

## **1.0 GENERAL**

- 2.1 Submit to Consultant, for review, Shop Drawings, Product Data and Samples specified.
- 2.2 Until submittal is reviewed, work involving relevant product may not proceed.
- 2.3 Do not use for construction, Shop or setting Drawings or diagrams which do not bear Consultant's stamp and signature.
- 2.4 Submission and subsequent review of Shop Drawings constitute a service and does not entitle the supplier or subcontractor to the right to remuneration until the materials are supplied and installed on the Site in accordance with the Contract.

## **2.0 SCHEDULE**

- 1.1 As soon as possible after award of Contract but prior to submission of the first application for payment, prepare and submit to Consultant for comment, a schedule fixing the dates for the submission and return of Shop Drawings.
- 1.2 Allow a minimum of 15 working days for each Consultant to review each submission, exclusive of Consultant and Contractor inter-office(s) transmission period and mail periods.
- 1.3 Submit shop drawings as requested by each individual Section of the specifications.

## **3.0 SHOP DRAWINGS**

- 3.1 Drawings shall be copies of original drawings prepared by Contractor, subcontractor, supplier or distributor, for the work of the Contract which illustrate appropriate portions of the Work : showing fabrication layout, setting or erection details as specified in appropriate Sections. Provide drawings on same size sheet as Contract Drawings generally.
- 3.2 Submit Shop Drawings with transmittal forms listing the name of manufacturer, the job, the Drawing number, the number of copies and reference in the specification to which the Shop Drawings refer.

3.3 Submit Shop Drawings to authorities having jurisdiction and obtain approval.

3.4 It is the Contractor's responsibility to check and certify as correct Shop Drawings, Product Data and samples prior to submission.

#### **4.0 PRODUCT DATA**

4.1 Certain Specification Sections specify that manufacturer's standard schematic drawings, catalogue sheets, diagrams, schedules, performance charts, illustrations and other standard descriptive data will be accepted in lieu of Shop Drawings.

4.2 The above will be accepted if they conform to the following:

4.2.1 Delete information which is not applicable to the project.

4.2.2 Supplement standard information to provide additional information applicable to project.

4.2.3 Show dimensions and clearances required.

4.2.4 Show performance characteristics and capacities.

4.2.5 Show wiring diagrams and controls.

4.2.6 Add to standard sheet the Project identification data.

#### **5.0 SAMPLES**

5.1 Submit samples in duplicate as called for by the Consultant.

5.2 Where colour is the criteria, submit full range of colours.

5.3 Construct field samples and mock-ups at locations acceptable to Consultant.

- 5.4 Construct each sample or mock-up complete, including Work of all Trades required to finish Work. Ensure all materials used in samples or mock-up conform to materials specified. Use of materials not specified does not mean acceptance of those materials for the work as a whole.
- 5.5 Reviewed samples or mock-ups will become minimum standards of workmanship and material against which installed Work will be checked on Project.

## **6.0 CONTRACTOR'S RESPONSIBILITY**

- 6.1 Check and certify as correct Shop Drawings, Product Data and Samples prior to submission.
- 6.2 Verify:
  - 6.2.1 Field measurements.
  - 6.2.2 Field construction criteria.
  - 6.2.3 Catalogue numbers and similar data.
- 6.3 Co-ordinate each submittal with requirements of Work and Contract Documents.
- 6.4 Notify Consultant, in writing at time of submission of any deviations in submittal from requirements of Contract Documents.
- 6.5 Stamp, initial or sign each Drawings, certifying approval of submission, verification of field dimensions and measurements and compliance with Contract Documents. Failure to provide this Certification will be just cause for Consultant to reject drawings and return unreviewed and as if not reviewed.
- 6.6 After Consultant's review, distribute copies, as follows:
  - 6.6.1 Job Site file (2 copies).
  - 6.6.2 Record documents file.
  - 6.6.3 Other prime contractors.
  - 6.6.4 Subcontractors.

- 6.6.5 Supplier.
- 6.6.6 Fabricator.
- 6.6.7 Authorities having jurisdiction, where required by Codes and/or by-laws. ie. structural steel, sprinklers etc.
- 6.6.8 Owner and Data Book where applicable.
- 6.7 Distribute samples as directed by the Consultant.
- 6.8 Ensure that all samples are approved by authorities having jurisdiction, supplier for correct application in Project, and other parties such as Owner in time to permit approval prior to ordering of quantity delivery to Site.
- 6.9 The Contractor shall advise all Trades, Subcontractor's and suppliers of the limits of the Consultant's responsibility with respect to Shop Drawings and other submittals as detailed under paragraph 7.0 below.

## **7.0 CONSULTANT'S RESPONSIBILITY**

- 7.1 Within 15 working days of the receipt of samples and shop drawings the Consultant shall return to the Contractor indicating that, the items have been:
  - 7.1.1 Reviewed (no resubmittal required)
  - 7.1.2 Reviewed as indicated (no resubmittal required)
  - 7.1.3 Resubmit (re-submittal required)
- 7.2 Review by the Consultant is for the sole purpose of ascertaining conformance with the general design concept. This review shall not mean that the Consultant approves the detail design inherent in the shop drawings, responsibility for which shall remain with the Contractor, and such review shall not relieve the Contractor of his responsibility for errors or omissions in the shop drawings or of his responsibility for meeting all requirements of the Contract Documents. The Contractor is responsible for dimensions to be confirmed and correlated at the job site, for information that pertains solely to the processes or techniques of construction and installation and for co-ordination of the work of all subtrades.