1. **GENERAL**
   1. **List of Submissions**
      1. Construction Schedule.
      2. Certificates and Transcripts.
      3. Shop Drawings and Product Data.
      4. Samples.
      5. Daily Record Progress Report.
      6. Inspections and Test Reports.
      7. Other: to be supplied on a Project-by-Project basis.
   2. **Related Sections**
      1. Section 01 11 00 Summary of Work.
      2. Section 01 31 00 Project Management and Coordination.
      3. Section 01 32 16 Construction Progress Schedule.
      4. Reference 00 73 00, 1—Supplementary Conditions for submittal procedures relating to the construction schedule.
   3. **Submittals**
      1. Construction Schedule–refer to Section 01 32 16.
      2. Certificates and Transcripts:
         1. Immediately after award of Contract, the Contractor is to submit Workers’ Compensation Board Letter of Current Status, transcription of Insurances, and required Bonds.
      3. Shop Drawings and Product Data:
         1. Provide Schedule for when Shop Drawings, Product Data, and Samples are needed for approvals.
         2. Electronic copies of shop drawings shall be submitted for each requirement requested in Specification Sections and as Consultant may reasonably request.
         3. Sign shop drawings as “Reviewed by General Contractor” PRIOR TO submitting to Consultant for review.
         4. Changes may be requested by the Consultant. Once Consultant is satisfied with the shop drawings, they are to be signed as “Reviewed by Consultant” and then submitted to BCIT for a final review. The reviews by Contractor and Consultant represent that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and co-ordinated with requirements of the Work and Contract Documents.
         5. Submit electronic copies of product data sheets or brochures for requirements requested in Specification Sections, and as Consultant may reasonably request where shop drawings will not be prepared due to standardized manufacture of product. Where multiple options are outlined on the product data sheet(s), the applicable options are to be highlighted.
         6. One complete set of reviewed Shop Drawings is to be kept on the construction site for reference by Consultants and Inspectors.
      4. Samples
         1. Submit samples in duplicate for review as requested in respective Specification Sections.
         2. Deliver samples prepaid to Consultant’s business address.
      5. Daily Record Progress Report
         1. From the date of commencement of the work the Contractor shall maintain a careful daily record of the progress of the Work using the Contractor's standard diary form, with all applicable trades listed or in such form as designated by the Consultant. A copy of this record must be submitted to the Consultant with each Application for Payment.
         2. This Daily Record shall record all pertinent data and must include a minimum of the following:
            1. Daily weather conditions, including maximum and minimum temperatures in Celsius.
            2. Commencement, progress, and completion of various portions of the Work.
            3. Dates of all Site Meetings.
            4. Dates of any visits or inspections by Government authorities, Inspectors, Utility Companies, and any other visitors to the Site.
            5. Record of Work Force employed by Contractor and Subcontractors.
            6. Log of all information or questions requested by Contractor and Subcontractors, and answers received.
            7. Log of all Deliveries affecting the Construction Schedule.
            8. Actions or Events affecting the Construction Schedule.
            9. Waste Stream Documentation: time and date of removals, type and quantity of materials removed, and final destination of materials.
            10. Safety Program records (Access Forms, Shut down forms, etc.).
      6. Inspection & Test Reports
         1. Copies of Architectural, Electrical, Gas and Plumbing permits shall be forwarded to the Consultant and Project Representative and also maintained in the site office for reference by interested parties.
         2. Testing Reports shall be submitted to the Contractor with copies to the Consultant and the Project Representative. Copies shall also be kept in the temporary construction office for reference by interested parties.
   4. **Other (Project Specific)**
      1. [\_\_\_\_\_]

\*\*\* END OF **SUBMITTAL PROCEDURES** SECTION \*\*\*