

DIVISION 1 - GENERAL REQUIREMENTS
Section 01300 - Submittals

1. GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and other pertinent Sections, apply to this Section.

1.02 SCOPE

- A. The following is a list of the information which will be required to be submitted to the Architect/Engineer and Construction Manager by the Contractor with a letter of transmittal identifying each item, as specified in Division 1, General Requirements, Division 17 Communications, and other Sections of Division 16 Electrical Specifications.
- B. This data must be reviewed and “stamped” approved prior to submittal to the Architect/Engineer to insure that all data is complete, accurate and complies with the requirements of this project. Any data that is submitted without the Contractor’s review and “Stamp” will be rejected in total, without review by the Architect/Engineer, and returned to the Contractor for re-submittal. Delays in project completion as a result of non-compliance with this requirement will be the responsibility of the Contractor, and any costs or penalties incurred as a result of same shall be borne by the Contractor.
- C. Satisfactory review by the Architect/Engineer must be obtained prior to release for order or fabrication unless specifically approved otherwise by the Architect/Engineer in writing. Failure to comply will result in rejection of any material or equipment not completely in conformance with the Contract Documents.
- D. The Architect/Engineer will comply with all sections within this documentation. In the event the submitted documentation needs clarification for compliance to CPS Infrastructure Standards contact the Office of Technology Service Project Manager.

1.03 SUMMARY

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|------------------------------------|---|
| A. Submittal Procedures | F. Samples |
| B. Construction Progress Schedules | G. Manufacturer's Installation Instructions |
| C. Proposed Products List | H. Manufacturer's Certificates |
| D. Shop Drawings | I. Construction Photographs |
| E. Product Data | |

1.04 SUBMITTAL PROCEDURES

- A. Sequentially number the transmittal form. Revise submittals with original number and a sequential alphabetic suffix.

- B. Identify Project, Contractor, Subcontractor or Supplier; pertinent drawing and detail number, and specification section number, as appropriate.
- C. Apply Contractor's stamp, signed or initialed certifying that review, verification of Products required, field dimensions, adjacent construction Work, and coordination of information, is in accordance with the requirements of the Work and Contract Documents.
- D. Schedule submittals as required to expedite the Project, and deliver to the Architect / Engineer of record.
- E. Identify variations from Contract Documents and Product or system limitations, which may be detrimental to successful performance of the completed Work.
- F. Provide space for the Architect / Engineer of Record review stamps.
- G. When material is re-submitted, identify all changes made since previous submission.
- H. Distribute copies of reviewed submittals as appropriate. Instruct parties to promptly report any inability to comply with provisions.
- I. Submittals not requested will not be recognized or processed.
- J. The following submittals are required (but not limited to):

Description of Submittal	Spec. Section	Sample	Shop Dwg.	Mfr.	Parts List/ Maint. Manuals	Guarantee/ Warranty
Switchboards	16425		*	*	*	*
Panelboards	16470		*	*	*	*
Transformers	16460		*	*	*	*
Disconnect/Safety Switches	16440		*	*	*	*
Fuses	16440			*		
Circuit Breakers	16440		*	*	*	*
Underground Ducts	16110		*			
Raceways (All Types)	16110			*		
Raceway Fittings and Components	16110		*	*		

Description of Submittal	Spec. Section	Sample	Shop Dwg.	Mfr.	Parts List/ Maint. Manuals	Guarantee/ Warranty
Wire and Cable	16120	*	*	*		
Wire Termination Components	16120	*	*	*		
Lighting Fixtures (All Types)	16500		*	*	*	*
Lighting Fixture Components	16500		*	*		
Ballasts (Specific to Fixtures)	16500		*	*		*
Lamps (Specific to Fixtures)	16500		*	*		
Wiring Devices and Plates	16141	*	*	*	*	*
Boxes (Junction, Pull, Splice, etc.)	16130		*	*		
Supporting Devices and Hardware	16190		*	*		
Expansion Fittings	16100		*	*		
Grounding System Components	16450		*	*		
Vibration Isolating Equipment	16100		*	*		
Fire-Stopping Materials	16100			*		
Caulking Materials	16100			*		
T.V.S.S.	16680		*	*		*
UPS	16610		*	*	*	*
Equipment Identification Components	16195		*	*		
As-Installed Drawings	16010		*			
Data Devices and plates	17220		*	*	*	*
Data, Voice, MMTV Wire and cable	17220	*	*	*	*	*

J. Upon substantial completion of the Project, and prior to final payment, submit the following data in accordance with the General Conditions as modified by the Supplemental Conditions:

1. Bound copies of all guarantees/warranties.
2. Bound copies of all maintenance manuals.
3. Bound copies of all operating instructions.
4. Bound copies of all spare parts lists.
5. Corrected, as-installed, reproducible plans.
6. As-Installed, reproducible schematics of all systems.

All shall be submitted in accordance with the General Conditions of the Contract as modified by the Supplemental Conditions.

1.05 **SUBMITTALS**

A. Operating and Maintenance Manuals: Submit six (6) copies or as requested quantity by CPS Operation Project Manager, of Operating and Maintenance Manuals to the Architect/Engineer. Each complete copy may utilize several binders to contain the materials.

1. Provide proposed Operating and Maintenance Data format, including a table of contents, not less than 90 days prior to acceptance tests and final inspection.
2. Provide completed Operating and Maintenance Data Manuals in final form 30 days prior to acceptance tests and final inspection.

B. Accuracy of information and compliance with other requirements are the exclusive responsibility of the Contractor.

C. Continuous Updating Program: Furnish to the Architect/Engineer one copy of each letter indicating that each supplier has been notified to provide updated operation and maintenance data, service bulletins, and other information pertinent to the equipment, as it becomes available and for a period of at least 5 years from Final Project Completion.

2. **PRODUCTS**

2.01 Not Used.

3. **EXECUTION**

3.01 **INSTRUCTION OF SCHOOL PERSONNEL**

A. General: Instruct the School's personnel in the correct and safe means of maintaining materials, and of operating and maintaining equipment and related systems.

1. Arrange for each installer of Work requiring continuing maintenance or operation to meet with School's personnel at Project Site to provide basic instructions needed for operation and maintenance of Work. Include instruction by manufacturer's representatives where installers are not expert in the procedures.
 2. Review maintenance manuals, record documentation, tools, spare parts and materials, lubricants, fuels, identification system, control sequences, hazards, emergency procedures, cleaning and similar procedures, and facilities.
 3. For operational equipment, demonstrative vibration adjustments, safety, economy/efficiency adjustments, energy effectiveness, and similar operations.
 4. Review maintenance and operations in relation with applicable Warranties and Guarantees, agreements to maintain bonds, and similar continuing commitments.
- B. Schedule instructions through the Principal and Construction Manager at the Principal and Contractor's mutual convenience.

3.02 CONSTRUCTION PROGRESS SCHEDULES

- A. Submit initial Construction Managers schedule in duplicate within fifteen (15) days and/or as requested by CPS Operations Project Managers, after the date of Notice to Proceed (NTP).
- B. Revise and re-submit as requested.
- C. Submit updated schedules with each Application for Payment, identifying and highlighting changes since previous version.
- D. Submit a Gantt chart (readable by Microsoft Project 2000) with separate line for each major section of Work or operation, identifying first day of each week.
- E. Show complete sequence of construction by activity, identifying Work of separate stages and other logically grouped activities. Indicate the early and late start, early and late finish, float dates, and duration.
- F. Indicate estimated percentage of completion for each item of Work at each submission.
- G. Indicate submittal dates required for shop drawings, product data, samples, and product delivery dates, including those furnished by Owner.

3.03 PROPOSED PRODUCTS LIST

- A. Within fifteen (15) days and/or as requested by CPS Operation Project Manager, after date of Notice To Proceed, submit list of major products proposed for use, with name of manufacturer, trade name, and model number of each product.

3.04 SHOP DRAWINGS

- A. Submit a total of six (6) copies and/or as requested by CPS Operation Project Manager, to the Engineer of Record, which will be retained by him.
- B. Shop Drawings: Submit for review. After review, produce copies and distribute in accordance with the SUBMITTAL PROCEDURES article above.

3.05 PRODUCT DATA

- A. Submit six (6) copies and/or as requested by CPS Operation Project Manager, which will be retained by the Engineer of Record.
- B. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information unique to this Project.

3.06 SAMPLES

- A. Submit samples to illustrate functional and aesthetic characteristics of the Product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
- B. Submit samples of finish from the full range of manufacturers' standard colors, textures and patterns for selection by the Owner.
- C. Include identification on each sample, with full Project information.
- D. Submit the number of samples specified in individual specification sections; three of which will be retained by the Engineer of Record.
- E. Reviewed samples, which may be used in the Work, are indicated in individual specification sections.

3.07 MANUFACTURER INSTALLATION INSTRUCTIONS

- A. When specified in individual specification sections, submit printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing, to the Construction Manager and the Engineer of Record.
- B. Indicate special procedures, perimeter conditions requiring special attention, and special environmental criteria required for application or installation.

3.08 MANUFACTURER CERTIFICATES

- A. When specified in individual specification sections, submit certification by manufacturer to the Engineer of Record in quantities specified in Section 1300-6 3.05. Product Data.
- B. Indicate material or Product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits and certifications as appropriate.

C. Certificates may be recent or previous test results on material or Product, but must be acceptable to the Engineer of Record.

END Section 01300