

# SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES

## 1.0 GENERAL

- a. Submit shop drawings, product data, and samples required by specification sections.
- b. Shop drawings, product data, and samples are not considered a part of contract documents.
- c. Schedule submissions at least 15 days before reviewed submittals will be needed.

## 2.0 CONTRACTOR RESPONSIBILITIES

- a. Review shop drawings, product data and samples prior to submission. Verify:
  - (1) Field measurements
  - (2) Field construction criteria
  - (3) Catalog numbers and other data
  - (4) Conformance with submission requirements
- b. Coordinate each submittal with contract documents and work schedules to prevent any delay in the work.
- c. Contractor's responsibility for errors and omissions is not relieved by the Engineer's review of submittals.
- d. At time of submission, and in writing, notify the Engineer of submittal deviations from contract documents. Contractor's responsibility for deviations from contract documents is not relieved by the Engineer's review of submittals unless the Engineer gives written acceptance of specific deviations.
- e. Begin no work related to submittals until return of submittals with the Engineer's stamp and initials or signature indicating review.
- f. Distribute copies after the Engineer's review.

## 3.0 ENGINEER'S DUTIES

- a. Review submittals with reasonable promptness to prevent any delay in the work. Review for conformance with:
  - (1) Design concept of project
  - (2) Contract documents

- b. Review of a separate item does not constitute review of an assembly in which the item functions.
- c. Return to Contractor those submittals which do not meet the requirements and require correction and resubmission.
- d. Affix stamp and initials or signature certifying review of submittal.
- e. Return reviewed submittals to Contractor for distribution.

#### **4.0 PREPARATION REQUIREMENTS**

##### **4.1 SHOP DRAWINGS**

- a. Preparation by a qualified detailer is required.
- b. For Mechanical and Electrical work use the same sheet size as contract drawings.
- c. Where necessary for clarity, identify details by reference to sheet and detail numbers on contract drawings.
- d. Include on the drawing all information required for submission or submit transmittal letter containing required information.
- e. Prepare the number of copies which the Contractor requires for distribution plus three (3) copies to be distributed by the Engineer. For electrical and structural shop drawings, provide one (1) extra copy for distribution by the Engineer.

##### **4.2 PRODUCT DATA**

- a. Modify the manufacturer's standard schematic drawings to delete or supplement information as applicable.
- b. For manufacturer's catalog sheets, brochures, diagrams, schedules, performance charts, illustrations, and other descriptive data:
  - (1) Clearly mark each copy to identify pertinent materials, products, or models.
  - (2) Show dimensions and clearances required.
  - (3) Show performance characteristics and capacities.
  - (4) Show wiring diagram and controls.
- c. Include on the data all information required for submission or submit transmittal letter containing required information.
- d. Prepare the number of copies which the Contractor requires for distribution plus three (3) copies to be retained by the Engineer. For electrical and structural product data, provide

one (1) extra copy for distribution by the Engineer.

#### **4.3 SAMPLES**

- a. Submit office samples of sufficient size and quantity to clearly illustrate:
  - (1) Functional characteristics of project or materials with integrally related parts and attachment devices.
  - (2) Full range of color samples.
- b. Erect field samples and mock-ups at the project site in an acceptable location. Construct each sample complete, including work of all trades required in finished work.
- c. Include in transmittal letter all information required for submission.
- d. Prepare the number of samples specified.

#### **5.0 SUBMISSION REQUIREMENTS**

- a. Accompany submittals with a transmittal letter in duplicate.
- b. Include the following information for each submittal:
  - (1) Date and revision dates
  - (2) Project title and number
  - (3) The names of the
    - (a) Engineer
    - (b) Contractor
    - (c) Subcontractor
    - (d) Supplier
    - (e) Manufacturer
  - (4) Identification of project or material
  - (5) Relation to adjacent structure or materials
  - (6) Field dimensions clearly identified as such
  - (7) Specification section number
  - (8) Applicable standards, such as ASTM number or Federal Specification

- (9) A blank space on each shop drawing, approximately 5" x 5", for the Engineer's stamp.
- (10) Identification of deviations from contract documents
- (11) Contractor's stamp, initialed or signed, certifying review of submittal, verification of field measurements and compliance with contract documents.

## **6.0 RESUBMISSION REQUIREMENTS**

### **6.1 SHOP DRAWINGS**

- a. Revise initial drawings as required and resubmit as specified for initial submittal.
- b. Indicate on drawings any changes which have been made other than those requested by the Engineer.

### **6.2 PRODUCT DATA AND SAMPLES**

Submit new data and samples as required for initial submission.

## **7.0 DISTRIBUTION AFTER REVIEW**

- a. Distribute copies of shop drawings and product data which carry the Engineer's stamp to:
  - (1) Contractor's file
  - (2) Job site file
  - (3) Record document file
  - (4) Other prime contractors
  - (5) Subcontractors
  - (6) Supplier
  - (7) Fabricator
- b. Distribute samples as directed. After review, samples may be used in construction.

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