

## **SECTION 013000**

### **SUBMITTALS**

#### **Part 1 GENERAL**

##### **1.1 STIPULATIONS**

- A. The specifications sections "General Conditions of Contract" and "General Requirements" form a part of this Section by this reference thereto and shall have the same force and effect as if printed herewith in full.

##### **1.2 SECTION INCLUDES/CONTENT**

- A. Included in this section of the specifications is a list of approvals required for all materials incorporated into the project. The Department reserves the right to require additional approvals if necessary. No material, equipment or supplies listed herein shall be incorporated into the work until the Contractor has obtained prior approval from the Department.
- B. Submittals required by each prime contract are indicated within AF Form 66 "Schedule of Material Submittals" attached to the end of Section 01300.

##### **1.3 SUBMITTAL PROCEDURES**

- A. Refer to 'Submittals' of the General Conditions.
- B. Comply with the following or resubmission will be required:
  - 1. Indicate contract number, specification section and building number (as shown on the drawings) on each item submitted.
  - 2. Signify approval by stamp, initialing and dating each item prior to submission to the Professional.
- C. Items requiring testing shall be forwarded directly to the approved laboratory. The Contractor shall pay all costs associated with testing.
- D. Expedite critical materials, equipment and shop drawings, and other required submissions.
- E. Incomplete submissions will be returned for resubmission.
- F. Use of substitutions for materials or details shown on the contract drawings or called for in these specifications require written approval from the Department. See General Conditions.

##### **1.4 PRODUCT DATA**

- A. Manufacturer's printed directions and manufacturer's standard specifications showing all dimensions, cuts, finishes, etc., as well as catalog cuts and ratings of all material will be required and shall be submitted in advance prior to application and/or installation.

##### **1.5 TESTS**

- A. Refer to 'Tests' of the General Conditions.
- B. Submit required reports listing items tested, tests conducted and results obtained as specified.

## 1.6 CERTIFICATIONS

- A. Submit required certifications in written form identifying authorized representative, manufacturer, systems designer and other required data as specified.

## 1.7 WARRANTIES

- A. Refer to Specifications for required warranties. Copies of proposed warranties specified for products shall accompany the designated submittal of that product.

## 1.8 OPERATION AND MAINTENANCE MANUALS

- A. Manual Format (Use 3-ring binder):

1. Title page with the following information for each system covered:
  - a. Project Title and DMVA Contract Number (in capital letters)
  - b. Name of Company
  - c. Name of the individual to be called
  - d. Normal telephone numbers
  - e. Contractor's account number for project
2. Index listing all sections of the Manual.
3. Warranties for equipment furnished in contract. (Index tabbed)
4. Complete system circuit diagrams, block diagrams, copies of all approved shop drawings, which shall clearly illustrate how all the components relate and how they are interconnected and a point wiring diagram.
5. Reports, testing analysis.
6. Operating instructions and maintenance instructions for all equipment and finish materials furnished.

## 1.9 SUBMITTALS LIST

- A. See attached AF FORM 66 "Schedule of Material Submittals" organized by prime contract.

**END OF SECTION 013000**