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SUBMITTAL PROCEDURES (OAKDALE 1039C)

PART 1 GENERAL

1.01 SUMMARY

- A. Requirements Included:
 - 1. Procedures
 - 2. Construction Progress Schedule
 - 3. Schedule of Values
 - 4. Shop Drawings
 - 5. Product Data
 - 6. Samples
 - 7. List of Proposed Subcontractors
 - 8. List of Proposed Suppliers
 - 9. Material Safety Data Sheets (MSDS)
 - 10. LEED Submittals

1.02 PROCEDURES

- A. Deliver submittals to Engineer at address listed in Project Manual with a Transmittal.
- B. Transmit each item under Engineer-accepted form.
 - 1. Identify Project, Contractor, subcontractor, major supplier.
 - 2. Identify pertinent Drawing sheet and detail number, and specification Section number.
 - 3. Identify deviations from Contract Documents.
 - 4. Provide space for Engineer and consultant review stamps.
- C. Comply with progress schedule for submittals related to Work progress. Coordinate submittal of related items.
- D. After Engineer review of submittal, revise and resubmit as required, identifying changes made since previous submittal.
- E. Distribute copies of reviewed submittals to concerned persons. Instruct recipients to promptly report and inability to comply with provisions.

1.03 SHOP DRAWINGS

- A. Shop Drawings will not be accepted for review by Engineer, until after they have been checked and approved by the Contractor as evidenced by his approval stamp and signature.

- B. Submit the number of opaque reproductions Contractor requires, plus 3 copies that will be retained by Engineer plus copies to be included by Contractor in O&M Manuals.
- C. Submit showing system fabrication, installation drawings including plans, elevations, section details of components, and configuration between system and adjoining systems.

1.04 PRODUCT DATA

- A. Mark each copy to identify applicable products, models, options, testing compliance, warranty, and other data; supplement manufacturers' standard data to provide information unique to the Work.
- B. Submit the number of copies which Contractor requires plus 3 copies that will be retained by Engineer, plus copies to be included by Contractor in O&M Manuals.
- C. Submit manufacturer's printed instructions for delivery, storage, assembly, installation start-up, adjusting, finishing, and maintenance.

1.05 SAMPLES

- A. Submit full range of manufacturer's standard colors, textures, and patterns for Engineer's selection. Submit samples for selection of finishes within 15 days after date of Contract.
- B. Submit samples to illustrate functional characteristics of the product, with integral parts and attachment devices. Coordinate submittal of different categories for interfacing Work.
- C. Include identification on each sample, giving full information.
- D. Submit the number specified in respective specification section; 1 will be retained by Engineer. Reviewed samples that may be used in the Work are indicated in the technical sections.
- E. Field Samples:
 - 1. Provide field samples of finishes as required by individual technical section.
 - 2. Install sample complete and finished.
 - 3. Acceptable samples in place may be retained in completed Work.

1.06 LIST OF PROPOSED SUBCONTRACTORS

- A. Submit a list of subcontractors who will provide Work on the Project.
- B. The submitted list shall include:
 - 1. Name of Subcontractor
 - 2. Address
 - 3. Type of work to be provided
 - 4. Contact list for administrative and supervisory personnel.

1.07 LIST OF PROPOSED SUPPLIERS

- A. Submit a list of suppliers who will provide materials, equipment or components principal to the Work.

B. The submitted list should include:

1. Name of supplier
2. Address
3. Equipment, material or component to be provided
4. Contact list for administrative and supervisory personnel

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION