

1 GENERAL

- 1.1 This section specifies general requirements and procedures for the submissions of shop drawings, product data, samples and mock-ups to Project Manager. Additional specific requirements for submissions are specified in individual sections.
- 1.2 Submission to Project Manager is for review for general conformity to the specifications and for record purposes only. Submissions, which are reviewed by the Project Manager, does not relieve the Design Builder of responsibility for errors or omissions in meeting all the requirements or conditions of the specifications.
- 1.3 Present shop drawings, product data, samples and mock-ups in SI Metric units. Where items or information is not produced in SI Metric units, converted values are acceptable.
- 1.4 Notify Project Manager in writing, at time of submission, identifying deviations from requirements of specifications stating reasons for deviations.
- 1.5 Design Builder's responsibility for deviations from requirements of Specifications is not relieved by Project Managers review, unless Project Manager gives written acceptance of specific deviations.
- 1.6 Make any changes in submissions which Project Manager may require consistent with specifications and resubmit as directed by Project Manager.
- 1.7 Notify Project Manager, in writing, when resubmitting, of any revisions other than those requested by Project Manager.

2 SUBMISSION REQUIREMENTS

- 2.1 Co-ordinate each submission with requirements of work specifications.
- 2.2 Accompany submissions with transmittal letter, in triplicate, containing:
 - 2.2.1 Date.
 - 2.2.2 Project title and number.
 - 2.2.3 Design Builders name and address.
 - 2.2.4 Identification and quantity of each shop drawing, product data and sample.
 - 2.2.5 Other pertinent data.
- 2.3 Submissions shall include:
 - 2.3.1 Date and revision dates.
 - 2.3.2 Project title and number.
 - 2.3.3 Name and address of:
 - 2.3.3.1 Subcontractor.

- 2.3.3.2 Supplier.
- 2.3.3.3 Manufacturer.
- 2.3.4 Design Builders stamp, signed by Design Builders authorized representative certifying approval of submissions, verification of field measurements and compliance with specifications.
- 2.4 Details of appropriate portions of Work as applicable:
 - 2.4.1 Fabrication.
 - 2.4.2 Layout, showing dimensions, including identified field dimensions, and clearances.
 - 2.4.3 Setting, connection, or erection details.
 - 2.4.4 Capacities.
 - 2.4.5 Performance characteristics.
 - 2.4.6 Standards.
 - 2.4.7 Operating weight.
 - 2.4.8 Wiring diagrams.
 - 2.4.9 Single line and schematic diagrams.
 - 2.4.10 Relationship to adjacent work.

3 SHOP DRAWINGS

- 3.1 Provide shop drawings, either original drawings or modified standard drawings, to illustrate details of portions of Work, which are specific to project requirements.
- 3.2 Drawings to be stamped and signed by respective professionals, architects and engineers, licensed to practise in the Province of Ontario.
- 3.3 Maximum sheet size: 594 x 841 mm.
- 3.4 Cross-reference shop drawing information to applicable portions of specifications.
- 3.5 Submit one (1) reproducible transparency on plastic film and three (3) opaque diazo print of each shop drawing.

4 PRODUCT DATA

- 4.1 Provide product data including: manufacturers catalogue sheets, brochures, literature, performance charts and diagrams, used to illustrate standard manufactured products.
- 4.2 Submit 3 copies of product data. Sheet size: 215 x 280 mm.

- 4.3 Delete information not applicable to project. Supplement standard information to provide details applicable to project.
- 4.4 Cross-reference product data information to provide details applicable portions of specifications.
- 4.5 Show dimensions, clearances required, performance characteristics and capacities.

5 SAMPLES

- 5.1 Provide samples to illustrate examples of materials, equipment, quality, finishes, workmanship.
- 5.2 Where colour, pattern or texture is criterion, submit full range of samples.
- 5.3 Reviewed and accepted samples will become standard of workmanship and material against which installed work will be verified.
- 5.4 Provide an itemised list of all proposed exterior and interior finishes to Project Manager for review and approval. Upon acceptance of proposed finishes, submit a material, colour and pattern board for review and approval. Board to fully illustrate compatibility of proposed wall, floor, ceiling, door and other special finishes.
- 5.5 Submit for review samples, in triplicate, as requested in respective specification Sections. Label samples as to origin and intended use in the work.

6 MOCK-UPS

- 6.1 The construction of mock-ups are encouraged throughout this project to enable efficient reviews and quality control. Construct mock-ups of field-constructed example of work complete with specified materials and workmanship. Erect mock-ups at locations acceptable to Project Manager.
- 6.2 Reviewed and accepted mock-ups will become standards of acceptance for workmanship, finish and appearance against which installed work will be verified.
- 6.3 Mock-ups to have final colours of all finishes, trim, specialities, furniture, light fixtures, heating/cooling units and electrical and mechanical outlets, confirming acceptable quality, location, and colour co-ordination.