

## SECTION 01340

### SHOP DRAWINGS, PRODUCT DATA AND SAMPLES

#### PART 1 GENERAL

##### 1.01 REQUIREMENTS INCLUDED

- A. Submit Shop Drawings, Product Data and Samples required by Contract Documents.

##### 1.02 RELATED REQUIREMENTS

- A. Conditions of the Contract: Definitions, and Additional Responsibilities of Parties.
- B. Section 1090: Reference Standards
- C. Section 01720: Record Documents
- D. Designate in the construction schedule, or in a separate coordinated schedule, the dates for submission and the dates that reviewed Shop Drawings, Product Data and Samples will be needed.

##### 1.03 SHOP DRAWINGS

- A. Drawings shall be presented in a clear and thorough manner.
  - 1. Details shall be identified by reference to sheet and detail, schedule or room numbers shown on Contract Drawings.
- B. Minimum sheet size: 8 1/2" x 11".

##### 1.04 PRODUCT DATA

- A. Preparation:
  - 1. Clearly mark each copy to identify pertinent products or models.
  - 2. Show performance characteristics and capacities.
  - 3. Show dimensions and clearances required.
  - 4. Show wiring or piping diagrams and controls.
- B. Manufacturer's standard schematic drawings and diagrams:
  - 1. Modify drawings and diagrams to delete information which is not applicable to the Work.
  - 2. Supplement standard information to provide information specifically applicable to the Work.

##### 1.05 SAMPLES

- A. Office samples shall be of sufficient size and quantity to clearly illustrate:
  - 1. Functional characteristics of the product, with integrally related parts and attachment devices.
  - 2. Full range of color, texture and pattern.

#### 1.06 CONTRACTOR RESPONSIBILITIES

- A. Review Shop Drawings, Product Data and Samples prior to submission.
- B. Determine and verify:
  - 1. Field measurements
  - 2. Field construction criteria
  - 3. Catalog numbers and similar data
  - 4. Conformance with specifications
- C. Coordinate each submittal with requirements of the Work and of the Contract Documents.
- D. Notify the Engineer in writing, at time of submission, of any deviations in the submittals from requirements of the Contract Documents.
- E. Begin no fabrication or work, which requires submittals until return of submittals with Engineer approval.

#### 1.07 SUBMISSION REQUIREMENTS

- A. Make submittals promptly in accordance with approved schedule, and in such sequence as to not cause a delay in the Work or in the work of any other contractor.
- B. Number of submittals required:
  - 1. Shop Drawings: Submit the number of opaque reproductions, which the Contractor requires, plus two copies which will be retained by the Engineer.
  - 2. Product Data: Submit the number of copies, which the Contractor requires, plus two, which will be retained by the Engineer.
  - 3. Samples: Submit the number stated in each specification section.
- C. Submittals shall contain:
  - 1. The date of submission and the dates of any previous submissions.
  - 2. The project title and number.
  - 3. Contract identification.
  - 4. The names of:
    - a. Contractor
    - b. Supplier
    - c. Manufacturer
  - 5. Identification of the project, with the specification section number.

6. Field dimensions, clearly identified as such.
7. Relation to adjacent or critical features of the Work or materials.
8. Applicable standard, such as ASTM or Federal Specification numbers.
9. Identification of deviations from Contract Documents.
10. Identification of revisions on resubmittals.
11. An 8 in. x 3 in. blank space for Contractor and Engineer stamps.
12. Contractor's stamp, initialed or signed, certifying to review of submittal, verification of products, field measurements and field construction criteria, and coordination of the information within the submittal with requirements of the Work of Contract Documents.
13. MSDS Product Data

#### 1.08 RESUBMISSION REQUIREMENTS

- A. Make any corrections or changes in the submittals required by the Engineer and resubmit until approved.
- B. Shop Drawings and Product Data:
  1. Revise initial drawings or data, and resubmit as specified for the initial submittal.
  2. Indicate any changes which have been made other than those requested by the Engineer.
- C. Samples: Submit new samples as required for initial submittal.

#### 1.09 DISTRIBUTION

- A. Distribute reproductions of Shop Drawings and copies of Product Data, which carry the Engineer stamp of approval to:
  1. Job site file
  2. Record Documents file
  3. Other affected contractors
  4. Subcontractors
  5. Supplier or fabricator
- B. Distribute samples, which carry the Engineer stamp of approval as directed by Engineer.

#### 1.10 ENGINEER DUTIES

- A. Review submittals with reasonable promptness and in accord with schedule.
- B. Affix stamp and initials or signature, and indicate requirements for resubmittal, or approval of submittal.
- C. Return submittals to Contractor for distribution, or for resubmission.

**PART 2 PRODUCTS**

(Not Used)

**PART 3 EXECUTION**

(Not Used)

END OF SECTION