

SECTION 01340
SHOP DRAWINGS, PRODUCT DATA AND SAMPLES

1. GENERAL:

1.01 SUMMARY:

- A. Submit to the Engineer, Shop Drawings, Product Data and Samples required by Specification Sections.
- B. Prepare and submit, with Construction Schedule, a separate schedule listing dates for submission and review of Shop Drawings, Product Data and Samples will be needed for each product.

1.02 SHOP DRAWINGS:

- A. Original drawings, prepared by Contractor, Subcontractor, Supplier or Distributor, which illustrate some portion of the work; showing fabrication, layout, setting or erection details.
- B. Prepared by a qualified detailer.
- C. Identify details by reference to sheet and detail numbers shown on Contract Drawings.
- D. Reproductions for submittals: Reproducible Transparency with one Opaque Print.

1.03 PRODUCT DATA:

- A. Manufacturer's Standard Schematic Drawings:
 - 1. Modify drawings to delete information not applicable to project.
- B. 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 diagrams and controls.

1.04 SAMPLES:

- A. Physical examples to illustrate materials, equipment or workmanship, and to establish standards by which completed work is judged.
- B. Office samples of sufficient size and quantity to clearly illustrate:

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1. Functional Characteristics of product or material.
 2. Full range of color samples.
- C. Field Samples and Mock-Ups:
1. Erect at Project Site at location acceptable to Engineer.
 2. Construct each complete, including work of all trades required in finished work.

1.05 CONTRACTORS RESPONSIBILITIES:

- A. Review Shop Drawings, Product Data and Samples prior to submission and so indicate over his signature.
- B. Verify:
1. Field measurements.
 2. Field construction criteria.
 3. Catalog numbers and similar data.
- C. Coordinate submittals with requirements of work and Contract Documents.
- D. Contractor's responsibility for errors and omissions in submittals is not relieved by the Engineer's review of submittal.
- E. Contractor's responsibility for deviations in submittals from requirements of Contract Documents is not relieved by the Engineer's review of submittals, unless the Engineer gives written acceptance of specific deviations.
- F. Notify the Engineer, in writing at time of submission, of deviations in submittals from requirements of Contract Documents.
- G. Begin no work which required submittals until return of submittals with the Engineer's stamp and initials or signature indicating review.
- H. After the Engineer's review, distribute copies.

1.06 SUBMISSION REQUIREMENTS:

- A. Schedule submissions of at least ten days before dates reviewed submittals will be needed.
- B. Submit one Mylar Reproducible Transparency, one Disk or CD of Shop Drawings in AutoCAD.DWG format, four Opaque Print of Shop Drawings,

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and number of copies of Product Data which Contractor is required for distribution plus two copies which will be retained by Engineer..

- C. Submit number of Samples specified in each Specification Section.
- D. Accompany submittals with transmittal letter in duplicate, containing:
 - 1. Date
 - 2. Project Title and Number
 - 3. Contractor's name and address
 - 4. The number of each Shop Drawing, Product Data and Sample Submitted
 - 5. Notification of Deviations from Contract Documents
 - 6. Other pertinent data
- E. For work designed by consultants, make submission directly to consultant, and simultaneously submit duplicate of transmittal letter to Engineer.
- F. Submittals shall include:
 - 1. Date and Revision Dates
 - 2. Project Title and Number
 - 3. The names of:
 - a. Engineer
 - b. Contractor
 - c. Subcontractor
 - d. Supplier
 - e. Manufacturer
 - f. Separate detailer when pertinent
 - 4. Identification of product 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 of Federal Specifications
 - 9. A blank space 3" X 3" for the Engineer's stamp
 - 10. Identification of deviations from Contract Documents
 - 11. Contractor's stamp, initialed or signed, certifying to review of submittal, verification of field measurements and compliance with contract Documents.

1.07 RESUBMISSION REQUIREMENTS:

- A. Shop Drawings:
 - 1. Revise initial drawings as required and resubmit as specified for initial submittal.

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2. Indicate on drawings any changes which have been made other than those requested by the Engineer.
- B. Product Data and Samples: Submit new data and samples as required for initial submittal.

1.08 DISTRIBUTION OF SUBMITTALS AFTER REVIEW:

- A. Distribute copies of Shop Drawings and Product Data which carry Engineer's stamp to:
1. Contractor's File
 2. Job-Site File
 3. Record Documents File
 4. Other Prime Contractors
 5. Subcontractors
 6. Supplier
 7. Fabricator
- B. Distribute Samples as Directed.

1.09 ENGINEER'S DUTIES:

- A. Review Submittals with reasonable promptness.
- B. Review for:
1. Design concept
 2. Information given in Contract Documents
- C. Review of separate item does not constitute review of an assembly in which item functions.
- D. Affix stamp and initials or signature certifying review of submittal.
- E. Return submittals to Contractor for distribution.

END OF SECTION