

Add to Cart

CONSTRUCTION SUBMITTAL STANDARDS

Origination Date: (month year)

Document Identifier:	Name, Number, Unique ID
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete

Abstract:

This document describes submittal standards for shop drawings, product data, samples and other submittals.

Copyright © JnF Specialties, LLC. All rights reserved worldwide. www.jnfspecialties.com/about-us/copyright

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

Copyright © JnF Specialties, LLC. All rights reserved worldwide. www.jnfspecialties.com/about-us/copyright

TABLE OF CONTENTS

PART 1: GENERAL	4
1.1 RELATED DOCUMENTS	4
1.2 SUMMARY	4
1.3 LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (LEED)	4
1.4 DEFINITIONS	4
1.5 SUBMITTAL PROCEDURES	4
PART 2: PRODUCTS	7
2.1 ACTION SUBMITTALS	7
2.2 INFORMATIONAL SUBMITTALS	10
2.3 DELEGATED DESIGN	12
PART 3: EXECUTION	13
3.1 REVIEW	13
3.2 SUBMITTALS / ACTION	13

Copyright © JnF Specialties, LLC. All rights reserved worldwide. www.jnfspecialties.com/about-us/copyright

PART 1: GENERAL

1.1 RELATED DOCUMENTS

Procurement documents, including General and Supplementary Conditions and other Standards apply.

1. General Construction Site Standards
2. Quality Control Standards
3. Substitution Standards
4. Execution and Closeout Standards

1.2 SUMMARY

Work includes administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples and other submittals.

1.3 LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (LEED)

See Sustainable Design Standards.

1.4 DEFINITIONS

Action Submittals include written and graphic information that requires responsive action.

Informational Submittals sometimes require supporting written and graphic information but do not require responsive action. Submittals may be rejected for not complying with requirements.

1.5 SUBMITTAL PROCEDURES

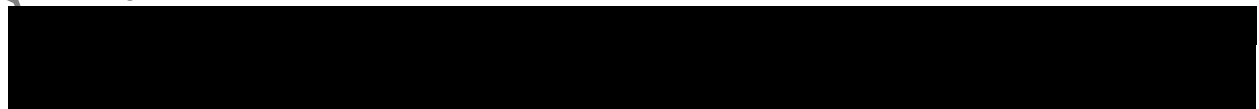
General:

The Company may prepare electronic copies of CAD Drawings of the Contract Drawings for use in preparing submittals.

Coordination:



Processing Time:



Allow enough time for submittal review, including time for resubmittals, as follows:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Identification:

Place a permanent label or title block on each submittal for identification.

Indicate name of firm or entity that prepared each submittal or title block.

Provide a space approximately 6 by 8 inches on label or beside title block to record Company review and approval markings and action taken. Include the following information on label for processing and recording action taken:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Submittal number shall use Specification number followed by a decimal point and then a sequential number, e.g., 60-05-110.01. Resubmittals shall include an [REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]

Deviations:

Highlight, encircle or otherwise specifically identify deviations from the Contract Documents on submittals.

Additional Copies:

Unless additional copies are required for final submittal and unless noncompliance is observed with provisions in the Contract Documents, initial submittal may [REDACTED]

Additional copies submitted for maintenance manuals should be marked with action taken and should be returned.

Transmittal:

[Redacted]

Transmittal Form:

Provide locations on form for the following information:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

On an attached separate sheet, prepared on Company letterhead, record

[Redacted]

Resubmittals:

[Redacted]

Distribution:

[Redacted]

Use for Construction:

[Redacted]

Copyright © JnF Specialties, LLC. All rights reserved worldwide. www.jnfspecialties.com/about-us/copyright

PART 2: PRODUCTS

2.1 ACTION SUBMITTALS

General:

Prepare and submit Action Submittals required by individual Specifications. If available, submit electronic submittals directly to extranet specifically established for the Project.

Product Data:

Collect information into a single submittal for each element of construction and type of product or equipment. If information must be specially prepared for submittal because standard printed data are not suitable for use, submit [REDACTED]

Include the following information, as applicable:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Submit Product Data before or concurrent with Samples.

Number of Copies:

[REDACTED]

Shop Drawings:

[REDACTED]

Preparation:

Fully illustrate requirements in the Contract documents using the following information, as applicable:

- [REDACTED]
- [REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Wiring Diagrams:

[REDACTED]

Sheet Size:

[REDACTED]

Number of Copies:

[REDACTED]

Samples:

[REDACTED]

Identification:

Attach label on unexposed side of Sample(s) that includes the following:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Disposition:

[REDACTED]

Revise first two subparagraphs and associated subparagraphs below if Project requires

Samples for Initial Selection:

Number of Samples:

Samples for Verification:

Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in the manner specified and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to the following:

-
-
-
-
-
-

Number of Samples:

Product Schedule or List:

As required in individual Specifications, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:

-

- [REDACTED]
- [REDACTED]

Number of Copies:

[REDACTED]

Subcontract List:

Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those that are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:

- [REDACTED]
- [REDACTED]
- [REDACTED]

Number of Copies:

[REDACTED]

2.2 INFORMATIONAL SUBMITTALS

General:

[REDACTED]

Number of Copies:

[REDACTED]

Certificates and Certifications:

[REDACTED]

Qualification Data:

[REDACTED]

Welding Certificates:

[REDACTED]

Installer Certificates:

[Redacted]

Manufacturer Certificates:

[Redacted]

Product Certificates:

[Redacted]

Material Certificates:

[Redacted]

Material Test Reports:

[Redacted]

Product Test Reports:

[Redacted]

Preconstruction Test Reports:

[Redacted]

Field Test Reports:

[Redacted]

Manufacturer's Instructions:

Prepare written or published information that documents manufacturer's recommendations, guidelines and procedures for installing or operating a product or equipment. Include name of product and name, address and telephone number of manufacturer. Include the following, as applicable:

- [Redacted]
- [Redacted]
- [Redacted]

- [REDACTED]
- [REDACTED]
- [REDACTED]

Manufacturer's Field Reports:

Prepare written information documenting factory-authorized service representative's tests and inspections. Include the following, as applicable:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Insurance Certificates and Bonds:

[REDACTED]

[REDACTED]

2.3 DELEGATED DESIGN

Performance and Design Criteria:

[REDACTED]

Delegated Design Submittal:

[REDACTED]

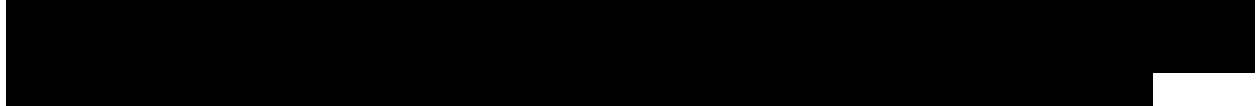
Copyright © JnF Specialties, LLC. All rights reserved worldwide. www.jnfspecialties.com/about-us/copyright

PART 3: EXECUTION

3.1 REVIEW

Review each submittal and check for coordination with other Work of the Contract and for compliance with Contract Documents - note corrections and field dimensions. Mark with approval stamp before submitting.

Approval Stamp:

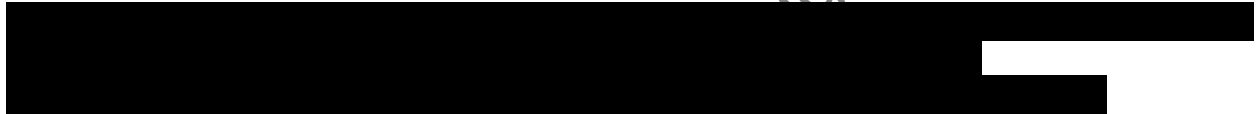


3.2 SUBMITTALS / ACTION

General:

Submittals that do not bear approval stamp will be returned without action.

Action Submittals:



Informational Submittals:



Copyright © JnF Specialties, LLC. All rights reserved worldwide. www.jnfspecialties.com/about-us/copyright