

SECTION 01300

ADMINISTRATIVE REQUIREMENTS

PART 1 GENERAL

1.1 SUMMARY

A. Includes But Not Limited To

1. Administrative and supervisory requirements necessary for Project coordination.
2. Administrative and procedural requirements for Project meetings.
3. Administrative and procedural requirements for submittals required for performance of the Work.

B. Related Sections

1. Refer to other Division 01 Sections and other Contract Documents for requirements for administrative submittals. Such submittals include, but are not limited to –
 - a. Permits
 - b. Applications for payment
 - c. Performance and payment bonds
 - d. Insurance certificates
 - e. List of Subcontractors
2. Section 01200, Price And Payment Procedures - Schedule of Values submittal
3. Section 01400, Quality Controls - Inspection and test reports
4. Section 01700, Contract Closeout - Closeout submittals

1.2 PROJECT MANAGEMENT AND COORDINATION

A. General

1. Project designation for this Project is **XXXXXXXXXXXXXXXXXXXXXXXXXXXX**.
2. This Project designation shall be included on documents generated for Project by Contractor and Subcontractors, or be present on a cover letter accompanying such documents. This designation is required to facilitate tracking of materials, equipment, systems, and products used on **XXXXXXXXXXXXXXXXXXXX** and by manufacturers specified In Contract Documents.

B. Project Coordination

1. Coordinate construction activities included in Contract Documents to assure efficient and orderly installation of each part of the Work. Coordinate construction operations that are dependent upon each other for proper installation, connection, and operation.
 - a. Where installation of one part of the Work is dependent on installation of other components, either before or after its own installation, schedule construction activities in sequence required to obtain best results.
 - b. Where availability of space is limited, coordinate installation of different components to assure maximum accessibility for required maintenance, service, and repair.
 - c. Make adequate provisions to accommodate items scheduled for later installation.
2. Where necessary, prepare memoranda for distribution to each party involved outlining special procedures required for coordination. Include such items as required notices, reports, and attendance at meetings. Prepare similar memoranda or Owner and separate Contractors where coordination of their Work is required.

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3. Administrative Procedures
 - a. Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and ensure orderly progress of the Work. Such administrative activities include, but are not limited to -
 - 1) Preparing of schedules.
 - 2) Installing and removing temporary facilities.
 - 3) Delivering and processing submittals.
 - 4) Progress meetings.
 - 5) Pre-installation meetings.
 - 6) Project close-out activities.
 4. Conservation - Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials.
- C. Project Meetings
 1. Preconstruction Conference –
 - a. Architect will schedule preconstruction conference and organizational meeting at Project site or other convenient location by 15 days after issuance of Notice To Proceed and before commencement of construction activities. Architect will conduct meeting to review responsibilities and personnel assignments.
 - b. Attendees - Owner, Architect, and their consultants, Contractor and his superintendent, major Subcontractors and other concerned parties shall each be represented at conference by persons familiar with and authorized to conclude matters relating to the Work.
 - c. Agenda - Discuss items of significance that could affect progress including such topics as –
 - 1) Tentative construction schedule.
 - 2) Critical Work sequencing.
 - 3) Designation of responsible personnel.
 - 4) Procedures for processing interpretations and Modifications.
 - 5) Procedures for processing Payment Requests.
 - 6) Distribution of Contract Documents.
 - 7) Submittal of Product Data, Shop Drawings, Samples, Quality Assurance / Control submittals.
 - 8) Preparation of record documents and O & M manual.
 - 9) Use of the premises.
 - 10) Office, work, and storage areas.
 - 11) Equipment deliveries and priorities.
 - 12) Safety procedures.
 - 13) First aid.
 - 14) Security.
 - 15) Housekeeping.
 - 16) Working hours.
 - 17) Resolving current problems.
 - 18) Further orientation as to requirements of Contract Documents.
 - 19) Architect's responsibility to Owner for inspection.
 - 20) Working out general schedule of Architect's inspection.
 - d. Architect will record significant discussions and agreements and disagreements of each meeting and distribute minutes of meeting to everyone concerned, including Owner, within three working days.
 2. Progress Meetings –
 - a. Architect will conduct progress meetings at Project site at regularly scheduled intervals, at least once a month.

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- b. Owner, Architect, Contractor, and each Subcontractor concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings by persons familiar with Project and authorized to conclude matters relating to progress.
 - c. Agenda-
 - 1) Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for general discussion to include but not limited to Contractor's Construction Schedule, whether on time or ahead of or behind schedule. Decide how construction behind schedule is to be expedited and secure commitments from parties involved bring construction back into conformance with schedule. Discuss schedule revisions required to ensure that current and subsequent activities will be completed within Contract Time.
 - 2) Discuss present and future needs of each entity present, including such items as –
 - a. Interface requirements.
 - b. Time.
 - c. Sequences.
 - d. Deliveries.
 - e. Off-site fabrication
 - f. Access.
 - g. Site use.
 - h. Temporary facilities and services.
 - i. Hours of work.
 - j. Hazards and risks.
 - k. Housekeeping.
 - l. Quality and Work standards.
 - m. Modifications.
 - n. Documentation of information for Payment Requests.
 - d. Architect will include brief summary, in narrative form, of progress since previous meeting. By three days after each progress meeting date, Architect will distribute copies of meeting minutes to each party present and to parties who should have been present, including Owner.
 - e. Revise Contractor's Construction Schedule after each progress meeting where revisions to schedule have been made or recognized. Issue revised schedule by three days after each progress meeting date, to each party present and to parties who should have been present, including Owner.
3. Pre-installation Meetings –
- a. Architect will develop a schedule for pre-installation meetings based on Contractor's Construction Schedule. Architect will schedule these meetings to occur at same time as Architect's regularly scheduled inspection visits, if possible. Hold pre-installation meetings at site before commencement of work specified in trade Sections specifying such a meeting.
 - b. Attendees - Architect, Contractor, applicable Subcontractors, item or system suppliers/ installers, Manufacturer's representatives, and others as specified or invited. Architect will conduct meeting.
 - 1) Review progress of other construction activities and preparations for ;;~ particular activity under consideration at each pre-installation meeting, including –
 - a. Reviewing and confirming requirements of Contract Documents including related Modifications.

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- b. Verifying that completed work is ready for installation of items or systems.
 - c. Resolving conditions not in compliance with installation requirements.
 - d. Establishing installation and inspection schedule.
 - e. Coordination between trades.
 - f. Work of other trades which affect work of trade Section.
 - g. Other items specified in individual Sections.
 - h. Deliveries.
 - i. Shop Drawing, Product Data, Sample, and Quality Assurance/ Control submittals.
 - j. Possible conflicts.
 - k. Compatibility problems.
 - l. Weather limitations.
 - m. Manufacturer's recommendations.
 - n. Temporary Facilities
 - o. Space and access limitations.
 - p. Governing regulations.
 - q. Safety.
 - r. Testing requirements.
 - s. Required performance results.
 - t. Recording requirements.
 - u. Protection.
- 2) Architect will record significant discussions and agreements and disagreements of each meeting, and distribute minutes of meeting within three working days to everyone concerned, including Owner.
- 3) Make adjustments to work schedule necessitated by decisions of meeting. Do not proceed with work of Section involved if meeting cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene meeting within one week.

1.3 CONSTRUCTION SCHEDULE / PROGRESS DOCUMENTATION

A. Master Construction Schedule

- 1. General Requirements –
 - a. Submit and maintain Critical Path Method (CPM) schedule for the Work. Computerized network diagram shall serve as 'Master Construction Schedule' for Project, giving mathematical analysis (printout) of that network, which verifies and validates logic and planning and defines critical path. Display accepted schedule in site construction office at all times and review with Subcontractors each week. Schedule shall be acceptable to Architect and Owner.
 - b. Utilize CPM schedule for planning, organizing, and directing the Work, for reporting progress, and for requesting payment for work completed. Review schedule each month in progress meeting.
 - c. Clearly explain abbreviations used in CPM schedules in legend of symbols, either separate or attached.
- 2. Schedule Requirements –
 - a. CPM schedule shall clearly show sequential interdependencies, with activity duration and float clearly represented. Sequence(s) of activities with no float shall be clearly identified as Critical Path(s).
 - b. Scheduling system shall be capable of baseline comparison analysis. Upon development and acceptance of schedule, 'freeze' initial schedule as

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- baseline schedule. As work progresses, provide graphics displaying actual progress bars versus baseline or target bars.
- c. Activity durations shall be in work days.
 - d. Activity Content –
 - 1) CPM schedule shall include but not be limited to following activities as they apply to Project.
 - a. Pre-Construction tasks.
(To be listed separately from the actual Construction tasks under a Pre-Construction summary bar)
 - b. Construction tasks
(To be listed separately from the Pre-Construction tasks under a Project Duration summary bar)
 - c. Shop drawings Submittal and approval process.
 - d. Ordering, fabrication, and delivery of major materials and equipment.
 - e. Check-out, start-up, and test and balance of major equipment
 - f. Submittals of record drawings and maintenance manuals.
 - g. Cleanup and punch out tasks.
 - h. Critical coordination activities required to insure timely support and inspections.
 - i. Owner purchased/installed items and Owner's separate Contract work.
 - j. Pre-final, final inspections and substantial completion.
 - k. Final payment.
 - l. Owner occupancy.
 - 2) Schedule Submittal activities to allow sufficient time for work to be procured and installed, even if submittal is unacceptable and re-Submittal is required.
 - 3) CPM schedule shall reflect anticipated delays, such as electrical power change overs. Also, such items as weather delays, allowing for normal weather conditions as agreed upon by Owner and Contractor.
- 3. Submittals –
 - a. Submit initial submittal, complete revisions, and periodic reports in three hard copies, one reproducible and two prints or plots, and one copy on 3.5 inch floppy discs.
 - b. Submit completed network program consisting of GANTT, and mathematical analysis within 20 days after receipt of Notice to Proceed. Allow 10 days for Architect's review.
 - c. Submit schedule of submittal activities extracted from master schedule within 30 days after receipt of Notice to Proceed.
 - d. During preparation period, review with Owner and Architect development status of network CPM schedule. This review shall occur weekly until final submittal of schedule.
 - e. Submittals to Owner of initial and monthly CPM schedule charts shall include three sets of all reports as outlined below. Plots shall be color, blueline, printed or photocopied prints and, if segmentally generated, fully assembled. Highlight critical path when the critical path is not clearly defined.
 - f. Participate in Architect's review and evaluation of submitted network diagrams and mathematical analysis of diagrams. Resubmit revisions necessary due to review within 10 days after review.
 - g. Contractor and major Subcontractors shall review network CPM schedule before final submittal.
 - 4. Report Formats –
 - (a) Standard set of reports submitted each month including initial submittals shall consist of following –

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- 1) Graphics –
 - a. GANTT chart of entire project. Progress bar chart shall include target or baseline comparison bars. Bar positions shall be early start / early finish with float clearly defined.
 - b. GANTT charts shall include tabulation of each activity. Furnish following information for each activity on GANTT charts. Sequencing of columns on GANTT chart shall match following and in order as listed –
 - (1) Initial / Submittal Schedule
 1. Related Specification Code #
 2. Responsibility – List each responsible contractor, individual or supplier directly related to the task. If there is no current responsibility for a particular task item it should be left blank with the understanding that the related task item is not fully resolved.
 3. Activity / Task Description
 4. Estimated duration of activity / task
 5. Start date by calendar date.
 6. End date by calendar date.
 7. Latest start date by calendar date.
 8. Latest end date by calendar date.
 9. Total slack or float time in calendar days
 10. Gantt view shall show the current schedule bar.
 - (2) Progress Schedule Updates
 1. Related Specification Code #
 2. Responsibility – List each responsible contractor, individual or supplier directly related to the task. If there is no current responsibility for a particular task item it should be left blank with the understanding that the related task item is not fully resolved.
 3. Activity / Task Description
 4. Actual Start of activity / task
 5. Actual Finish by calendar date.
 6. Percentage of activity achieved.
 7. Remaining Duration in calendar days.
 8. Gantt view shall show the current schedule bar in relation to the baseline schedule bar.
 9. Optional upon request;
Depending on the information requirements at the time, additional fields may be necessary, i.e. Early Start, Early Finish, Late Start, Late Finish, Total Slack, Total Float, Etc.
 - (3) Schedule / Schedule Of Values Requisition For Payment
 1. Related Specification Code #.
 2. Responsibility – List each responsible contractor, individual or supplier directly related to the task. If there is no current responsibility for a particular task item it should be left blank with the understanding that the related task item is not fully resolved.
 3. Activity / Task Description
 4. Total Activity Cost
 5. Cost Completed To Date
(Percentage of Cost Complete must equal the percentage of work complete)

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6. Gantt view shall show the current schedule bar in relation to the baseline schedule bar.
- c. Program or means used in making mathematical computation shall compile total value of completed and partially completed activities. Program shall also accept revised completion dates as modified by Change Order time adjustments and accompanying recomputations of float dates.
- b. Graphics outlined above shall comply with following criteria unless noted otherwise.
 - 1) Sheet size of diagram shall be 11 by 17 inches minimum and time scaled in month as the major timescale and weeks as the minor timescale unless approved otherwise.
 - 2) On each page include title block containing as minimum following information –
 - a. Project Title
 - b. Project Number
 - c. Contractor's Business Name
 - d. Date of Submittal and Revision
(The Date shown must clearly show the current preparation date and separately the revision date of the current schedule - this is a hard dated entered and not an auto or status date)
 - e. Submit a separate Legend Page of Symbols and Abbreviations as applicable.
 - 3) Prepare and submit to Architect upon request additional charts, reports, and current copy on disk of Project program.
5. CPM Schedule Implementation And Monitoring –
 - a. Monthly CPM schedule charts and reports shall accompany Contractor's pay request for work completed. A schedule of values representing the activity line item cost shall be used in the review and payment for work completed. The percentage of cost complete must equal the percentage of work complete.
 - b. Where Contractor is shown to be behind schedule, provide accompanying written summary, cause, and explanation of planned remedial action.
 - 1) CPM schedules shall reflect those instances, Modifications or other alterations to schedule, which have impact on final completion or interim target dates within schedule.
 - 2) Payments or portions of payments may be withheld by Owner, upon failure to maintain scheduled progress of the Work as shown on accepted CPM schedule.
 - c. Failure to prepare, submit and maintain CPM schedule as specified shall be cause for rejection of other schedules submitted and for possible delay of payment.
 - d. Float time belongs to Project, not to Contractor or to Owner, and may be utilized by both parties.
6. Schedule Changes And Updates –
 - a. Update CPM Schedule and submit for review weekly at minimum. Weekly update is required unless agreed upon otherwise. Monthly submittal of CPM schedule and acceptance by Owner is a prerequisite to payment for work for which payment is requested.
 - 1) Correlate Schedule of Values graphically with CPM schedule for evaluation of Payment Request – the percentage of cost complete must equal the percentage of work complete.
 - 2) Manner by which correlation is accomplished shall be subject to review Owner.

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- b. Include additional activities added to CPM schedule by Contractor submitted schedule charts. It is Owner's intent that Project be managed and operated by CPM schedule. Payment Requests may be held up until CPM schedule is brought back into compliance with Contract Document requirements.
 - c. Once CPM schedule is submitted and accepted, identify modifications to activity durations, logic, values, or descriptions and submit to Owner in writing. Such adjustments shall not impact contracted finish date.
 - d. Any time extension shall be negotiated, for time only, with Owner, Architect, and Contractor.
 - e. If alterations from this method of developing, maintaining, and presenting schedule, notify Architect in writing for approval to do so, stating reason for change.
7. Approved Project Management Software Programs
- a. Microsoft Project 2000 or higher
 - b. Primavera P3 Project Planner
 - c. Primavera Suretrak Project Scheduler

1.4 SUBMITTAL PROCEDURES

A. General

- 1. Coordinate preparation and processing of submittals with performance of construction activities. Transmit each submittal sufficiently before performance of related construction activities to avoid delay.
 - a. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 - b. Coordinate transmittal of different types of submittals required for related elements of the Work so processing will not be delayed by need to review submittals concurrently for coordination. Architect reserves right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
 - c. Allow sufficient review time so installation will not be delayed by time required to process submittals, including time for resubmittals.
 - 1) Allow 21 days for initial review. Allow additional time if processing must be delayed to allow coordination with subsequent submittals. Architect will promptly advise Contractor when submittal being processed must be delayed for coordination.
 - 2) If an intermediate submittal is necessary, process same as initial submittal.
 - 3) Allow 10 days for reprocessing each submittal.
 - 4) No extension of Contract Time will be authorized because of failure to transmit submittals to Architect in sufficient time before work is to be performed to allow processing.
- 2. Place permanent label or title block on each submittal for identification. Include name of entity that prepared each submittal on label or title block.
 - a. Provide space approximately 4 by 5 inches on label or beside title block on Shop Drawings to record Contractor's review and approval markings and action taken.
 - b. Include following information on label for processing and recording action taken.
 - 1) Project name.
 - 2) Date.
 - 3) Name and address of Architect.
 - 4) Name and address of Contractor.
 - 5) Name and address of Subcontractor.

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- 6) Name and address of supplier.
 - 7) Name of manufacturer.
 - 8) Number and title of appropriate Specification Section.
 - 9) Drawing number and detail references, as appropriate.
3. Package each submittal appropriately for transmittal and handling. Transmit each submittal from Contractor to Architect using transmittal letter. On transmittal, record relevant information and requests for data. Include Contractor's certification that information complies with Contract Document requirements, or, on form or separate sheet, record deviations from Contract Document requirements, including minor variations and limitations.
 4. Submittals received from sources other than Contractor or not marked with Contractor's approval will be returned without action.
- B. Submittal Schedule
1. Within 20 days after receipt of Notice to Proceed, furnish submittal schedule listing items specified to be furnished for review to Architect including product data, shop drawings, samples, and quality assurance / control submittals.
 - a. Coordinate submittal schedule with list of Subcontractors, schedule of values, and Contractor's construction schedule.
 - b. Prepare schedule in chronological order, including submittals required during first 90 days of construction. Provide following information –
 - 1) Scheduled date for first submittal.
 - 2) Related Section number.
 - 3) Submittal category.
 - 4) Name of Subcontractor.
 - 5) Description of part of the Work covered.
 - 6) Scheduled date for resubmittal.
 - 7) Scheduled date for Architect's final release or approval.
 - c. Schedule shall show 20 days minimum after receipt for review by Architect. If resubmittal is required, an additional 15 days will be allowed for after receipt.
 2. Following response to initial submittal, print and distribute copies to Architect, Owner, Subcontractors, and other parties required to comply with submittal dates shown. Post copies in Project meeting room and field office. All versions and revisions of the Construction Schedule must be maintained at the Project meeting room for reference. When revisions are made, distribute to same parties and post in same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in submittal activities.
 3. Revise schedule after each meeting or activity, where revisions have been recognized or made. Issue updated schedule concurrently with minutes of each meeting.
 4. Furnishing of submittal schedule or revision thereto shall not be interpreted as relieving Contractor of his obligation to comply with Contract Document requirements for items on schedule.
- C. Product Data
1. Collect Product Data, as required by individual Sections, into separate submittals. Where Product Data must be specially prepared because standard printed data is not suitable for use, submit as Shop Drawing.
 2. Mark each copy to show choices and options used on Project. Where printed Product Data includes information on products which are not required for Project, mark copies to indicate information relating to Project.
 3. Do not submit Product Data until compliance with requirements of Contract Documents has been confirmed.

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4. Submit preliminary single copy of Product Data where selection of options by Architect is required.
 5. Submit five copies minimum of each required submittal. Architect will retain two and return others marked with action taken and with corrections or modifications required. Unless noncompliance with Contract Document provisions is observed, submittal may serve as final submittal. Insert one marked copy in Owner-provided three-ring binders used to become Operations And Maintenance Manuals specified in Section 01700.
 6. Furnish copies of final submittal to Subcontractors and others as required for performance of construction activities. Show distribution on transmittal forms.
 - a. Do not proceed with installation until applicable copy of Product Data is in - installer's possession.
 - b. Do not allow use of unmarked copies of Product Data in connection with construction.
- D. Shop Drawings
1. Submit newly prepared graphic data to accurate scale. Except for templates, patterns, and similar items, submit Shop Drawings on sheets at least 8-1/2 by 11 inches but no larger than 36 by 48 inches. Highlight, encircle, or otherwise show deviations from Contract Documents. Include following information as a minimum
 - a. Dimensions.
 - b. Identification of products and materials included.
 - c. Compliance with specified standards.
 - d. Notation of coordination requirements.
 - e. Notation of dimensions established by field measurement.
 2. Do not reproduce Contract Documents or copy standard information as basis of Shop Drawings. Standard printed information prepared without specific reference to Project is not acceptable as Shop Drawings.
 3. Review and designate (stamp) approval of shop drawings. Submit to Architect, with reasonable promptness and in orderly sequence, shop drawings required by Contract Documents. Shop drawings not required by Contract Documents, but requested by Contractor or supplied by Subcontractor need not be Submitted to Architect for review. However, these shop drawings shall meet specified shop drawing requirements except those relating to submission to Architect.
 - a. Bear cost of reproducing copies of shop drawings required by all concerned. Instead of prints, a sepia may be required.
 - b. Shop drawings shall be complete and detailed.
 - c. Shop drawings shall be properly identified as specified' or as Architect may require.
 - d. Provide 6 copies of shop drawings unless required otherwise in specification Section.
- E. Samples
1. Submit full-size, fully fabricated Samples cured and finished as specified and physically identical with material or product proposed. Samples include partial sections of manufactured or fabricated components, cuts or containers of materials, color range sets, and swatches showing color, texture, and pattern.
 - a. Mount, display, or package Samples so as to ease review of qualities indicated. Prepare Samples to match samples provided by Architect, if applicable. Include following –
 - 1) Generic description of Sample.
 - 2) Sample source.
 - 3) Product name or name of manufacturer.
 - 4) Compliance with recognized standards.

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- 5) Availability and delivery time.
 - b. Submit Samples for review of kind, color, pattern, and texture, for final check of these characteristics with other elements, and for a comparison of these characteristics between final submittal and actual component as delivered and installed.
 - 1) Where variations in color, pattern, texture or other characteristics are inherent in material or product represented, submit multiple units (not less than 3), which show approximate limits of variations.
 - 2) Refer to other specification Sections for requirements for Samples that illustrate workmanship, fabrication techniques, details of assembly, connections, operation and similar construction characteristics.
 - 3) Refer to other Sections for Samples to be returned to Contractor for incorporation in the Work. Such Samples must be undamaged at time of use. On transmittal, indicate special requests regarding disposition of Sample submittals.
 - c. Where Samples are for selection of color, pattern, texture, or similar characteristics from a range of standard choices, submit full set of choices for material or product. Preliminary submittals will be reviewed and returned with Architect's mark indicating selection and other action.
 - d. Except for Samples illustrating assembly details, workmanship, fabrication techniques, connections, operation, and similar characteristics, submit 3 sets. One will be returned marked with action taken.
 - e. Samples, as accepted and returned by Architect, shall be used for quality comparisons throughout course of construction.
 - 1) Unless noncompliance with Contract Documents is observed, submittal may serve as final submittal.
 - 2) Sample sets may be used to obtain final acceptance of construction associated with each set.
 2. Prepare and distribute additional sets to Subcontractors and others as required for performance of the Work. Show distribution on transmittal forms.
- F. Quality Assurance / Control - Quality Assurance / Control submittals are design data, test reports, certificates, manufacturer's instructions, manufacturer's field reports, and other documentary data affirming quality of products and installations. Submit 2 copies to Architect immediately upon receipt.
- G. Architect's Action
1. Allow 21 days for Architect's review and return for initial submittals and 10 days for re-submittals.
 2. Submittals reviewed by Architect will be identified as having received such review by being so stamped and dated.
 - a. Where submittals are marked 'Approved,' that part of the Work covered by submittal may proceed provided it complies with requirements of Contract Documents. Final acceptance will depend upon that 'compliance.
 - b. When submittals are marked 'Approved as Noted,' that part of the Work covered by submittal may proceed provided it complies with notations or corrections on submittal and requirements of Contract Documents. Final acceptance will depend on that compliance.
 - c. When submittal is marked 'Not Approved, Revise and Resubmit,' do not proceed with that part of the Work covered by submittal, including purchasing, fabrication, delivery, or other activity. Revise or prepare new submittal according to notations and resubmit without delay at no additional cost to Owner. Repeat as necessary to obtain satisfactory action mark. Do

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not allow submittals marked 'Not Approved, Revise and Resubmit' to be used at Project site, or elsewhere where the Work is in progress.

- d. Where submittal is primarily for information or record purposes, special processing, or other activity, submittal will be returned, marked 'Action Not Required.'
3. Two copies of each submittal will be retained in Architect's office until completion of Project.
4. Except for submittals for record, information, or similar purposes, where action and return are required or requested, Architect will review each submittal, mark to show action taken, and return promptly to Contractor.

END OF SECTION