

DIVISION 1 GENERAL REQUIREMENTS

SECTION 01330

SUBMITTAL PROCEDURES

PART 1 GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Description of general requirements for Submittals for the Work:
 - a. Procedures
 - b. Schedule of Shop Drawing and Sample Submittals
 - c. Safety Program
 - d. Progress Schedule
 - e. Product Data
 - f. Shop Drawings
 - g. Samples
 - h. Coordination Drawings (OPTIONAL If Applicable)
 - i. Quality Assurance Control Submittals
 - 1) Design Data
 - 2) Test Reports
 - 3) Certificates
 - 4) Manufacturers' Instructions
 - 5) Material Safety Data Sheets
 - j. Installation, Operations, and Maintenance Manuals
 - k. Computer Programs
 - l. Project Record Documents
 - 2. Delay of Submittals
 - 3. Optional Review Meeting

1.2 PROCEDURES

- A. Submit at Contractor's expense, in duplicate sets, the following items ("Submittals") required by the Contract Documents:
 - 1. Schedule of Shop Drawing and Sample Submittals
 - 2. Safety Plans
 - 3. Progress Schedule
 - 4. Product Data; Shop Drawings
 - 5. Samples
 - 6. Coordination Drawings
 - 7. Quality Assurance Control Data
 - 8. Machine Inventory Sheets
 - 9. Installation, Operation, and Maintenance Manuals
 - 10. Computer Programs
 - 11. Project Record Documents
 - 12. Seismic Submittal Review Forms, where specified in technical specifications.
- B. Submit these Submittals to District for review and approval in accordance with accepted Schedule of Shop Drawings and Samples Submittals. If no such schedule is agreed upon, then all Shop Drawing, Samples, and product data Submittals shall be submitted within 21 Days after receipt of Notice of Award from District. In all instances, District may require Contractor to submit any or all Submittals directly to Architect/Engineer for review.
- C. Transmit each item with the appropriate Submittal transmittal form (attached to this Section 01330 as Exhibits A and B). Identify Project, Contractor, Subcontractor, major supplier, pertinent Drawing sheet and detail number, and Specification Section number as appropriate. Where manufacturer's standard drawings or data sheets are used, they shall be marked clearly to show those portions of the data that are applicable to this Project. Inapplicable portions shall be marked out. Submittals shall be submitted based on each Specification

Section. Submittals containing information about more than one Specification Section will be returned for resubmittal. Submittals shall include all information requested by each Specification Section. (No partial Submittals.) Incomplete Submittals will be returned not reviewed by District.

- D. The data shown on the Submittals shall be complete with respect to quantities, dimensions, specified performance and design criteria, materials and similar data to show District the materials and equipment Contractor proposes to provide and to enable District to review the information for the limited purposes specified in this Section 01330. Submittals shall be identified clearly as to material, supplier, pertinent data such as catalog numbers and the use for which it is intended and otherwise as District may require to enable District to review the Submittal. The quantity of each Submittal to be submitted will be as required by individual Specification Sections or this Section 01330.
- E. At the time of each submission, give District specific written notice of all variations, if any, that the submitted Submittal may have from the requirements of the Contract Documents, and the reasons therefore. This written notice shall be in a written communication attached to the Submittal transmittal form. In addition, cause a specific notation to be made on each Submittal submitted to District for review and approval of each such variation. If District accepts deviation, District will note its acceptance on the returned Submittal transmittal form and, if necessary, issue appropriate Contract Modification.
- F. Submittal coordination and verification is responsibility of Contractor; this responsibility shall not be delegated in whole or in part to Subcontractors or suppliers. Before submitting each Submittal, review and coordinate each Submittal with other Submittals and with the requirements of the Work and the Contract Documents, and determine and verify:
 - 1. All field measurements, quantities, dimensions, specified performance criteria, installation requirements, materials, catalog numbers and similar information with respect thereto;
 - 2. All materials with respect to intended use, fabrication, shipping, handling, storage, assembly and installation pertaining to the performance of the Work; and
 - 3. All information relative to Contractor's sole responsibilities and of means, methods, techniques, sequences and procedures of construction and safety precautions and programs incident thereto.
- G. Contractor's submission to District of a Submittal shall constitute Contractor's representation that it has satisfied its obligations under the Contract Documents, and as set forth immediately above in this paragraph 1.2 of Section 01330, with respect to Contractor's review and approval of that Submittal. Submittals that do not have Contractor's stamp, acknowledging review by the Contractor, will be considered incomplete and will be returned to the Contractor unreviewed.
- H. Designation of work "by others," if shown in Submittals, shall mean that work will be responsibility of Contractor rather than Subcontractor or supplier who has prepared Submittals.
- I. After review by District or Architect/Engineer or other consultant designated by District, of each of Contractor's Submittals, one set of material will be returned to Contractor with actions defined as follows:
 - 1. NO EXCEPTIONS TAKEN - Accepted subject to its compatibility with future Submittals and additional partial Submittals for portions of the Work not covered in this Submittal. Does not constitute approval or deletion of specified or required items not shown on the Submittal.
 - 2. MAKE CORRECTIONS NOTED (NO RESUBMISSIONS REQUIRED) - Same as item 1 above, except that minor corrections as noted shall be made by Contractor.
 - 3. REVISE AS NOTED AND RESUBMIT - Rejected because of major inconsistencies or errors that shall be resolved or corrected by Contractor prior to subsequent review by District.
 - 4. REJECTED - RESUBMIT - Submitted material does not conform to Drawings and/or Specifications in major respect, i.e.: wrong size, model, capacity, or material.
- J. Make a complete and acceptable Submittal at least by second submission. District reserves the right to deduct monies from payments due Contractor to cover District and Architect/Engineer's additional costs of review beyond the second submission. Illegible Submittals will be rejected and returned to Contractor for resubmission. Contractor shall be in breach of the Contract if Contractor's first resubmittal, following a Submittal which District determines falls within categories 3 or 4 above, does not fall within categories 1 or 2 above.
- K. Favorable review will not constitute acceptance by District of any responsibility for the accuracy, coordination and completeness of the Submittals. Accuracy, coordination, and completeness of Submittals shall be sole responsibility of Contractor, including responsibility to back-check comments, corrections, and modifications from District's review before fabrication. Contractor, Subcontractors, or suppliers may prepare Submittals, but Contractor shall ascertain that Submittals meet requirements of Contract Documents, while conforming to structural space and access conditions at point of installation. District's review will be only to assess if the items covered by the Submittals will, after installation or incorporation in the Work, conform to the information

given in the Contract Documents and be compatible with the design concept of the completed Project as indicated by the Contract Documents. Favorable review of Submittal, method of work, or information regarding materials and equipment Contractor proposes to furnish shall not relieve Contractor of responsibility for errors therein and shall not be regarded as assumption of risks or liability by District, or any officer or employee thereof, and Contractor shall have no claim under Contract Documents on account of failure or partial failure or inefficiency or insufficiency of any plan or method of work or material and equipment so accepted. Favorable review shall be considered to mean merely that District has no objection to Contractor using, upon Contractor's own full responsibility, plan or method of work proposed, or furnishing materials and equipment proposed.

- L. District's review will not extend the means, methods, techniques, sequences or procedures of construction or to safety precautions or programs incident thereto. The review and approval of a separate item as such will not indicate approval of the assembly in which the item functions.
- M. Submit complete initial Submittal for those items where required by individual Specification Sections. Complete Submittal shall contain sufficient data to demonstrate that items comply with Specifications, shall meet minimum requirements for submissions cited in Specification Sections, shall include motor data and seismic anchorage certifications, where required, and shall include necessary revisions required for equipment other than first named. If Contractor submits incomplete initial Submittal when complete Submittal is required, Submittal may be returned to Contractor without review.
- N. Copy, conform, and distribute reviewed Submittals in sufficient numbers for Contractor's files, Subcontractors, and vendors.
- O. After District's review of Submittal, revise as noted and resubmit as required. Identify changes made since previous Submittal.
 - 1. Begin no fabrication or work that requires Submittals until return of Submittals not requiring resubmittal. Do not extrapolate from Submittals covering similar work.
 - 2. Normally, Submittals will be processed and returned to Contractor within 21 Days of receipt.
- P. Distribute copies of reviewed Submittals to concerned persons. Instruct recipients to promptly report any inability to comply with provisions.
- Q. All Submittals shall be number-identified by Contractor, prior to submission to District, in accordance with the following:
 - 1. Sequentially number each Submittal (i.e., "1", "2", "3", etc.) as the basis for number identification of Submittals.
 - 2. Affix the Submittal number under which each Submittal is made on every copy of each Shop Drawing, product data, sample, certification, etc.
 - 3. Number Installation, Operation, and Maintenance Manuals with original root number of the approved Submittal for the item.
 - 4. If the Submittal is a resubmittal (including without limitation after an initial Submittal is rejected, returned without review or marked 'Revise as Noted and Resubmit'), add the suffix designation "A" (i.e., a resubmittal of Submittal 1 would be numbered 1A). Subsequent resubmittals would be identified by the Submittal number and sequential letters (i.e., "B", "C", "D", etc.).
 - 5. All Submittals shall include all information requested by each Specification Section. No partial Submittals will be accepted unless previously authorized by District. In the event a partial Submittal is authorized, each subsequent different Submittal (as opposed to resubmittal) is given a new number.
- R. Submission Requirements:
 - 1. Deliver Submittals to District giving sufficient time for more than one review but in no case less than 30 Days before dates reviewed Submittals will be needed.
 - 2. Initial Submittal of Installation, Operation, and Maintenance Manuals shall be 45 Days after the date Submittals that pertain to the applicable portion of the Installation, Operation, and Maintenance Manual is satisfactorily reviewed.
 - 3. The following table lists the number of initial Submittals required from Contractor for each type of submission, to whom Contractor shall distribute the information, and District's distribution of reviewed submissions. If Contractor needs more copies of reviewed Submittals returned to it, then either submit additional copies or make copies from the returned transparency Submittal. Submittals requiring resubmission will require the same quantity and distribution as an initial Submittal.

Submittal	Contractor Initial Submittal		District Submittal Review Return	
	# of Original Transparencies	# of Copies/ Prints/ Samples	# of Original Transparencies	# of Copies/ Prints/ Samples
	District	District	Contractor	Contractor
Shop Drawings	2	9	1	1
Product Data	0	9	0	1
Samples	0	4	0	1
Materials Safety Data Sheets	0	5	0	1
Installation, Operation, and Maintenance Manuals	1	5		1
Other Documents	2	9	1	1

Accompany Submittals with Submittal transmittal form, in duplicate, containing:

- a. Date, revision date, and Submittal log number.
 - b. Project name and District’s Contract number.
 - c. Contractor’s name, address, and job number.
 - d. Specification Section number clearly identified.
 - e. The quantity of Shop Drawings, Product Data, or Samples submitted.
 - f. Notification of deviations from Contract Documents.
 - g. Materials Safety Data Sheet (MSDS) for each item complying with OSHA’s Hazard Communication Standard 29 CFR 1910.1200.
 - h. Other pertinent data.
4. Submittal shall include:
- a. Date and revision dates.
 - b. Revisions, if any, identified.
 - c. Project Name and Contract number.
 - d. The names of:
 - 1) Contractor, Subcontractor, Supplier, Manufacturer, and separate detailer, when pertinent.
 - e. Identification of product material by location within the Project.
 - f. Relation to adjacent structure or materials.
 - g. Field dimensions, clearly identified as such.
 - h. Specification Section number and applicable detail reference number on the Drawings.
 - i. Applicable reference standards, such as ASTM, ANSI, FS, NEMA, SMACNA or ACI.
 - j. A blank space, on each Drawing or data sheet, 5” x 4” for the District’s stamp.
 - k. Identification of deviations from Contract Documents.
 - l. Contractor’s stamp, initialed or signed, with language certifying the review of Submittals, verification of field measurements, construction criteria and technical standards in compliance with Contract Documents.
- S. Resubmission requirements:
1. Shop Drawings:
 - a. Revise initial Shop Drawings as required and resubmit as specified for initial Submittals.
 - b. Indicate on Shop Drawings any changes that have been made other than those requested by District.
 2. Product Data and Samples:
 - a. Submit new Product Data and Samples as required for initial Submittals.
 3. Installation, Operation, and Maintenance Manuals:
 - a. Revise initial Installation, Operation, and Maintenance Manual(s) as required and resubmit as specified for initial Submittals.
- T. Number of resubmissions:
1. One reexamination of Contractor’s Submittals that have been returned for correction or replacement will be included in District’s budget. Any additional reexamination of Contractor’s Submittals will be considered additional scope services to be paid by Contractor through District. Contractor shall pay District (or District may deduct from any progress or final payment), for design team personnel, on an hourly basis at 2.5 times direct payroll expenses, and for consultant personnel time at 1.25 times the amount billed District.

1.3 SCHEDULE OF SHOP DRAWING AND SAMPLE SUBMITTALS

- A. Submit preliminary Schedule of Shop Drawing and Sample Submittals as required by Document 00700 (General Conditions). Submit two copies of final and accepted Schedule of Shop Drawings and Sample Submittals as required by paragraph 1.2A.1 of this Section 01330.
- B. Schedule of Shop Drawing and Sample Submittals will be used by District to schedule its activities relating to review of Submittals. Schedule of Submittals shall indicate a spreading out of Submittals and early Submittals of long-lead-time items and of items that require extensive review.
- C. Schedule of Shop Drawing and Sample Submittals will be reviewed by District and shall be revised and resubmitted until accepted by District.
- D. Unless otherwise specified, make Submittals in groups containing all associated items to assure that information is available for checking each item when it is received. Identify on the Submittal which Submittals should be reviewed together.

1.4 SAFETY PROGRAM

- A. Submit one copy of Safety Program specific to these Contract Documents to District within the time set forth in Section 01540 (Site Security and Safety), paragraph 1.4. This submittal is for the District's information only.

1.5 PROGRESS SCHEDULE

- A. See Section 01320 (Progress Schedules and Reports) for schedule and report requirements. Section 01320 shall control in any conflict with Section 01330.
- B. Submit one reproducible, three print copies and an electronic version of the schedule at each of the following times:
 - 1. Initial Progress Schedule at the Preconstruction Conference.
 - 2. Original Schedule within 20 Days of the Notice to Proceed date.
 - 3. Adjustments to the Schedule as required.
 - 4. Schedule updates monthly, seven Days prior to monthly progress meeting.
- C. Submit four copies of the reports listed in Section 01320 (Progress Schedules and Reports) with:
 - 1. Initial Schedule
 - 2. Original Schedule
 - 3. Each monthly Schedule update
- D. Progress Schedules and Reports shall be submitted on 3½-inch, high-density floppy disks or other electronic media, using software described in paragraph 1.4E of Section 01320, in addition to hard copies specified in this paragraph 1.5. Electronic files shall be complete copies, including all programs and electronic coding

1.6 PRODUCT DATA

- A. Within ten Days after Start Date of the Contract Time, submit two copies of complete list of major products proposed for use, with name of manufacturer, telephone number, trade name, and model number of each product. Tabulate product data by Specification Section.
- B. For products specified only by reference standards, give manufacturer, trade name, model or catalog designation, and reference standards.
- C. Product or Catalog Data:
 - 1. Manufacturer's standard drawings shall be modified to delete non-applicable data or include applicable data.
 - 2. Manufacturer's catalog sheets, brochures, diagrams, schedules, charts, illustrations and other standard descriptive data:
 - a. Mark each copy to identify pertinent materials, products, or models.
 - b. Show dimensions and clearances required, performance characteristics and capacities, wiring diagrams and controls.
 - c. Include applicable MSDS.
- D. Supplemental Data:
 - 1. Submit number of copies that Contractor requires, plus two copies that will be retained by District.
 - 2. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturer's standard data to provide information unique to Project.
- E. Provide copies for Project Record Documents described in Section 01770 (Contract Closeout).

1.7 SHOP DRAWINGS

- A. Minimum Sheet Size: 8½ inches by 11 inches. All others: Multiples of 8½ inches by 11 inches, 34 inches by 44 inches maximum.
- B. Original sheet or reproducible transparency will be marked with District's review comments and returned to Contractor.
- C. Mark each copy to identify applicable products, models, options, and other data; supplement manufacturers' standard data to provide information unique to Work.
- D. Include manufacturers' installation instructions when required by Specification Section.
- E. If Contractor submits Shop Drawings for items that Shop Drawings are not specified, District will not be obliged to review them.
- F. Contractor is responsible for procuring copies of Shop Drawings for its own use as it may require for the progress of the Work.
- G. Shop Drawings shall be drawn to scale and completely dimensioned, giving plan view together with such sectional views as are necessary to clearly show construction detail and methods.

1.8 SAMPLES

- A. Submit full range of manufacturers' standard colors, textures, and patterns for District's selection.
- B. Submit samples to illustrate functional and aesthetic characteristics of product, with integral parts and attachment devices. Coordinate Submittal of different categories for interfacing work.
- C. Include identification on each sample, giving full information.
- D. Sizes: Unless otherwise specified, provide the following:
 - 1. Paint Chips: Manufacturers' standard
 - 2. Flat or Sheet Products: Minimum 6 inches square, maximum 12 inches square
 - 3. Linear Products: Minimum 6 inches, maximum 12 inches long
 - 4. Bulk Products: Minimum 1 pint, maximum 1 gallon
- E. Full size samples may be used in Work upon approval by District.
- F. Field Samples and Mock-ups (if applicable):
 - 1. Erect field samples and mock-ups at Site in accordance with requirements of Specification Sections. If testing is conducted, record and certify results and full Contract compliance.
 - 2. Modify or make additional field samples and mock-ups as required to provide appearance and finishes approved by District.
 - 3. Approved field samples and mock-ups may be used in Work upon approval by District.
 - 4. Construct or prepare as many additional Samples as may be required, as directed by the District, until desired textures, finishes, and/or colors are obtained.
 - 5. Accepted Samples and mock-up shall serve as the standard of quality for the various units of work.
- G. No review of a Sample shall be taken in itself to change or modify the requirements in the Contract Documents.
- H. Finishes, materials, and workmanship in the completed Work shall match accepted Samples.

1.9 NOT USED

1.10 QUALITY ASSURANCE CONTROL SUBMITTALS

- A. Test Reports:
 - 1. Submit three copies; One copy will be marked with District's review comments and returned to Contractor.
 - 2. Indicate that material or product conforms to or exceeds specified requirements.
 - 3. Reports may be from recent or previous tests on material or product, but shall be acceptable to District. Comply with requirements of each individual Specification Section.
- B. Certificates:
 - 1. Submit five copies; One copy will be marked with District's review comments and returned to Contractor.
 - 2. Indicate that material or product conforms to or exceeds specified requirements.
 - 3. Submit supporting reference data, affidavits, and certifications as appropriate.
 - 4. Certificates may be recent or from previous test results on material or product, but shall be acceptable to District.
- C. Manufacturers' Instructions:
 - 1. Submit three copies; One copy will be marked with District's review comments and returned to Contractor.
 - 2. Include manufacturers' printed instructions for delivery, storage, assembly, installation, startup, adjusting, and finishing.

3. Identify conflicts between manufacturers' instructions and Contract Documents.
- D. Material Safety Data Sheets:
 1. In addition to Material Safety Data Sheets (MSDS) otherwise required by the Contract Documents, submit five copies for any paints, solvents, thinners, varnish, lacquer, glues and adhesives, mastics, or other materials needed for the Project as required by the individual Specification Sections or as otherwise specified in the Contract Documents.
 2. MSDS required for a Submittal shall be submitted with product data in order for the Submittal to be reviewed.

1.11 INSTALLATION, OPERATIONS, AND MAINTENANCE MANUALS

- A. Sheet Size: 8½ x 11 inch
- B. Drawing Size: Reduce drawings or diagrams to an 8½ x 11 inch or 11 x 17 inch size. However, where reduction is not practical to ensure readability, fold larger drawings separately and place in vinyl envelopes bound into the binder. Identify vinyl envelopes with drawing numbers.
- C. Binding: Bind in stiff, metal-hinged, three-ring binder(s) with standard three-hole punching.
- D. Multiple Items: Multiple items may be combined into one binder; tab each section with plastic-coated dividers.
- E. Page Protectors: Provide plastic sheet lifters prior to first page and following last page.
- F. Binder title: Include the following title on front and spine of binder:

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
ATHLETIC FACILITIES IMPROVEMENTS
INSTALLATION, OPERATION, AND MAINTENANCE MANUAL, (YEAR)**

- G. Contents:
 1. Introductory Information:
 - a. Title page providing the same information as paragraph 1.11F above
 - b. Contractor's name, address, and telephone number
 - c. Table of Contents
 2. Include, at a minimum, the following detailed information for each item as applicable and as required by individual Specification Sections:
 - a. Equipment function, normal operating characteristics, limiting operations.
 - b. Assembly, disassembly, installation, alignment, adjustment, and checking instructions.
 - c. Operating instructions for startup, routine and normal operation, regulation and control, shutdown, and emergency conditions.
 - d. Lubrication and maintenance instructions including specific type and amount of lubricant and recommended lubrication interval.
 - e. Guide to "troubleshooting."
 - f. Parts list and predicted life of parts subject to wear.
 - g. Outline, cross-section, and assembly drawings; engineering data; and electrical diagrams, including elementary diagrams, labeled wiring diagrams, connection diagrams, word description of wiring diagrams and interconnection diagrams.
 - h. Test data and performance curves.
 - i. A list of recommended spare parts with a price list and a list of spare parts provided under this Contract.
 - j. Copies of parts lists or other documents packed with equipment when delivered.
 - k. Instrumentation or tag numbers relating the equipment back to the Contract Documents.
 3. Index
- H. Final Submittal: Upon favorable review of Installation, Operation, and Maintenance Manual(s) by District, deliver one additional hard copy and one electronic media format copy of the final approved Installation, Operation, and Maintenance Manual(s). Electronic media format copy shall include all tables, charts, drawings, codes and all other matters reflected in hard copies. District utilizes **Microsoft Access Program** for records-keeping and facilitating maintenance functions. Contractor shall complete the Equipment and Tasks lists in digital format for each piece of equipment supplied. Instructions are attached hereto in Appendix 1.
- I. Electronic Media Format: Compatible with Microsoft® Word 2000 for Windows, AutoCAD 2000 for Windows in drawing format (.DWG), or Adobe (.PDF) unless directed otherwise by District. All files shall be delivered on a unique CD-ROM.

- J. Draft Submittal: The Draft Submittal of Installation, Operation, and Maintenance Manuals shall be submitted to District prior to equipment startup.

1.12 COMPUTER PROGRAMS

- A. When any equipment requires operation by computer programs, submit copy of program on appropriate diskette, plus a hard-copy and an electronic copy (Adobe .PDF format) of all user manuals and guides for operating the programs and making changes in the programs for upgrading and expanding the databases. Program shall be Windows 2000 compatible. Provide required licenses to District at no additional cost.

1.13 PROJECT RECORD DOCUMENTS

- A. Submit one copy of each of the Project Record Documents listed in Section 01770 (Contract Closeout).

1.14 DELAY OF SUBMITTALS

- A. Delay of Submittals by Contractor is considered avoidable delay. Liquidated damages incurred because of late Submittals will be assessed to Contractor.

1.15 OPTIONAL REVIEW MEETING

- A. At the Contractor's request, in order to facilitate the timeliness of the review process, the District may schedule a meeting to review the materials submitted. If this option is exercised, the following requirements apply:
 - 1. Request a meeting date with the District at least 10 Business Days in advance.
 - 2. Provide the complete package of Submittal information at least 5 Business Days in advance of the meeting.
 - 3. The meeting shall take place at District's office. District will provide the authorized staff to review and respond on the Submittal information during the meeting.
 - 4. Make available for this meeting the job superintendent and/or foreman, Contractor's safety officer, and someone knowledgeable of all the items submitted and authorized to make substitutions or changes.

END OF SECTION

TRANSMITTAL SHEETS AND MAINTENANCE SHEET FOLLOW THIS PAGE

**EXHIBIT A
SUBMITTAL
TRANSMITTAL NO.**

Project Name: _____		Date Received:		
San Mateo County Community College District 3401 CSM Drive San Mateo, CA 94402		Checked By:		
Contractor:		Log Page:		
Address:		Address:		Specification Section Number: 1 st Submittal <input type="checkbox"/> Resubmittal <input type="checkbox"/>
Attention:		Attention:		
Date Transmitted:		Previous Transmittal Date:		
No. Copies	Description	Manufacturer	Dwg. or Data No.	Action Taken*

Remarks: _____

* The action designated above is in accordance with the following legend:

- | | |
|---|--|
| <p>A – No Exceptions Taken
B – Make Corrections Noted (No Resubmission Required)
C. – Make Corrections Noted and Resubmit
D – Not Approved</p> <ol style="list-style-type: none"> 1. Not enough information for review 2. No reproducibles submitted 3. Copies illegible 4. Not enough copies submitted 5. Wrong sequence number 6. Wrong resubmittal number 7. Wrong Specification section number 8. Wrong form used 9. See comments 10. | <p>D – District’s review not required</p> <ol style="list-style-type: none"> 1. Submittal not required 2. Supplemental information. Submittal retained for informational purposed only 3. Information reviewed and approved on prior Submittal 4. See comments |
|---|--|

Comments _____

By _____ Date _____

Distribution: Contractor File Field District Other

EXHIBIT B
INSTALLATION, OPERATION, AND MAINTENANCE MANUAL
TRANSMITTAL NO. _____

Project Name: _____		Date Received:		
San Mateo County Community College District 3401 CSM Drive San Mateo, CA 94402		Checked By:		
Contractor:		Log Page:		
Address:		Address:		
Attention:		Attention:		
Date Transmitted:		Previous Transmittal Date:		
No. Copies	Description	Manufacturer	Dwg. or Data No.	Action Taken*

Remarks: _____

* The action designated above is in accordance with the following legend:]

- A – No exceptions taken
- B – Make Corrections Noted (No Resubmission Required)
- C – Make Corrections Noted and Resubmit
- D – Not Approved– this manual Submittal is deficient in the following area:
 - 1. Equipment record sheets
 - 2. Functional description
 - 3. Assembly, disassembly, installation, alignment, adjustment, and checkout instructions
 - 4. Operating instructions

- C – (continued)
 - 5. Lubrication and maintenance instructions
 - 6. Troubleshooting guide
 - 7. Parts list and ordering instructions
 - 8. Organization (indexing and tabbing)
 - 9. Wiring diagrams and schematics specific to installation
 - 10. Outline, cross section, and assembly diagrams
 - 11. Test data and performance curves
 - 12. Tag or equipment identification numbers
 - 13. See comments

Comments _____

By _____ Date _____

Distribution: Contractor File Field District Other