COORDINATE USE OF EXHIBIT 6 SUBMITTAL SCHEDULE WITH THIS SECTION.

SECTION 01334 SHOP DRAWINGS, PRODUCT DATA AND SAMPLES

PART 1 - GENERAL

1.1 REQUIREMENTS INCLUDED

A. Shop Drawings, Product Data, and Samples shall be submitted to the University's Representative. Product Data and Samples for proposed substitutions shall be submitted to University's Representative in accordance with Section 01630 Product Options and Substitutions. Contractor shall be responsible for obtaining copies of Shop Drawings, Product Data, and Samples as it may require for its own use.

FOR A&E PROJECTS ONLY

B. Procedures: Contractor shall use UCD Architects & Engineers submittal transmittal form on A&E Prism website. Complete instructions and website access information will be provided at the Pre-Construction Meeting.

1.2 RELATED REQUIREMENTS

A. Definitions

1. The terms "Shop Drawings" and "Product Data" as used herein also include, but are not limited to fabrication, erection, layout and setting drawings, manufacturers' standard drawings, descriptive literature, catalogues, brochures, performance and test data, wiring and control diagrams. All other drawings and descriptive data pertaining to materials, equipment, piping, duct, conduit systems, and methods of construction as required to show that the materials, equipment, or systems and the positions thereof conform to the Contract Documents.

2. As used herein, the term "manufactured" applies to standard units usually mass-produced. The term "fabricated" means items specifically assembled or made out of selected materials to meet individual design requirements. Shop Drawings shall establish the actual detail of all manufactured or fabricated items, indicate proper relationship to adjoining Work, and amplify design details of mechanical and electrical equipment in proper relationship to physical spaces in the structure.

B. Manufacturer's Instructions

1. Where any item of Work is required by the Contract Documents to be furnished, installed, or performed in accordance with a specified product manufacturer's instructions, Contractor shall procure and distribute the necessary copies of such instructions to the University's Representative and the Contractor shall furnish, install, or perform the Work in strict accordance therewith.

C. Submittal Schedule

EDIT TEXT WITHIN [] AS REQUIRED, MAKE PROJECT SPECIFIC

1. Initial Submittal: The minimum time required by [University's Representative] [University's Design Professional] to review and process Shop Drawings,
Product Data and Samples shall be at least 18 days after receipt, except the time to review submittals requiring review by State Fire Marshal (SFM), shall be at least 28 days.

2. Resubmittal: After receipt, resubmittals shall require the same time for review as the initial submittals.

3. The Contractor shall submit a schedule for submission of Shop Drawings, Product Data, and Samples (the "Submittal Schedule"). The schedule shall include the Contractor's time to process the submittal(s), and the time required for review by the [University's Representative] [University's Design Professional]. The schedule shall be agreed upon by the University's Representative, the University's Design Professional, and the Contractor in order that submittals will be available when needed by the construction process and so that each party can plan its workload in an orderly manner. All required submittals shall be initially submitted no later than [1 month] [2 months] [# months] after the Notice to Proceed.

4. Contractor shall prepare the Submittal Schedule in the form contained in the Exhibits and coordinate it with the Contract Schedule. No submittals will be processed prior to [University's Representative] [University's Design Professional] receiving and approving the Submittal Schedule, unless an exception is made by the University's Representative.

5. In preparing the Submittal Schedule, the Contractor must first determine from the Contract Schedule the date the particular item is needed for the Work. Working backwards, the Contractor will add the required number of days for shipment, time for fabrication, and similar items to determine the date of the first submittal. Contractor shall be responsible for the impact to the schedule resulting from submittals that do not conform to contract requirements. Contractor shall provide time in the Submittal Schedule for the re-submittal of items that do not conform to contract requirements.

6. The Submittal Schedule shall be adjusted to meet the needs of the construction process and the Contract Schedule. Submit 2 copies of the Submittal Schedule after it is completed and each time it is updated by the Contractor.

1.3 SHOP DRAWINGS

A. Present information required on Shop Drawings in a clear and thorough manner. Identify details by reference to drawing and detail, schedule, room numbers shown and specified.

B. Direct copies of the Contract Documents are not acceptable as a submittal from the Contractor.

1.4 PRODUCT DATA

A. Preparation

1. Clearly mark each copy to identify pertinent products or models.
2. Show performance characteristics and capacities.
3. Show dimensions and clearances required.
4. Show wiring or piping diagrams and controls.
B. Manufacturer's standard schematic drawings and diagrams
   1. Modify the standard schematic drawings and other diagrams to delete information that is not applicable to the Work.
   2. Supplement standard information to provide information specifically applicable to the Work.
   3. Clearly indicate manufacturer's model or part number intended for Project.

C. Material Safety Data Sheets
   1. Material Safety Data Sheets (MSDS) shall be submitted for all hazardous substances so defined by the State of California. MSDS shall also be provided for all substances furnished under this Contract that are not available to the general public from retail outlets, e.g., paints, coatings, lacquers, varnishes, sealers, removers, thinners, solvents, adhesives, cleaners, acids, putty, fillers, disinfectants, fungicides, pesticides, gases, oils, lubricants, treatments, liquid-applied flooring, etc.

1.5 SAMPLES

A. Samples shall be of sufficient size and quality to clearly illustrate the following:
   1. Functional characteristics of the products with integrally related parts and attachment devices;
   2. Full ranges of color, texture, and pattern;
   3. Or as specified.

B. Field Samples and mock-ups (if required)
   1. Erect at the Project site, at a location as directed by the University's Representative;
   2. Size: As specified;
   3. Fabricate each Sample and mock-up to be complete and fully finished;
   4. Remove mock-ups at conclusion of the Work;
   5. Or as specified.

1.6 CONTRACTOR'S REVIEW OF SUBMITTALS

A. Review, edit as appropriate, and stamp Shop Drawings, Product Data, and Samples prior to submission. Submittals shall clearly show that they have been reviewed by the Contractor for conformance with the requirements of the Contract Documents and for coordination with other Sections. Contractor's stamp and signature shall indicate that the submittal has been reviewed by the Contractor for conformance with the Contract requirements. Submittals that do not comply with this paragraph shall not be reviewed.

B. Determine and verify
   1. Field measurements.
   2. Field construction criteria.
   3. Catalog numbers and similar data.

C. Coordinate each submittal with requirements of the Work and of the Contract Documents.

EDIT BETWEEN [ ]

D. Notify the [University's Representative] [University's Design Professional] in writing, at time of submission, of any changes in the submittals from requirements of the Contract Documents.

E. Do not proceed with fabrication or Work that requires submittal review approval.

1.7 SUBMITTAL REQUIREMENTS

EDIT BETWEEN [ ]

A. A separate submittal is required for each specification section.

B. Submit items in a group or in a sequence which provide the [University's Representative] [University's Design Professional] with sufficient information to review items of Work which require coordination with each other. Submissions that do not provide required information to review items of Work requiring coordination with each other shall be returned to the Contractor for re-submittal.

C. Submit submittals promptly in accordance with the Submittal Schedule to avoid delay in the Work or in the Work of any Separate Contractor.

D. Samples: Submit new samples as required for initial submittal.

USE PARAGRAPHS E.1 THROUGH 3 IF UNIVERSITY'S DESIGN PROFESSIONAL IS RESPONSIBLE FOR SUBMITTAL REVIEW. THIS OPTION USED BY A&E, O&M HAS ELECTED NOT TO USE THESE PARAGRAPHS

E. Number of Submittals Required

1. Shop Drawings:
   a. Submit 1 reproducible transparency and 2 opaque reproductions of Shop Drawings to the University's Design Professional.
   b. Submit 1 reproducible transparency and 1 opaque reproduction to the University's Representative.
   c. The University's Design Professional shall return 1 reproducible transparency with review comments to the Contractor.

2. Product Data and Non-Reproducible Submittals:
   a. Submit 3 copies to the University's Design Professional and 2 copies to the University's Representative.
   b. The University's Design Professional shall return 1 copy with review comments to the Contractor.

3. Samples and Non-reproducible Submittals:
   a. Submit the number as specified in individual Specification Section(s) to the University's Design Professional.
   b. Submit 1 copy to the University's Representative.
USE PARAGRAPHS F.1 THROUGH 3 IF UNIVERSITY'S REPRESENTATIVE IS RESPONSIBLE FOR SUBMITTAL REVIEW. THIS OPTION USED BY O&M. A&E HAS ELECTED NOT TO USE THESE PARAGRAPHS

F. Number of Submittals Required
   1. Shop Drawings: Submit 1 reproducible transparency and 2 opaque reproductions of shop drawings to the University's Representative. The University's Representative shall return 1 reproducible transparency with review comments to the Contractor.
   2. Project Data and Non-Reproducible Submittals: Submit 4 copies of the University's Representative. The University's Representative shall return 1 copy with review comments to the Contractor.
   3. Samples and Non-Reproducible Submittals: Submit number as specified in individual Specification Section(s) to University's Design Professional. Submit 1 copy to the University's Representative.

G. Some specification sections may require submittals to be submitted electronically on CD-ROM in most current version of AutoCAD.

H. Submittals shall contain
   1. Date of submission and dates of any previous submissions.
   2. Project name and number.
   4. The names of
      a. Contractor.
      b. Subcontractor.
      c. Supplier.
      d. Manufacturer.
   5. Identification of the product with the Specification Section number.
   6. Field dimensions clearly identified as such.
   7. Relation to adjacent or critical features of the Work or materials.
   8. Reference standards such as American Society for Testing and Materials (ASTM) or Federal Specification (FS) numbers.

EDIT BETWEEN []

10. Identification of revisions on resubmittals. Note any departures from the Contract Documents or changes in previously reviewed submittals that were not commented upon by the [University's Representative] [University's Design Professional].
11. An 8 by 3 inch blank space for review stamps.
12. Contractor's stamp, initialed or signed, certifying to the review of the submittal; verification of materials field measurements and conditions; and compliance of the information within the submittal with requirements of the Work and of the Contract Documents.

A&E HAS ELECTED NOT TO USE THE PARAGRAPH REGARDING MATERIAL SUBMITTAL APPROVAL FORM. USING THE NEXT PARAGRAPH ELIMINATES STAMPING AND SIGNING EACH SUBMITTAL (USED BY THE FEDERAL GOVERNMENT).
13. Material Submittal Approval Form (MSAF): Contractor shall fill out and attach Material Submittal Approval Form (Refer to Exhibits) for shop drawings or products data to be reviewed by [University's Representative]. Submittals received without properly completed Material Submittal Approval Form will be returned without action to the Contractor.

---OR---

14. Contractor shall submit submittal(s) with transmittal provided by the University's Representative.

I. Resubmission Requirements

1. Shop Drawings and Product Data

EDIT BETWEEN []

a. Note any departures from the Contract Documents or changes in previously reviewed submittals that were not commented upon by the [University's Representative] [University's Design Professional].

b. [University's Representative] [University's Design Professional] will review a total of 2 submittals for the same item at no cost to the Contractor. The cost for the review of more than 2 submittals of the same item shall be deducted from the Contract Sum.

2. Samples: Submit samples as required for review/approval.

J. Distribution

1. Reproduce and distribute copies of Shop Drawings and Product Data, that carry the University's Representative's review stamp, to the following locations:
   a. Contractor's Project site file.
   b. Record documents file maintained by the Contractor.
   c. Separate Contractors.
   d. Subcontractors.
   e. Supplier, manufacturer or fabricator.

2. Distribute Samples that carry the University's Representative's review stamp as directed.

EDIT BETWEEN []

K. University's Representative [and University's Design Professional(s)] will review Contractor's submittals, such as Shop Drawings, Product Data and Samples, for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of the Contractor as required by the Contract Documents.

L. It is Contractor's responsibility to submit all submittals specified in each section of the specifications.
**FOR FO&M PROJECTS ONLY**

M. Contractor shall submit data, including but not necessarily limited to, the Sections identified in Table of Submittals. It is Contractor's responsibility to submit all submittals specified in each section of the specifications

**FOR FO&M PROJECTS ONLY ADD ADDITIONAL ROWS TO TABLE OF SUBMITTALS FOR TECHNICAL SECTIONS AND THEIR REQUIREMENTS**

<table>
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<tr>
<th>Section</th>
<th>Shop Drawings</th>
<th>Data/List of Materials</th>
<th>MSDS</th>
<th>Color and/or Samples</th>
<th>Guarantee Over 1 Year</th>
<th>Mock-ups</th>
<th>Tests</th>
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PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION 01334