

This specification outlines the requirements and procedures for Contractor's submissions of shop drawings, product data, samples and mock-ups to the Owner for review.

PART 1 REFERENCES

1.1 NOT APPLICABLE

PART 2 GENERAL

2.1 GENERAL

- .1 Submit promptly and in orderly sequence to not cause delay in Work. Failure to submit in ample time is not considered sufficient reason for an extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .2 Coordinate each submission with requirements of Work and Contract Documents. Individual submissions will not be reviewed until all related information is available.
- .3 Do not proceed with Work until relevant submissions are reviewed by the Owner.
- .4 Present shop drawings, product data, samples and mock-ups in SI units. Where items or information are not produced in SI units, converted values may be acceptable.
- .5 Review submittals before submission to Owner. This review represents that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and coordinated with requirements of Work and Contract Documents. Submittals not stamped, signed, dated and identified as to specific project will be returned without being examined and considered rejected.
- .6 Notify Owner, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .7 Verify site measurements and affected adjacent Work are coordinated.
- .8 Contractor's responsibility for errors and omissions in submission is not relieved by Owner's review of submittals.
- .9 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Owner's review.
- .10 Indicate cross references to Contract drawings and specifications including reference drawing section or specification number.
- .11 Keep one reviewed copy of each submission on site.

2.2 SUBMISSIONS REQUIRED

- .1 Submit the following schedules:
  - .1 Submittal Schedule for Shop Drawings and Product Data
  - .2 Submittal Schedule for Samples
  - .3 Submittal Schedule for Timeliness of Owner Furnished Products
  - .4 Product Delivery Schedule
  - .5 Cash Allowance Schedule for Purchasing Products

2.3 SHOP DRAWINGS AND PRODUCT DATA

- .1 In accordance with the General Conditions, GC 41 - Shop Drawings.
- .2 Submit drawings stamped and signed by professional engineer registered or licensed in Province of Newfoundland and Labrador.

- .3 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been co-ordinated, regardless of the Section under which the adjacent items will be supplied and installed.
- .4 Allow five (5) business days from the date of receipt by the Owner's office, for the Owner's review of each submission, unless otherwise indicated in the Contract Documents or additional time for the Owner to reasonably review complex shop drawings.
- .5 Adjustments made on shop drawings by the Owner are not intended to change the Contract Price. If adjustments affect the value of Work, state such in writing to the Owner and obtain an approved change order prior to proceeding with the Work.
- .6 Accompany submissions with transmittal letter, containing:
  - .1 Date.
  - .2 Project title and number.
  - .3 Contractor's name and address.
  - .4 Identification and quantity of each shop drawing, product data, and sample.
  - .5 Other pertinent data.
- .7 Submissions shall include:
  - .1 Date and revision dates
  - .2 Other pertinent dates
  - .3 Project title and number
  - .4 Name and address of:
    - .1 Subcontractor
    - .2 Supplier
    - .3 Manufacturer
  - .5 Contractor's stamp, signed by Contractors authorized representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
  - .6 Details as applicable including:
    - .1 Fabrication.
    - .2 Layout, showing dimensions, including identified field dimensions, and clearances.
    - .3 Setting out or erection details.
    - .4 Capacities.
    - .5 Performance characteristics.
    - .6 Standards.
    - .7 Operating weight.
    - .8 Wiring diagrams.
    - .9 Single line and schematic diagrams.
    - .10 Relationship to adjacent Work.
- .8 After the Owner's review, the Contractor shall distribute finalized copies to the Owner, Owner's Representative, MI, and subcontractors.
- .9 Submit to the Owner an electronic PDF copy of shop drawings and/or product data sheets and/or brochures for each requirement requested in specification Sections and as the Owner may reasonably request.
- .10 Submit electronic PDF copies of test reports for requirements requested in specification Sections.
  - .1 Report signed by authorized official of testing laboratory that material, product or system identical to material, product or system

- to be provided has been tested in accord with specified requirements.
- .2 Testing must have been within 3 years of date of Contract award for project.
- .11 Submit electronic PDF copies of certificates for requirements requested in specification Sections.
- .12 Statements printed on manufacturer's letterhead and signed by responsible officials of manufacturer of product, system or material attesting that product, system or material meets specification requirements.
- .13 Certificates must be dated after award of Contract complete with project name.
- .14 Submit electronic PDF copies of manufacturers installation instructions and operation and maintenance manuals requested in specification Sections.
- .1 Pre-printed material describing installation of product, system or material, including special notices and Safety Data Sheets concerning impedances, hazards and safety precautions.
- .15 Submit electronic PDF copies of Site Reports for requirements requested in specification Sections.
- .16 Documentation of the testing and verification actions taken by manufacturer's representative to confirm compliance with manufacturer's standards or instructions.
- .17 Submit electronic PDF copies of Operation and Maintenance Data for requirements requested in specification Sections.
- .18 Delete information not applicable to project.
- .19 Supplement standard information to provide details applicable to project.
- .20 If upon review by the Owner, no errors or omissions are discovered or if only minor corrections are made, a marked up copy with shop drawing stamp will be returned and fabrication and installation of Work may proceed. If shop drawings are rejected, noted copy will be returned and resubmission of corrected shop drawings, through the same procedure indicated above, shall be performed before fabrication and installation of Work may proceed.
- .21 The review of shop drawings by the Owner is for the sole purpose of ascertaining conformance with the general concept.
- .1 This review shall not mean that the Owner approves the detail design inherent in the shop drawings, responsibility for which shall remain with the Contractor submitting same, and such review shall not relieve the Contractor of responsibility for errors or omissions in the shop drawings or of responsibility for meeting all requirements of the construction and Contract Documents.
- .2 Without restricting the generality of the foregoing, the Contractor is responsible for dimensions to be confirmed and correlated at the job site, for information that pertains to fabrication processes or to techniques of construction and installation and for co-ordination of the Work of all Subcontractors.
- .22 Structural shop drawings or shop drawings for structurally attached equipment must be stamped by a Structural Professional Engineer permitted to practice in the Province of Newfoundland and Labrador.

2.4 SAMPLES

- .1 Submit for review samples as requested in respective specification Sections. Label samples as to origin and intended use in the Work.
- .2 Deliver samples prepaid to Owner's business address.
- .3 At least ten 10 business days prior to commencing Work, inform the Owner of proposed source of materials and provide access for sampling.
- .4 Notify Owner in writing, at time of submission of deviations in samples from requirements of Contract Documents.
- .5 Where colour, pattern or texture is criterion, submit full range of samples.
- .6 Adjustments made on samples by Owner are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Owner prior to proceeding with Work.
- .7 Make changes in samples, which Owner may require, consistent with Contract Documents.
- .8 Reviewed and accepted samples will become standard of workmanship and material against which installed Work will be verified.
- .9 Submit drawings stamped and signed by Professional Engineer registered or licensed in the Province of Newfoundland and Labrador.

2.5 MATERIAL CERTIFICATION

- .1 At least ten (10) business days prior to commencing Work, submit manufacturer's test data and certification that materials meet requirements of this Section.
- .2 Deliver samples prepaid to the Owner's business address.
- .3 Notify the Owner in writing, at the time of submission of deviations in samples from requirements of Contract Documents.
- .4 Adjustments made on samples by the Owner are not intended to change the Contract Price. If adjustments affect the value of Work, state such in writing to the Owner and obtain an approved change order prior to proceeding with the Work.
- .5 Make changes in samples that the Owner may require, consistent with Contract Documents.

2.6 CONCRETE MATERIAL CERTIFICATION

- .1 Prior to starting concrete Work, submit to the Owner manufacturer's test data and certification that the following material meets the requirements of this specification:
- .2 Portland cement.
- .3 Admixtures.
- .4 Joint sealants.
- .5 Curing materials.

2.7 MIX DESIGN SUBMISSION

- .1 Submit mix designs to the Owner for approval 10 business days prior to commencing Work.

PART 3	PRODUCTS
3.1	NOT APPLICABLE
PART 4	EXECUTION
4.1	NOT APPLICABLE
PART 5	PAYMENT
5.1	MEASUREMENT FOR PAYMENT
.1	Not Applicable
5.2	BASIS OF PAYMENT
.1	No separate or direct payment will be made for Work specified in this specification. Costs of all Work specified are deemed to be included in the lump sum and Unit Prices quoted in the MERX Schedule of Quantities and Prices.

Not For Construction

Not For Construction