



SUBMITTAL GUIDELINES

Project specifications will always take precedence on what must be submitted, but here are some basic guidelines for how to put one together.

General

A professional looking submittal package stands a much better chance of making it through designer approval the first time. Designers and Clancy & Theys' Project Managers are quick to return sloppy submittals with "RESUBMIT." Plus, it also reflects on your capabilities.

Review all addenda, drawings, general conditions, supplemental conditions, Clancy & Theys' IRNs, requests, and particularly the appropriate specification section. Be sure to cover all points. It is actually a good idea, and sometimes required, to include a copy of the appropriate submittal paragraph from the specifications as a second page to show you have been thorough.

This is your interpretation of the designer's documents. Showing that you have carefully considered their intent from the beginning will make for a smoother project overall.

If you must deviate from the specifications, there needs to be a solid reason. Call attention to the situation. Do not try to hide deviations. If what you propose is less expensive than that specified, you might as well offer a credit to the owner. The designers will pick up on these things, and it slows the process if not presented up front.

Try to consider other trades as you put your package together. Dimensions, power requirements, etc. are necessary information for others to coordinate correctly.

Time is of the essence! If there is a submittal schedule, you must abide by it. If a submittal schedule is not required, the faster you get the submittal approved, the less likely you will be penalized for delaying the project.

With the exception of physical samples, all submittals are to be submitted electronically. All submittals must include a stamp acknowledging review and approval by the subcontractor/supplier.

Submittal Guidelines

C&T Projects

Shop drawings

There must be a title block on every page and it should contain a project name unique enough to differentiate it from any other project that it might be confused with. EXAMPLE : “NCSU Dormitory” (there are many) vs. “NCSU Tucker Dorm/ 2nd Floor Renovation.” Include the initial date and ALL revision dates so that the correct version gets to your fabricator. Make sure the specification sections that apply are made obvious.

Flag, cloud, or note any discrepancies where questions arise. You stand a much better chance of getting the designers to check your suggested dimension (or whatever) if you flag them. They will disavow any knowledge of the ones that do not work out if you have not pointed out the issue. Major discrepancies or a large number of questions are handled more efficiently through the RFI process.

Include any required engineering seals with shop drawings.

Product data

These packages should include manufacturer cut sheets, supplier information, installer’s certifications, sample warranties, etc. Make the package as pertinent as possible. Approvals go faster if there is not a lot of useless information. This is not a good place to advertise or “pitch” products. MSDS sheets need not be included unless specifications call for them but should be sent directly to the field.

It is okay to use generic manufacturer’s literature AS LONG AS you indicate which products pertain. Highlighting is okay, but it is better to use large black arrows or clouds.

The cover page should include the project title (unique to the project and similar to shop drawings), specification sections that apply, and a summary of the items contained within the package. There should also be some blank space for approval stamps INCLUDING YOUR OWN.

Samples

Three (3) sets of samples should be sufficient for most projects, but check the project general conditions, supplemental conditions, and appropriate specification section(s).

LABEL actual material samples. If the designer retains them, you have no verification of what was actually approved. Decisions do change after the fact occasionally. You should also refer to that label on the cover sheet of your product data. It is a convenient place for the designer to provide selections.



Submittal Guidelines

C&T Projects

Manufacturer's color charts often have standard and premium items. Be sure to clarify which set the architect may pick from to avoid delays. It might avoid delays to include the upcharges as well. You could also provide a blank on the product data cover sheet (exp. "COLOR_____".)

Certifications

Include installer's certifications, welder's certificates, required licenses, etc. in your package.

Summary

The submittal process will go much smoother if you picture yourself in the designer's role. If your submittal process is simple and well organized, it is more likely to be processed faster and with fewer objections.

Make sure you have reviewed your submittal for compliance and indicated so with your stamp.

If you have questions, call the Clancy & Theys project manager in charge of your project.

