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**STANDARD SPECIFICATION**

**SECTION 01300**

**DESCRIPTIVE SUBMITTALS**

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## STANDARD SPECIFICATION

### SECTION 01300

#### DESCRIPTIVE SUBMITTALS

#### PART 1 - GENERAL

##### 1.01 DESCRIPTION OF WORK

Section Includes: This section includes administrative and procedural requirements for submittals required for performance of the work, including:

- A. Type A - Shop Drawings
- B. Type B - Catalog Data
- C. Type C - Installation Instructions
- D. Type D - Operating Manual, Maintenance Instructions and Parts List
- E. Type E - Internal Wiring Diagrams
- F. Type S - Special

##### 1.02 PURPOSE OF SUBMITTAL REVIEW

- A. General Contractor Responsibility: The General Contractor's responsibility with respect to submittals shall be to review, stamp, and submit all submittals in the proper format and in a timely manner. The General Contractor shall be responsible for the following items and shall not submit a request for approval of said items but shall be ultimately and solely responsible for them:
  - 1. Field verification and confirmation of all dimensions for proper fit of all materials. Sub-contractors' requests for field verification of dimensions shall be addressed by the General Contractor prior to submitting shop drawings to Sandia National Laboratories (SNL).
  - 2. Field verification and confirmation of quantities of materials.
  - 3. Fabrication processes and techniques of construction.
- B. SNL Responsibility: Submittals shall be reviewed by SNL for the sole purpose of checking general conformance with the design concepts of the project and general compliance with the contract documents.

Any action shown is subject to the requirements of the contract documents including plans and specifications and does not relieve the General Contractor from compliance with all provisions and requirements therein. Approval of a submittal does not relieve the General Contractor of his responsibility for correcting any errors which may exist in the submittal or for meeting the requirements of the contract documents.

## PART 2 - MATERIALS

### 2.01 DESCRIPTIVE SUBMITTAL LISTS

- A. Submittal Codes: The SNL descriptive submittal lists are coded with a DS (Descriptive Submittal) plus an abbreviation Arch., Civ., Struc., Mech., Elec., or Con. to identify the respective Architectural, Civil, Structural, Mechanical, Electrical or Controls discipline for which information is being requested. This identification can be found in the upper right hand corner of the DS list.
- B. Reference Numbers: Except where no reference number is given, use the same item reference number from the DS list when identifying the submittal.
- C. Submittal Types: The descriptive submittal types are used to identify the type of information being requested. They are defined below and are marked on the "Descriptive Submittals" review form.
  - 1. Type A - Shop Drawings: Detailed drawings prepared specifically for the project and used for fabrication and/or assembly of material or equipment.
    - a. SNL design/construction drawings shall not be reproduced and used for shop drawings.
    - b. Shop drawings shall be prepared accurately and to scale. Encircle deviations from the contract documents.
    - c. Shop drawings shall include dimensions, identification of products and materials, notation of special coordination requirements, notation of dimensions established by field measurements and shall indicate compliance with specified standards.
    - d. Shop drawings shall be submitted on sheets at least 8-1/2" x 11" (216 mm x 279 mm) but no larger than 24" x 36" (610 mm x 914 mm).
  - 2. Type B - Catalog Data: Manufacturer's published literature describing the salient features of the product (e.g. size, weight, performance, code conformance, capacity, physical size, pictures, ratings, and construction features). Clearly highlight specified items and optional features such that there is no misunderstanding as to what precisely is being proposed.
  - 3. Type C - Installation Instructions: Manufacturer's information explaining the preparation and installation of material and equipment, including:

- a. Outline drawings showing major components and dimensional service connection points.
  - b. Service connection requirements such as electrical fuse or circuit breaker size and type, pipe size and type, air duct, critical ambient conditions (cooling, heating), foundation requirements, and special precautions.
  - c. Adjustment requirements that must precede operation, including initial alignment procedures, leveling, purging, charging, and lubrication.
4. Type D - Operating Manual, Maintenance Instructions, and Parts List: Complete calibration procedures and operating instructions including all necessary pre-start up checks and safety precautions.
- a. Provide instructions for step-by-step preventive maintenance and minor field repairs that will ensure optimum dependable performance, longevity, and life cycle cost.
  - b. Provide manufacturer's compiled parts list for maintenance and repair.
  - c. Provide a symptom, diagnostic, and corrective action schedule.
5. Type E - Internal Wiring Diagrams: Internal wiring and elementary (ladder) diagram for factory pre-wired equipment.
- a. Include control diagrams that show the relative position of each component as a system diagram.
  - b. Include any additional information requested in the Mechanical and Electrical specifications for a particular product.
6. Type S - Special: Special information, samples and others as indicated.
- a. Include actual color, texture, and pattern when submitting samples.
  - b. Indicate product sources and availability as well as manufacturer's name.
- D. Asbestos Free and Lead Paint Free Certification Submittal: It is required that all products used on the construction project be "free of asbestos" and "free of lead paint." In addition to the above submittal types, for every product on which a submittal is requested, the Contractor shall also submit written certification from the product manufacturer stating that the products to be used on this project are "free of asbestos" and "free of lead paint."

## PART 3 - EXECUTION

### 3.01 SUBMITTAL PROCEDURES

- A. Coordination: Coordinate preparation and processing of submittals with performance of construction activities. Transmit each submittal in advance of performance of related construction activities.

1. Coordinate each submittal with fabrications, purchasing, testing, delivery, other submittals and related activities that require sequential activity.
2. Coordinate transmittal of different types of submittals for related materials so processing will not be delayed by the need to review related submittals concurrently.

SNL reserves the right to withhold action on a submittal requiring review of related submittals until the related submittal information is received.

- B. Review Time: SNL may take two weeks for initial review. SNL may also take additional time if processing must be delayed to permit review of related subsequent submittals. Allow additional time for processing of re-submittals.
- C. Submittal Packaging: Bindable submittals, for each discipline, shall be three hole punched and bound into a card stock binder with flexible metal clips:

1. The submittal binder shall be stamped on the lower right hand corner of the cover with an approximately 4" x 4" (102 mm x 102 mm) identification stamp as described below:

"Discipline: \_\_\_\_\_" (e.g., Arch., etc.)

"Contract Number: \_\_\_\_\_" (e.g., TW-0030)

"Descriptive Submittal Reference Number: \_\_\_\_\_" (e.g., 1 through 15 and 19 through 22)

"General Contractor Information:"

"Company Name: \_\_\_\_\_"

"Company Phone Number: \_\_\_\_\_"

"General Contractor Reviewer Signature: \_\_\_\_\_"

"General Contractor Reviewer Printed Name: \_\_\_\_\_"

2. The General Contractor shall submit descriptive submittals to SNL only after General Contractor review. The General Contractor's Reviewer shall sign his name on the identification stamp on the cover of the binder indicating General Contractor's approval of the submittal and acknowledgment as to the appropriateness of the material or information submitted for use in construction. Unstamped, unsigned, or otherwise incomplete submittals shall not be accepted by SNL.
3. Submittals shall be grouped together with related products of the same discipline when possible (e.g., Finishes - vinyl floor tile, floor tile adhesive, vinyl base, ceiling tile, ceiling tile grid, carpet tile, carpet tile adhesive, ceramic tile, ceramic tile adhesive). The requested submittal types for a particular item should always be complete and submitted together. Do not submit one type of submittal apart from other types of submittals for the same product. Each submittal shall be legible and grouped together in the following order for each product requested:

- a. Asbestos and Lead Paint Free Certification(s)
  - b. Submittal Type A - Shop Drawings. Fold shop drawings down to 8-1/2" x 11" (216 mm x 279 mm) and insert into submittal package.
  - c. Submittal Type B - Catalog Data
  - d. Submittal Type C - Installation Instructions
  - e. Submittal Type D - Operating Manual, Maintenance Instructions and Parts List
  - f. Submittal Type E - Internal Wiring Diagrams
  - g. Submittal Type S - Special: (Only bindable special submittals including color charts and fabric swatch charts.) Unbindable special submittals shall be submitted under separate cover and per product specification.
- D. SUBMITTAL DELIVERY: For all types of submittals except samples, transmit the number of submittals needed for the General Contractor's purposes plus five (5) copies to be retained by SNL for inspection, maintenance, A/E, and Facilities Engineering. Submittals received from sources other than the General Contractor shall not be accepted. Incomplete, improperly packaged and/or submittals which have not been stamped by the General Contractor shall be returned without action. When submitting samples, submit two (2) sets of samples for review unless otherwise requested.
1. Deliver descriptive submittals to SNL within 15 calendar days after the Notice to Proceed, except: 1) as may be stipulated elsewhere in this Contract, or 2) for "original drawing(s)" prepared by the General Contractor for specialty systems, such as: HVAC Controls, fire protection sprinklers and/or lightning protection system, which shall be delivered within 30 calendar days after the Notice to Proceed.
  2. Material and/or equipment shall not be installed until requested submittals pertaining to said material and/or equipment have been approved.
- E. SUBMITTAL REVIEW: Submittals will be reviewed and stamped with a self-explanatory action stamp. The stamp will be appropriately marked, as follows, to indicate the action taken:
1. Final Unrestricted Release: When submittals are marked "**Approved**", that part of the work covered by the submittal may proceed provided it complies with requirements of the contract documents; final acceptance will depend upon that compliance. The term "**Approved**" shall only indicate that there are no exceptions taken to the submittal.
  2. Final But Restricted Release: When submittals are marked "**Approved Except as Noted**," that part of the work covered by the submittal may proceed provided it complies with notations or corrections on the submittal and requirements of the contract documents; final acceptance will depend upon that compliance.

3. Returned for Resubmittal: When submittal is marked "**Not Approved, Revise and Resubmit**", do not proceed with that part of the work covered by the submittals, including purchasing, fabrication, delivery, or other activity. Revise or prepare a new submittal in accordance with the notations and resubmit without delay. Repeat as necessary to obtain a different action mark.

END OF SECTION