# Submittal Summary Record

**Project:**

**Proj. #:**

**Owner #:**

**Sub:**

**Phone:**

**Sect(s):**

**Fax:**

**Contact(s):**

**ACTION CODE:**

- A: Approved
- AN: Approved as Noted
- NA: Not Approved
- FYU: For Your Use
- R: Rejected
- NX: No Exceptions Taken
- NM: Note Markings
- NMR: Note Markings; Rev & Resub.

<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>DOCUMENT #</th>
<th>1ST SUBMISSION</th>
<th>2ND SUBMISSION</th>
<th>DISTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quant</td>
<td>Description</td>
<td>Company</td>
<td>Sub</td>
<td>Sent</td>
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Sample Submittal Log
**4.10.3**

Sample Letter to Subcontractors Regarding Submittal Requirements

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**Letterhead**

Date: ___________________

To: ________________________

ATTN: ______________________

RE:  Project: ______________________
     Project #: __________________

SUBJ:  Submittal Requirements
       Section(s) __________________

Mr.(Ms.) ________________________:

The contract requires your submission of the following items. Note that this list is for your convenience only; the omission here of any item does not relieve you of the requirement.

Please submit:

- Certificate of Insurance
- Performance Bond
- Labor & Material Payment Bond
- Certified Payroll Reports
- Payroll Ledgers
- Shop Drawings: ______ Copies
- Erection Drawings
- Product Specifications
- Employer EEO Reports
- MSDS Sheets
- Samples

- Installation Instructions
- Delivery Time After Approval
- Erection/Installation Time
- Tests/Inspection Reports
- Guaranties/Warranties
- Full Lien Waiver Forms
- As-Built Plans & Specs

Please be aware of the proper form, content, and time requirements for each submission, and comply in every respect. Contact me immediately if you have any questions.

Thank you for your cooperation.

Very truly yours,

COMPANY

________________________________________  cc: File:___________, CF

Project Manager
4.10.4
Submittal Review Checklist

SUBMISSION REQUIREMENTS
All approval submittals contain:
1. Project Title & Job Number
2. Contract Identification
3. Date of Submission (or Revision)
4. Dates of Previous Submissions
5. Names of contractor, supplier and/or mfr.
6. Identification of all products with
   specification section numbers
7. Field dimensions - clearly identified as such
8. Relation to adjacent and/or critical
   features of the work
9. References to applicable standard specs
10. Clear Identifications of deviations from the
    Contract Documents
11. All other pertinent information as may be
    required by the specifications or the Company,
    such as:
        - Model Numbers
        - Performance Characteristics
        - Dimensions & Clearances
        - Wiring or Piping Diagrams
12. Manufacturer's standard drawings include:
    - Modifications to delete Information
      not applicable to this project
    - Supplemental Information specifically
      applicable to this project
13. Check the specifications for add'l requirements

SUBMITTAL REVIEW PROCEDURE
1. Ensure that subcontractors and suppliers
   submit materials promptly
2. Determine and verify:
   - That the sub has incorporated and will
     guarantee all field dimensions
   - All field conditions and construction
     criteria have been accommodated
   - That the product either complies with the
     specification requirements in every respect,
     or that every deviation has been properly
     identified, and includes its respective
     complete explanation/justification
3. Coordinate each submittal with both field
   and contract document requirements
4. Research and confirm all "justifications" for
   any deviation from the contract documents.
   Do this before submitting the documents
   for approval
5. Determine if a credit or addition to the contract
   is in order, based upon any changes in the
   submission
6. Determine if any backcharges to any other
   subcontractor or supplier are in order as a
   result of changes required by this item
7. Determine that the submission is timely, and
   that the material conforms to required deliveries
8. Positively identify by responsibility all "Not By
   Subcontractor" or "By Others" kinds of
   remarks. Correct as necessary before
   submission to the architect for approval.
9. Compare all resubmissions with the file copy
   of the previous submission. Confirm that all
   required corrections have been made.

DISTRIBUTION
1. Upon receipt of submittals bearing the stamp
   indicating architect action, distribute copies to:
      - Jobsite File (For Construction documents
        only)
      - Record Documents File
      - Other affected subcontractors and suppliers
      - The supplier or fabricator
      - Anyone else who may need the information
      for the work properly

FOLLOW UP
1. Monitor the time that it takes for the approval
   process.
   - Be sure that the architect is giving proper,
     timely attention
   - Be sure that all delays and other
     inappropriate actions are duly noted in
     the correspondence
2. Be certain that the design professionals:
   - Include all information required of them
     by way of questions in the submittals
   - Do not overstep their authority
   - Do not overstep their professional
     capacities
   - Do not add work without regard for the
     established change order procedure
   - Include only meaningful action that will
     allow proper completion of the submittal
   - Affix the accepted stamp and initial/sign it
   - Clearly indicate any requirements for
     resubmittal, approval of the submittal
3. Upon distribution of the submittal back to
   its originator:
      - Reconfirm the delivery schedule(s)
      - Confirm that the submission is being
        returned in good time for the subcontractor
        or supplier to meet its own requirements
      - Note any significant information for the next
        construction schedule update
      - Begin any necessary change order
        procedure
      - Be sure that the Submittal Log form is used and
        maintained as each part of the process is
        completed. Complete the respective log entry
<table>
<thead>
<tr>
<th>RFI #</th>
<th>SUBJECT</th>
<th>INITIATION DATE</th>
<th>TO CONFIRM</th>
<th>ACTION REQUEST</th>
<th>DATE</th>
<th>ACTION RECEIVED</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
5.9.7
Sample Daily Field Report Form
(Page 1 of 2)
(Completed Example)

Project: FIREHOUSE ADDITION  No: 9424
Location: NEW CITY, CT
Superintendent: D. JEFFKO

<table>
<thead>
<tr>
<th>Name</th>
<th>Classification</th>
<th>Name</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>D. JEFFKO</td>
<td>SUPER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. LEONARDO</td>
<td>P.E.</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Quant</th>
<th>Co/Sub</th>
<th>Type/Size</th>
<th>Work/Idle</th>
<th>Work Performed</th>
<th>Arrive</th>
<th>Depart</th>
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<tbody>
<tr>
<td>1</td>
<td>S</td>
<td>C17 DOZER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>S</td>
<td>920 LOADER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>S</td>
<td>710 HIGH-LIFT</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

VISITORS / CONVERSATIONS / MEETINGS / SAFETY REVIEWS
D.J. 9:20 AM TELECON W/RAY SMITH (ARCHITECT); RAY EXPECTS TO HAVE A-LINE CLARIFICATION (ANSWER TO QST # 12) BY 5-16-94
J. CARRIGAN (OWNER REP) CONDUCTED GENERAL SITE REVIEW BETWEEN 11:30 AM & 12:30 NOON
B. KROY (KROY ROOFING) STOPPED BY AT 2:40 PM TO CONFIRM THAT SITE IS READY FOR KROY'S MTE. DELIVERIES ON 5-18-94

REQUIRED MATERIAL / INFORMATION

<table>
<thead>
<tr>
<th>Item</th>
<th>Requested From</th>
<th>Company</th>
<th>Promised By</th>
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</thead>
<tbody>
<tr>
<td>REF #12 ANSWER</td>
<td>R. SMITH</td>
<td>A&amp;S ARCHITECTS</td>
<td>S-10-94</td>
</tr>
<tr>
<td>TEMP. PROJECT MTL FOR H.M.</td>
<td>P. DAVIES</td>
<td>D A N MASONRY</td>
<td>S-10-94</td>
</tr>
</tbody>
</table>

Project/Manager (Signature)  Superintendent (Signature)
### 5.9.7
Sample Daily Field Report Form

*(Page 2 of 2)*

*(Completed Example)*

<table>
<thead>
<tr>
<th>#</th>
<th>Workers</th>
<th>Classification</th>
<th>EEO Code</th>
<th>Complete Description and Location of Work</th>
<th>CO#</th>
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</thead>
<tbody>
<tr>
<td>3</td>
<td>CARP.</td>
<td>LNM</td>
<td>CONTINUE FRAMING EXTER 112 GA. STL. SID 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>CARP. FOREMEN</td>
<td>Rm</td>
<td>CTP SHEATHING &amp; SOUTH ELEVATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FOREMEN</td>
<td>LNM</td>
<td>HEAT &amp; AC, Etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PLUMBER</td>
<td>LNM</td>
<td>COMPLETE CHANGES TO FC UNITS</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>&quot;</td>
<td>LNF</td>
<td>CONTINUE OUT BRANCHES IN ROOM</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>&quot;</td>
<td>LNF</td>
<td>219, 220, 224, 227</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>FOREMEN</td>
<td>Hm</td>
<td>COMPLETE ROOF WIRING &amp; 2ND FLR</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>ELECTRICIAN</td>
<td>Rm</td>
<td>CONTINUE LIGHT FIXTURE INSTALLATION 2 FLR</td>
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<td></td>
<td>&quot;</td>
<td>LNM</td>
<td>ROOMS 112, 112A, 1118</td>
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<tr>
<td></td>
<td></td>
<td>LNM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FOREMEN</td>
<td>LNM</td>
<td>COMPLETE BACK VENIER AT NORTH &amp; EAST</td>
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</tr>
<tr>
<td></td>
<td>MASON</td>
<td>Rm</td>
<td>EXTERIOR EXTERIOR</td>
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</tr>
<tr>
<td></td>
<td>MASON</td>
<td>LNM</td>
<td>COMPLETE 2ND FLOOR (FINAL) ELEV SHREW</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>LABORER</td>
<td>LNM</td>
<td></td>
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</tr>
</tbody>
</table>

| 17 | Total Force |
# DAILY REPORT OF EXTRA WORK

**Date:**

**Project:**

**Contract Work:**

**Change Order:**

**Owner CO #:**

**Company CO File #:**

**Work Done Under Protest:**

**Work Part of a Claim:**

**Description of Work:**

<table>
<thead>
<tr>
<th>(A) LABOR</th>
<th>(B) MATERIAL</th>
<th>(C) EQUIPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>Description</td>
<td>Size/Class</td>
</tr>
<tr>
<td>Quan</td>
<td>Quan</td>
<td>Quan</td>
</tr>
<tr>
<td>Hrs</td>
<td>Unit Price</td>
<td>Hrs</td>
</tr>
<tr>
<td>Rate*</td>
<td>Amount</td>
<td>Rate</td>
</tr>
<tr>
<td>Amount</td>
<td>Subtotal</td>
<td>Subtotal</td>
</tr>
</tbody>
</table>

* Includes applicable health, welfare, pension, insurance, and taxes.

**Total Labor (A):** $_____

**Subtotal:** $_____

**Sales Tax:** $_____

**Total Material (B):** $_____

**Total Equipment (C):** $_____

**GRAND TOTAL (A+B+C):** $_____
### Sample Job Meeting Minutes Form (Page 2 of 2)

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>ACTION REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>By</td>
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</tbody>
</table>

**Project:**

**Proj. #:**

**Job Meeting No.:**

**Date:**

**Location:**

Page of
Date: JULY 22, 1994

REQUEST FOR INFORMATION: RFI #: 16

To: STATE ARCHITECTURAL UNIT  
165 BUREAUCRATIC BUILD,  
CITY, STATE 00000

Project: BURLINGTON POLICE TUR
Project #: 9550

ATTN: JOHN ARCH

Hand Delivered  
Fax: 666-9999  
Mailed

Subject: Section(s): 03200 CONCRETE FOUNDATION LAYOUT  
Specification/Plan References: 8-1, A-4

1. Problem/Information Requested:
   DUG 8-1 DET. G REQUIRES THE FROST WALL AT COL. LINE 3  
   TO BE 14" THICK.
   5/A-4 REQUIRES THE SAME WALL TO BE 12" THICK (IN ORDER  
   TO WORK PROPERLY WITH THE BACK SHELF)

   Information Requested By: MARK LEONARD

2. Response Confirmation:
   YOU CONFIRMED IN OUR 9:40 AM TELECON TODAY THAT  
   DETAIL 5/A-4 WILL BE FOLLOWED  
   (6/5/1 WILL BE CORRECTED ON THE AS BUILT DRAWINGS)

   Approved By: Date:

3. Clarification/Action; please respond by or before 19 in order to  
   minimize delay or interference with the ability to proceed with the work:

   By: Date:

cc: Superintendent
   OWNER ON-SITE REP
   RFI #116
   File: CONC CF