Contract Documents and comprises no variation thereto.	
Signature: _____	Date: _____
Name Printed: _____	Title _____
Contractor Name: _____	

8. Submittals not certified by being stamped and signed by Contractor will be returned without action, as will submittals which, in University Representative's or Architect's opinion, have not been adequately reviewed and coordinated by Contractor.
- B. Changes in Work: Changes in the Work shall not be authorized by submittal review actions. No review action, implicit or explicit, shall be interpreted to authorize changes in the Work. Changes shall only be authorized by separate written direction from the University Representative, in accordance with the Contract General Conditions.
- C. Allow sufficient review time so that installation will not be delayed as result of time required to process submittals, including time for resubmittals.
1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 2. Coordinate transmittal of different types of submittals for related elements of Work so processing will not be delayed by need to review submittals concurrently for coordination.
 - a. University Representative and Architect reserve right to withhold action on submittal requiring coordination with other submittals until related submittals are received.
 3. Allow additional time if processing must be delayed to permit coordination with subsequent submittals.
 4. If intermediate submittal is necessary, process same as initial submittal.
 5. Allow same time for reprocessing each submittal as allowed for processing original submittal.
 6. No extension of Contract Time will be authorized because of failure to transmit submittals to University Representative sufficiently in advance of Work to permit processing.

- D. Package each submittal appropriately for transmittal and handling. Transmit each submittal from Contractor to University Representative using Submittal Transmittal form attached at the end of this section.
1. Submittals received from sources other than Contractor will be returned without action.
 2. Number each submittal and resubmittal as indicated in approved Submittal Schedule.
 3. Submittals forwarded without a completed Submittal Transmittal form will be returned without review.
 4. Submittals shall be submitted electronically unless they are related to materials and products.

1.8 REVIEW OF SUBMITTALS BY UNIVERSITY'S REPRESENTATIVE AND ARCHITECT

- A. Review of Submittals by University's Representative and Architect: Submittals shall be a communication aid between Contractor and Architect by which interpretation of Contract Documents requirements may be confirmed in advance of construction.
1. Reviews by University's Representative, Architect and Architect's consultants shall be only for general conformance with the design concept of the Project and general compliance with the information given in the Drawings and Specifications.
 2. The Architect's review shall not be construed as an "approval," or to relieve the Contractor(s) and material suppliers of responsibility for errors or omissions in the submitted documents.
 3. Acceptance of a specific item does not include acceptance of the assembly of which the item is a component.
 4. Except for submittals for record, information or similar purposes, where action and return is required or requested, the Architect will review each submittal, mark to indicate action taken, and return promptly via EPM system.
- B. Review Action: Architect will stamp each submittal with a uniform, self-explanatory action stamp.
1. Stamp will be appropriately marked as follows to indicate the action taken:
 - a. Action 1 (no exception taken): Means fabrication, manufacture, or construction may proceed providing submittal complies with Contract Documents.
 - b. Action 2 (make corrections noted; no resubmission required): Means fabrication, manufacture, or construction may proceed providing submittal complies with Architect's notations and Contract Documents. (Note: If Contractor cannot comply with notations, make revisions and resubmit.)
 - c. Action 3 (make corrections noted; submit corrected copy): Means fabrication, manufacture, or construction may proceed; however, submittal did not fully demonstrate full extent of all conditions, details and coordination with other surrounding work and therefore requires additional information and rework as noted. Resubmit shop drawings for

final Action 1 or 2. Should Contractor proceed with fabrication, manufacturing or construction, it shall do so at its own risk.

- d. Action 4 (rejected, revise and resubmit): Means submittal does not comply with design intent of Contract Documents. Do not use submittals stamped Action 3. Make revisions and resubmit.
 - e. Action 5 (rejected, submit specified item): Means submittal varies from specified item or system specified in Contract Documents and is not acceptable for use on the project. Do not use submittals stamped Action 4. Make revisions and resubmit.
 - f. Action 6 (resubmit with related assembly items): Means submittal of related assembly item(s) are required in conjunction with the submittal for proper review.
 - g. Action 7 (rejected; incorrect transmittal): Means the Submittal Transmittal form specified for use on the Project was not included, incomplete, or incorrectly completed.
 - h. Action 8 (No Action): Means documents have not been reviewed by Architect and submittal is returned to Contractor for several possible reasons: submittal not requested, submittal not complete, submittal not coordinated, or submittal bears no resemblance to design intent.
 - i. Action 9 (submitted to consultant for review): This code is for the use of the Architect to indicate routing to various A/E consultants. Any submittals marked Action 6 by Architect will be returned to Contractor without review.
 - j. Record Submittals: Specifications require certain information and calculations be submitted for record purposes only. Such submittals will not be acted upon, stamped or returned to Contractor.
- 2. Do not permit submittals marked "Rejected, Revise and Resubmit" to be used at the Project site, or elsewhere where Work is in progress.
 - 3. Note: Any work performed prior to receiving a fully approved submittal shall be done at the Contractor's risk and shall be subject to being replaced if Contract requirements are not met.

C. Contract Requirements:

- 1. Review actions by Architect and Architect's consultants shall not relieve the Contractor from compliance with requirements of the Contract Drawings and Specifications.
 - a. Acceptance of submittals with deviations shall not relieve Contractor from responsibility for additional costs of changes required to accommodate such deviations.
 - b. Deviations included in submittals without prior acceptance will be

considered an exception from review of submittals whether noted or not on returned copy.

2. No review action, implicit or explicit, shall be interpreted to authorize changes in the Work. Changes shall only be authorized by separate written Change Order or Field Instruction, in accordance with the Contract General Conditions.
3. When professional certification of performance criteria of materials, systems or equipment is required by Contract Documents, University Representative and Architect shall be entitled to rely upon accuracy and completeness of such calculations and certifications.
4. Notations by University Representative or Architect which increase contract cost or time of completion shall be brought to University Representative's and Architect's attention before proceeding with Work.

D. Resubmittals:

1. Subject to same terms and conditions as original submittal.
2. University Representative and Architect will accept not more than one resubmittal.
 - a. Should additional resubmittals be required, Contractor shall reimburse Trustees for University Representative and Architect's accounts for time spent in processing additional resubmittals at rate of 2.5 times rate of Direct Personnel Expense (DPE). Direct Personnel Expense is defined as direct salaries of University Representative's and Architect's personnel engaged on Project and portion of costs of mandatory, and customary contributions and benefits related thereto, including employment taxes and other statutory employee benefits, insurance, sick leave, holidays, vacations, pensions, and similar contributions and benefits.

1.9 PRODUCT DATA SUBMITTALS

- A. Product Data: Catalog cuts, photographs, illustrations, standard details, standard schedules, performance charts, material characteristics, color and pattern charts, test data, roughing-in diagrams and templates, standard wiring diagrams and performance curves and listings by Code authorities and nationally-recognized testing and inspection services. Where product data must be specially prepared because standard manufacturer data is not suitable for use, submit according to requirements for shop drawings specified below.
- B. Modifications to Standard Product Data: Modify manufacturer's standard catalog data to indicate precise conditions of the Project.
 1. Provide space for review action stamps and, if required by authorities having jurisdiction, license seal of Engineer and/or design consultant, if applicable.
 2. Mark each copy to show applicable choices and options. Where manufacturer's product data includes information on several products, some of which are not required, mark copies to highlight applicable information.
 3. Include the following information:

- a. Manufacturer's literature with recommendations,
- b. Compliance with recognized trade association standards,
- c. Compliance with recognized testing agency standards,
- d. Application of testing agency labels and seals,
- e. Notation of dimensions verified by field measurement,
- f. Notation of coordination requirements,
- g. Environmental Product Declaration (EPD)'s information.

Environmental Product Declaration: Independently verified document created and verified in accordance with International Organization for Standardization (ISO) 14025 for Type III environmental declarations that identifies the global warming potential emissions of the facility- specific material or product through a product stage life cycle assessment.

The legislation was introduced as Assembly Bill (AB) 262. It targets the embedded carbon emissions of certain construction materials used in public works projects. AB 262 requires that these materials have a global warming potential that falls below a limit set by the Department of General Services.

The following materials or products are subject to the Buy Clean California Act, and shall have EPD's submitted for all products listed below:

Material or product	Material specifications: CSI Unifomat
Carbon steel rebar	Section 03 20 00, "Bar Reinforcement"
Structural steel	Section 05 12 00, "Structural Steel"
Flat glass	Section 08 80 00, "Glazing"
Mineral wool board insulation	Section 07 21 13.19 "Mineral Board Insulation"

4. Do not submit product data until compliance with requirements of the Contract Documents has been confirmed.
 5. Proceed with installation only using reviewed copy of product data with appropriate action stamp as indicated in Section 1.8 B1 above. Do not permit use of unmarked copies of product data in connection with construction.
- C. Copies: Submit electronic copies of catalog pages with applicable data highlighted and cross-referenced to Drawings and Specifications requirements. Paper copies may be reproduced however, will not be acceptable replacement of an electronic submittal unless specifically authorized by the University Representative. Distribution of approved submittals shall be electronic unless otherwise noted.

1.10 SHOP DRAWINGS SUBMITTALS

- A. Shop Drawings: Drawings, diagrams, schedules and other graphic depictions to illustrate fabrication and installation of a portion of the Work. Shop Drawings shall include fabrication and installation drawings, setting diagrams, schedules, patterns, templates and similar drawings. Include the following information:
 - 1. Identification of products and materials included
 - 2. Compliance with referenced standards
 - 3. Notation of coordination requirements
 - 4. Dimensions
 - 5. Notation of dimensions established by field measurement.
- B. Coordination: Show all field dimensions and relationships to adjacent or critical features of Work.
- C. Preparation of Shop Drawings: Prepare and submit electronically newly prepared information, drawn to accurate scale. Highlight, encircle, or otherwise indicate deviations from the Contract Documents. Do not reproduce Contract Documents or copy standard information as the basis of Shop Drawings. Standard information prepared without specific reference to the Project is not considered Shop Drawings.
 - 1. Provide space for review action stamps and, if required by governing authorities having jurisdiction, license seal of Architect and Architect's design consultant, if applicable.
 - 2. Prepare shop drawings submitted in electronic format that shall be printable on minimum sheet size of 17-inches by 22-inches, or smaller if a multiple of 8-1/2 inches by 11-inches. Maximum size shall be 30-inches by 42-inches.
 - 3. Except as otherwise approved by the University Representative, submit all shop drawings electronically using the Contractor's Electronic Project Management system.
 - 4. Do not use Shop Drawings without an appropriate final review stamp indicating action taken in connection with construction.
- D. Distribution of Reviewed Shop Drawings: Electronic distribution of reviewed shop drawings will be by Contractor and must be stamped by the Architect.

1.11 SAMPLE SUBMITTALS

- A. Samples: Full-size, fully-fabricated samples cured and finished as specified and physically identical with the material or product proposed. Samples shall include partial sections of manufactured or fabricated components, cuts or containers of materials, color range sets, and swatches showing color, texture and pattern.
 - 1. Mount, display, or package Samples in the manner specified to facilitate review of qualities indicated. Prepare Samples to include the following:

- a. Project name and location
 - b. Manufacturer and supplier.
 - c. Name, finish, and composition of material.
 - d. Location where material is to be used.
 - e. Specification Section number.
 - f. Submittal number.
 - g. Contractor's review stamp.
 - h. Space for Architect's review stamp.
 - i. Compliance with recognized standards
 - j. Availability and delivery time.
2. Submit Samples for review of kind, color, pattern, and texture, for a final check of these characteristics with other elements, and for a comparison of these characteristics between the final submittal and the actual component as delivered and installed.
 3. Submit actual samples. Photographic or printed reproductions will not be accepted.
 4. Field samples specified in individual Sections are special types of samples. Field samples shall be full-size examples erected on site to illustrate finishes, coatings, or finish materials and to establish the standard by which the Work will be evaluated.
- B. Preliminary or Selection Submittals: Where samples are for selection of color, pattern, texture or similar characteristics from a range of standard choices, submit full set of choices for the specified material or product.
1. Preliminary submittals will be reviewed and returned with the Architect's mark indicating selection and other action.
- C. Quantity: Except for samples illustrating assembly details, workmanship, fabrication techniques, connections, operation and similar characteristics, submit three sets. One sample will be returned marked with the action taken.
1. Maintain sets of samples, as returned, at the Project site, for quality comparisons throughout the course of construction.
 2. Unless otherwise noted, full-size and complete samples will be returned and may be incorporated into field mock-ups. Samples may be incorporated into the Work (completed construction) only with written approval of the Architect and the University Representative in advance of sample preparation.
 3. Other samples shall be produced and mounted on cardstock in 8-1/2" by 11" format, three-hole punched and suitable for inclusion in product sample binders. Contractor shall provide

binders as directed.

4. Contractor shall prepare and distribute additional samples to subcontractors, manufacturers, fabricators, suppliers, installers, and others as necessary for performance of the Work.
 5. Accepted samples will form standard of comparison for finished Work. Defects and deviations in excess of those in accepted samples, are unacceptable and are subject to rejection of completed Work.
- D. Color Samples: Architect will review and select colors for Project only after all colors are received, so that colors may be properly coordinated.
- E. Review of Field Samples: Review by Architect of field samples will be made for the following products if not otherwise required and if requested by Contractor.

THE FOLLOWING ARE EXAMPLES. EDIT TO SUIT ACTUAL PRODUCTS USED FOR PROJECT.

1. Casework.
2. Portland cement concrete paving: Trowel finish, imprinted texture, colors, abrasive blasting, exposed aggregate and acid washing.
3. Exterior plaster finish color and texture.
4. Gypsum board textures and finishes.
5. Gypsum plaster textures and finishes.
6. Field-applied paint colors and finishes: Draw-downs and brush-outs.
7. [_____].

1.12 MANUFACTURER'S INSTRUCTIONS

- A. Manufacturer's Instructions: Submit manufacturer's instructions for preparation, mixing, assembly, handling, application and installation of products, as applicable and as specified in product sections of the Specifications.
1. Include applicable ICBO ES Evaluation Reports. Evaluation Reports shall be current and shall be annotated for applicable products.
 2. Include applicable Safety Data Sheets (SDS), for Project record only.
 3. Include written recommendations, as applicable, from manufacturer for Project conditions.
 4. Identify conflicts between manufacturers' instructions and Contract Documents.
- B. Copies: Electronic distribution will be required. If requested and agreed to by the University Representative, copies may be distributed as necessary.

- C. Reviews by Architect and University's Representative: Manufacturer's instructions shall be for information and will not be reviewed by Architect or University's Representative. Contractor shall be responsible for proper coordination and installation of product or material specified.

1.13 REPORTS OF RESULTS OF INSPECTIONS AND TESTS

- A. Reports of Results of Inspections and Tests: Submit technical data, test reports, calculations, surveys, and certifications based on field tests and inspections by independent inspection and testing agency and by authorities having jurisdiction.
 - 1. Reports of results of inspections and tests shall not be considered Contract Documents.
 - 2. Refer to Section 01 45 00 - Quality Control for additional requirements.

1.14 OPERATION AND MAINTENANCE DATA SUBMITTALS

- A. Operation and Maintenance Data Submittals: Refer to requirements specified in Section 01 78 23 - Operation and Maintenance Data. Include operation and maintenance data submittals in Construction Progress Schedule. Refer to Contract General Conditions.

1.15 CERTIFICATES

- A. When specified in individual specification Sections, submit manufacturers' certificates to Architect through Electronic Project Management system for review as specified.
- B. Submit in form of letter or company standard forms, signed by officer of manufacturer.
- C. Each certification shall include the following:
 - 1. Project name and location.
 - 2. Contractor's name and address.
 - 3. Quantity and date or dates of shipment or delivery to which certificate applies.
 - 4. Manufacturer's name.
- D. Indicate material or product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
- E. Certificates may be recent or previous test results on material or product, but must be acceptable to University Representative and Architect.

PART 2 - PRODUCTS

Not applicable to this Section.

PART 3 - EXECUTION

Not applicable to this Section.

END OF SECTION