

SHOP DRAWINGS, PRODUCT DATA AND SAMPLES

SECTION 01340

1.01 DESCRIPTION

- A. **Scope:** Submit to the Professional shop drawings, product data and samples required by Specification sections.
- B. **Shop Drawings:** Original drawings prepared by Contractor, Subcontractor, Supplier, or Distributor which illustrate some portion of the Work; showing fabrication, layout, setting, or erection details.
1. Prepared by a qualified detailer.
 2. Identify details by reference to sheet and detail numbers shown on Contract drawings.
 3. Minimum sheet size: 8 1/2" x 11"
 4. Reproductions for submittals: Opaque diazo prints.
- C. **Product Data:**
1. **Manufacturer's Standard Schematic Drawings:** Modify drawings to delete information which is not applicable to the Project. Supplement standard information to provide additional information applicable to the Project.
 2. **Manufacturer's Catalog Sheets, Brochures, Diagrams, Schedules, Performance Charts, Illustrations and Other Standard Descriptive Data:** Clearly mark each copy to Identify pertinent materials, products, or models. Show dimensions and clearances required. Show performance characteristics and capacities, wiring diagrams and controls.
- D. **Samples:** Physical examples to illustrate materials, equipment or workmanship and to establish standard by which completed work is judged.
1. **Office Samples:** Of sufficient size and quantity to clearly illustrate functional characteristics of products or material with integrally related parts and attachment devices and full range of color samples. After review, samples remain the property of the Professional until completion of the construction project.
 2. **Field Samples and Mock-ups:** Erect on project site at location acceptable to Professional. Construct each sample, or mock-up, completely including work of all trades required in finished work.
- E. **Contractor's Responsibilities:**
1. Review shop drawings, product data and samples prior to submission.
 2. Verify field measurements, field construction criteria, catalog numbers and similar data.
 3. Coordinate each submittal with requirements of work and of Contract Documents.
 4. Contractor's responsibility for errors and omissions in submittals is not relieved by the Professional's review of submittals.
 5. Contractor's responsibility for deviations in submittals from requirements of Contract Documents is not relieved by Professional's review of submittals unless Professional gives written acceptance of specific deviations.
 6. Notify Professional in writing at the time of submission of deviations in submittals from requirements of Contract Documents.
 7. Begin no work requiring submittals until the return of submittals bearing Professional's stamp and initials, or signature indicating review.
 8. After Professional's review, distribute copies.
- F. **Submission Requirements:**
1. Schedule submission with ample time before dates reviewed submittals will be needed.
 2. Submit number of copies of shop drawings and product data which Contractor requires for distribution, plus one (1) copy to be retained by the Professional.
 3. Submit number of samples specified in each Specification section.
 4. Accompany submittals with transmittal letter, in duplicate, containing date, Project title and number; Contractor's name and address; the number of each shop drawings, product data and samples submitted; notification of deviations from Contract Documents; and, other pertinent data.
 5. Submittals shall include:

- a. Date and revision dates.
- b. Project title and number.
- c. The names of the Professional, Contractor, Supplier, Manufacturer and separate detailer, when pertinent.
- d. Identification of product, or material.
- e. Relation to adjacent structure, or materials.
- f. Field dimensions clearly identified as such.
- g. Specification section number.
- h. Applicable standards such as ASTM number, or federal specifications.
- i. A blank space (2" x 3") for the Professional's stamp.
- j. Identification of deviations from Contract Documents.
- k. Contractor's stamp, initialed or signed, certifying the review of submittal, verification of field measurements and compliance with Contract Documents.

G. **Resubmission Requirements:**

1. **Shop Drawings:** Revise initial drawings, as required, and resubmit as specified for initial submittal. Indicate on the drawings any changes which have been made other than those required by the Professional.
2. **Product Data and Samples:** Submit new data and samples, as required, for initial submittal.

H. **Distribution of Submittals After Review:**

1. Distribute copies of shop drawings and product data which carry Professional's stamp to Contractor's file, job site file, Subcontractor, Supplier and Fabricator.
2. Distribute samples as directed.

I. **Professional's Duties:**

1. Review submittals with reasonable promptness.
2. Review for design concept of Project and information given in Contract Documents.
3. Review of separate item does not constitute review of an assembly in which item functions.
4. Affix stamp and initials, or signature, certifying the review of submittal.
5. Return submittals to Contractor for distribution.