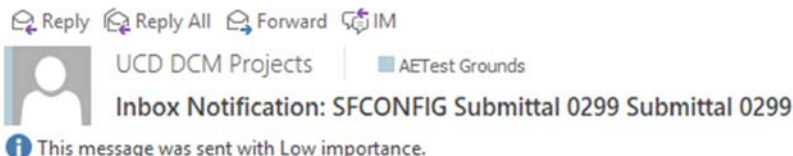


Submittal Guide for Inspectors

This guide provides the steps you will need to view a Submittal.

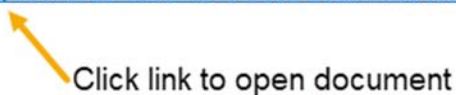
View a Submittal from your email

To view a Submittal directly from your email - you may click the link in the email you received notifying you of the Submittal, this link will take you directly to the document.




Submittal # 0299 (Submittal 0299) for the SFCONFIG project has been routed to you and requires attention.

Ref: <https://scm.ucdavis.edu/sfpms/go.aspx/doc/406187ca-48ba-4b43-986e-e6a3f3d0946a>

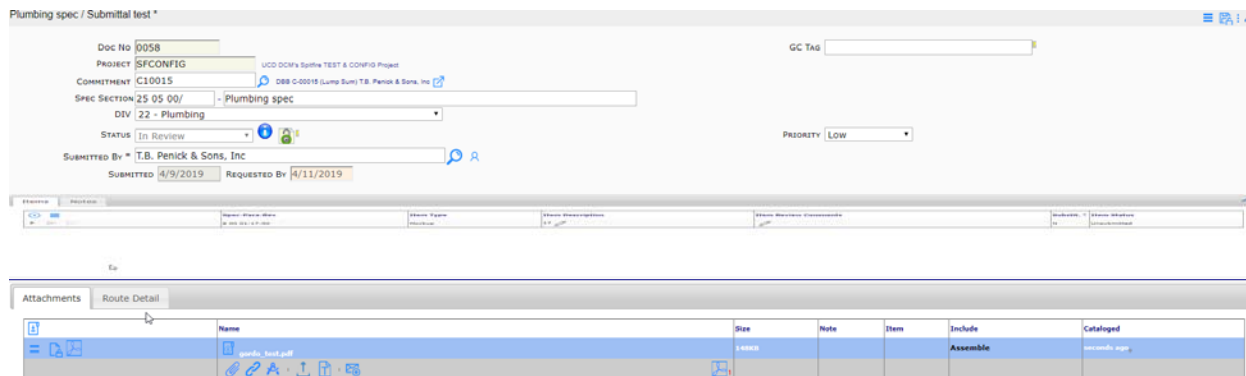


View a Submittal from your Inbox

To view a Submittal document directly from your inbox, from your home dashboard, you will see your inbox and all of the documents awaiting your attention including Submittal's. For a Submittal you will get a cc copy once it has been responded to and closed. From your inbox click on the  icon to open the document.

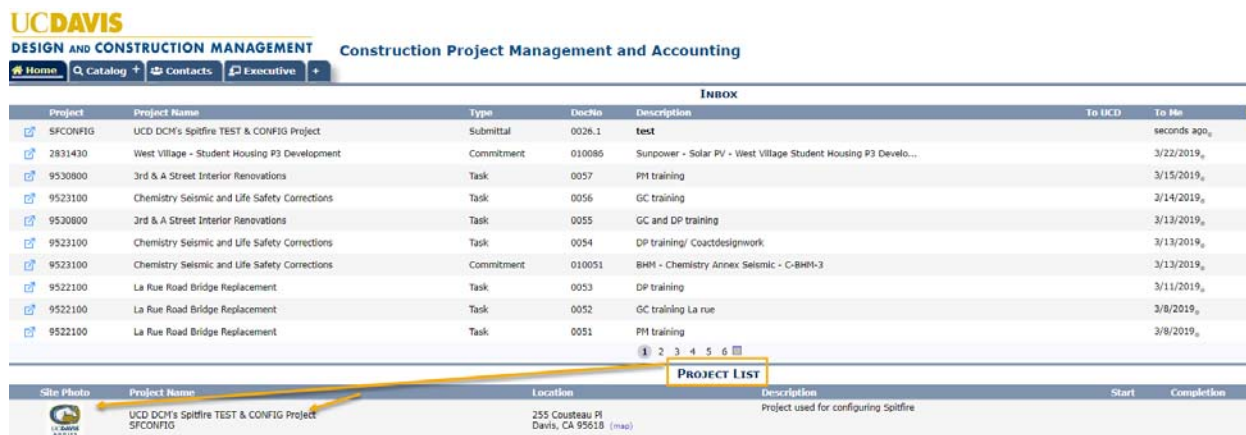
INBOX										
Project	Project Name	Type	DocNo	Description	To ECD	To Me	Priority	Status		
	9532100	Physics CHE Laboratory Renovations	Submittal	0097	26 01 00 Electrical General Requirements	3/26/2019	4/11/2019 _o		Revise and Resubmit	
	9532100	Physics CHE Laboratory Renovations	Inspection Request	0005	Duct Demo Inspection	1/15/2019	4/10/2019 _o		Re-Inspection Req'd	
	9532100	Physics CHE Laboratory Renovations	Inspection Request	0025	???	4/9/2019	4/10/2019 _o		Re-Inspection Req'd	
	9529600	PSE Library Seismic Retrofit and QMAP Renovations	Inspection Request	0076	Electric Feeder raceway and racks	4/3/2019	4/10/2019 _o		Re-Inspection Req'd	
	9529600	PSE Library Seismic Retrofit and QMAP Renovations	Inspection Request	0075	Exposed Ceiling Electrical Rough IN	4/3/2019	4/10/2019 _o		Re-Inspection Req'd	
	9529600	PSE Library Seismic Retrofit and QMAP Renovations	Inspection Request	0074	In Wall Electrical Rough in	4/3/2019	4/10/2019 _o		Re-Inspection Req'd	
	9532100	Physics CHE Laboratory Renovations	Submittal	0061.1	13 48 23.11 Sound Control Enclosure Assemblies	4/9/2019	4/10/2019 _o		In Review	
	9532100	Physics CHE Laboratory Renovations	Submittal	0099	22 05 23 Valves	4/3/2019	4/10/2019 _o		No Exceptions Taken	
	9532100	Physics CHE Laboratory Renovations	Submittal	0072.1	23 11 23 HVAC Pumps	4/1/2019	4/10/2019 _o		Revise and Resubmit	
	9529600	PSE Library Seismic Retrofit and QMAP Renovations	Submittal	0107.1	260529 Hangers and Supports for Electrical System	4/4/2019	4/9/2019 _o		In Review	

Once you click the  icon, you will see the Submittal document open up on your screen for viewing:




View a Submittal from your Home Dashboard

Alternatively you can view the Submittal document for a specific project from your Home Dashboard. To view, from your Home Dashboard, select the project you want from the Project List, you can do so by clicking the site photo or project name in the Project List task bar.



Once you click on the site photo or project name your Project Dashboard will open. Next you will select the type of document you want to use in the processes type area, click the Submittal document type in the processes area:



To view a Submittal document you will click on the  icon:

PROCESSES

- Defective Work 1
- Notice to Proceed 2
- Play Request 5
- Permits 1
- Project Info 1
- Project Update 3
- RFI 28
- Schedule 1
- Submittal 49
- Substantial Completion 1
- Task 5

TOOLS

- Cataloged Files
- Remarks
- Team Contacts
- Weather Conditions

SUBMITTAL - 63 DOCUMENTS; 21 OVERDUE

Doc No	Division	Description	Status	Submitted	Requested By	Responded	GC Tag	Ball In Court	Seq	Priority	Commitment	Company
0050	01 - General Requirements	new nails	In Review	1/20/2019	2/5/2019			Splitfire			C10015	UC Davis - DCH
0049	02 - Existing Conditions	item desc testing on rollup	In Review	1/20/2019			item desc testing on rollup	Test PH (AE-T-Proj)tan	5		C10015	T.B. Perick & Sons, Inc
0048	10 - Specialties	Submittal 0048	In Review	3/13/2019	1/21/2019			UC Davis - DCH	18		C10015	T.B. Perick & Sons, Inc
0047	05 - Metals	Submittal 0047	No Exceptions Taken	1/16/2019		1/16/2019	Hima's Test	Splitfire			010031	T.B. Perick & Sons, Inc
0046	10 - Specialties	Submittal 0046	In Review	3/20/2019	1/17/2019			UC Davis - DCH	5		C10015	T.B. Perick & Sons, Inc
0045	01 - General Requirements	test cover fix part trois	No Exceptions Taken	1/15/2019		1/15/2019	test cover fix part trois	Splitfire			C10015	T.B. Perick & Sons, Inc
0044	01 - General Requirements	test cover fix	No Exceptions Taken	1/15/2019		1/15/2019	test cover fix	Splitfire			C10015	T.B. Perick & Sons, Inc
0043	01 - General Requirements	Submittal 0043	In Review	1/10/2019	1/17/2019			UC Davis - DCH	9		010029	ZZ DCH Test GC
0042	02 - Existing Conditions	Submittal 0042	No Exceptions Taken	1/10/2019		1/10/2019		Splitfire			010031	T.B. Perick & Sons, Inc
0041	06 - Wood, Plastics, Composites	Submittal 0041	No Exceptions Taken	1/10/2019		1/10/2019		Splitfire			010031	T.B. Perick & Sons, Inc

Once you click the  icon, you will see the Submittal document open up on your screen for viewing:

Plumbing spec / Submittal test *

DOC No 0058
 PROJECT SFCONFIG UC Davis Spilfire TEST & CONFIG Project
 COMMITMENT C10015 DBB C-00018 (Lump Sum) T.B. Perick & Sons, Inc
 SPEC SECTION 25 05 00/ Plumbing spec
 DIV 22 - Plumbing
 STATUS In Review
 SUBMITTED BY T.B. Perick & Sons, Inc
 SUBMITTED 4/9/2019 REQUESTED BY 4/11/2019

GC Tag

PRIORITY Low



Items Notes

Spec Para Rev	Item Type	Item Description	Item Review Comments	Submitt.	Item Status
8 00 01-27-00	Mockup	17		N	Unsubmitted

Attachments Route Detail

Name	Size	Note	Item	Include	Cataloged
Plumbing Test.pdf	1.5 MB			Assemble	see details page

Filter for closed Submittal's

To filter for a closed Submittal document, go to your project dashboard and make sure you are on the Submittal in the processes type area. To use the filter, click near the column name 'status' to get the  icon (it's very small), a drop down menu will appear, select the  icon to show closed.

PROCESSES

- Defective Work 1
- Notice to Proceed 2
- Play Request 5
- Permits 1
- Project Info 1
- Project Update 3
- RFI 28
- Schedule 1
- Submittal 49
- Substantial Completion 1
- Task 5

TOOLS

- Cataloged Files
- Remarks
- Team Contacts
- Weather Conditions

SUBMITTAL - 63 DOCUMENTS; 21 OVERDUE

Doc No	Division	Description	Status	Submitted	Requested By	Responded	GC Tag	Ball In Court	Seq	Priority	Commitment	Company
0050	01 - General Requirements	new nails	In Rev					Splitfire			C10015	UC Davis - DCH
0049	02 - Existing Conditions	item desc testing on rollup	In Rev				item desc testing on rollup	Test PH (AE-T-Proj)tan	5		C10015	T.B. Perick & Sons, Inc
0048	10 - Specialties	Submittal 0048	In Rev					UC Davis - DCH	18		C10015	T.B. Perick & Sons, Inc
0047	05 - Metals	Submittal 0047	No Exc			1/16/2019	Hima's Test	Splitfire			010031	T.B. Perick & Sons, Inc
0046	10 - Specialties	Submittal 0046	In Rev				Hima's Test	UC Davis - DCH	5		C10015	T.B. Perick & Sons, Inc
0045	01 - General Requirements	test cover fix part trois	No Exc			1/15/2019	test cover fix part trois	Splitfire			C10015	T.B. Perick & Sons, Inc
0044	01 - General Requirements	test cover fix	No Exc			1/15/2019	test cover fix	Splitfire			C10015	T.B. Perick & Sons, Inc
0043	01 - General Requirements	Submittal 0043	In Rev					UC Davis - DCH	9		010029	ZZ DCH Test GC
0042	02 - Existing Conditions	Submittal 0042	No Exceptions Taken	1/10/2019		1/10/2019		Splitfire			010031	T.B. Perick & Sons, Inc
0041	06 - Wood, Plastics, Composites	Submittal 0041	No Exceptions Taken	1/10/2019		1/10/2019		Splitfire			010031	T.B. Perick & Sons, Inc

Once you select show closed, your project dashboard will refresh and the closed status documents will also appear.

PROCESSES

- Defective Work 1
- Notice to Proceed 2
- Play Request 5
- Permits 1
- Project Info 1
- Project Update 3
- RFI 28
- Schedule 1
- Submittal 49
- Substantial Completion 1
- Task 5

TOOLS

- Cataloged Files
- Remarks
- Team Contacts
- Weather Conditions


SUBMITTAL - 63 DOCUMENTS; 21 OVERDUE

Doc No	Division	Description	Status	Submitted	Requested By	Responded	GC Tag	Ball In Court	Seq	Priority	Commitment	Company
0003		Submittal 0003	Unsubmitted					BH91 Construction Company Inc	2			BH91 Construction Company Inc
0002	04 - Masonry	Submittal 0002	In Review	10/30/2018				Splitfire			C10015	T.B. Perick & Sons, Inc
0001	01 - General Requirements	Submittal 0001	In Review	11/6/2018				Splitfire			C10015	T.B. Perick & Sons, Inc

Click on the  icon to open up the closed document:

SUBMITTAL - 63 DOCUMENTS; 21 OVERDUE

PROCESSES	Doc No	Division	Description	Status	Submitted	Requested By	Responded	GC Tag	Bull In Court	Seq	Priority	Commitment	Company
▼ Multiple or Defective Work													
◆ Notice to Proceed	2												
◆ Pay Request	5	0050	01 - General Requirements	Submittal 0050	4/17/2019		4/17/2019		Spitfire			C10015	T.B. Perick & Sons, Inc
◆ Permits	1	0059	01 - General Requirements	test Submittal (no action req)	4/11/2019				Coact Designworks	15		C10015	T.B. Perick & Sons, Inc
◆ Project Info	1	0058	22 - Plumbing	Plumbing spec / Submittal test	4/9/2019		4/11/2019		UC Davis - DCM	5		C10015	T.B. Perick & Sons, Inc
◆ Project Update	3	0057	26 - Electrical	26 05 29 Support and Anchors	3/18/2019		4/8/2019	01 260529	UC Davis - DCM	3		010051	BH&I Construction Company Inc
◆ RFI	28	0056	23 - Heating, Venting and Air Conditioning...	23 05 93 Tests & Balancing test	3/14/2019		3/21/2019	ksdfkfk:xdffpd	ROBINSON HILLS & WILLIAMS	10		C10015	DCM Design Group
◆ Schedule	1	0055	22 - Plumbing	Plumbing spec 25 05 00/ test			3/20/2019		DCM Design Group	2		C10015	DCM Design Group
◆ Submittal	49	0054	22 - Plumbing	Plumbing spec 25 05 00	3/12/2019		3/22/2019		Spitfire			C10015	DCM Design Group
◆ Substantial Completion	1	0053	01 - General Requirements	foundation spec/ test	3/7/2019		3/14/2019	gc ticket number	UC Davis - DCM	7		010033	UC Davis - DCM
◆ Task	5	0052	22 - Plumbing	22 00 00 & 23 00 00 Plumbing & HVAC	3/12/2019				UC Davis - DCM	7		010004	T.B. Perick & Sons, Inc
◆ TOOLS		0051	04 - Masonry	Desc			2/15/2019		DRR Construction A General Partnership	2		C00001	T.B. Perick & Sons, Inc
◆ Cataloged Files													
◆ Remarks													
◆ Team Contacts													
◆ Weather Conditions													

After you click the  icon, you will see the closed Submittal document open up on your screen for viewing:

Plumbing spec / Submittal test *

Doc No 0058
 PROJECT SFCONFIG
 COMMITMENT C10015
 SPEC SECTION 25 05 00/ - Plumbing spec
 DIV 22 - Plumbing
 STATUS In Review
 SUBMITTED BY T.B. Perick & Sons, Inc
 SUBMITTED 4/9/2019 REQUESTED BY 4/11/2019


GC Tag
 PRIORITY Low

Items	Notes
8:00 01-17-90	Spec-Para-Rev

Attachments

Name	Size	Note	Item	Include	Cataloged
plumbing_spec.pdf	1.5 MB			Assemble	yes

View Submittal in other statuses

To view a Submittal in other statuses, go to your Project Dashboard and make sure you are on the Submittal in the processes type area. Look at the status column to see the statuses, click on  icon to open up the document:

SUBMITTAL - 63 DOCUMENTS; 21 OVERDUE

PROCESSES	Doc No	Division	Description	Status	Submitted	Requested By	Responded	GC Tag	Bull In Court	Seq	Priority	Commitment	Company
▼ Multiple or Defective Work													
◆ Notice to Proceed	2	0003	Submittal 0003	Unsubmitted					BH&I Construction Company Inc	2			BH&I Construction Company Inc
◆ Pay Request	5	0002	04 - Masonry	Submittal 0002	10/30/2018				Spitfire			C10015	T.B. Perick & Sons, Inc
◆ Permits	1	0001	01 - General Requirements	Submittal 0001	11/6/2018				Spitfire			C10015	T.B. Perick & Sons, Inc
◆ Project Info	1												
◆ Project Update	3												

Once you click the  icon, you will see the Submittal document open up on your screen for viewing:

Plumbing spec / Submittal test *

DOC No: 0058
 PROJECT: SFCONFIG UC Davis Spirefire TEST & CONFIG Project
 COMMITMENT: C10015 DBB-C-0019 (Lump Sum) T.B. Perick & Sons, Inc
 SPEC SECTION: 25 05 00/ - Plumbing spec
 DIV: 22 - Plumbing
 STATUS: In Review
 SUBMITTED BY: T.B. Perick & Sons, Inc
 SUBMITTED: 4/9/2019 REQUESTED BY: 4/11/2019

GC TAG: []

PRIORITY: LOW



Items	Notes
Spec Para Rev 8:00 01-17-00	Item Type: Markup Item Description: 17 Item Review Comments: [] Submittal #: N Item Status: Unsubmitted

Attachments: Route Detail

Name	Size	Note	Item	Include	Cataloged
plumbing_test.pdf	1.0 KB			Assemble	seconds ago

Filter Submittal in other statuses

To view a Submittal in other statuses, go to your Project Dashboard and make sure you are on the Submittal in the processes type area.

To filter for these documents, use the filter on the Project Dashboard, click near the column name 'status' to get the  icon (it's very small), a drop down menu will appear, select the drop down menu next to the  icon and select which status you want to filter for:

PROCESSES

- Notice of Defective Work: 1
- Notice to Proceed: 2
- Pay Request: 5
- Permits: 1
- Project Info: 1
- Project Update: 3
- RFI: 28
- Schedule: 1
- Submittal: 49
- Substantial Completion: 1
- Task: 5


TOOLS

- Cataloged Files
- Remarks
- Team Contacts
- Weather Conditions
- CO Item Register

SUBMITTAL - 63 DOCUMENTS; 21 OVERDUE



Doc No	Division	Description	Status	Submitted	Requested	Responded	GC Tag	Build In Court	Seq	Priority	Commitment	Company
0060	01 - General Requirements	Submittal 0060	No Ex Taken	4/17/2019				Spitfire			C10015	T.B. Perick & Sons, Inc
0059	01 - General Requirements	test Submittal (no action req)	In Re					Coast Designworks	15		C10015	T.B. Perick & Sons, Inc
0058	22 - Plumbing	Plumbing spec / Submittal test	In Re					UC Davis - DCH	5		C10015	T.B. Perick & Sons, Inc
0057	26 - Electrical	26 05 29 Support and Anchors	Unsu			01 260529		UC Davis - DCH	3		010051	BH Construction Company Inc
0056	23 - Heating, Venting and Air Conditioning...	23 05 93 Tests & Balancing test	In Re			kadolfk;xdfpsd		ROBINSON HILLS & WILLIAMS	10		C10015	DCH Design Group
0055	22 - Plumbing	Plumbing spec 25 05 00/ test	Unsu					DCH Design Group	2		C10015	DCH Design Group
0054	22 - Plumbing	Plumbing spec 25 05 00	No Ex Taken			3/18/2019		Spitfire			C10015	DCH Design Group
0053	01 - General Requirements	foundation specs/ test	In Re					UC Davis - DCH	7		010033	UC Davis - DCH
0052	22 - Plumbing	22 00 00 & 23 00 00 Plumbing & HVAC	In Review					UC Davis - DCH	7		010004	T.B. Perick & Sons, Inc
0051	04 - Masonry	Desc	Unsubmitted			019		DPR Construction A General Partnership	2		C00001	T.B. Perick & Sons, Inc

Clear Inbox of documents

If you wish to remove the final Submittal distribution document from your inbox, click the  icon next to the CC in your Inbox (you will have to place your cursor over it to see it):

INBOX

Project	Project Name	Type	DocNo	Description	To UCID	To Me	Priority	Status
SFCONFIG	UCD DCH's Spirefire TEST & CONFIG Project	Submittal	0057	26 05 29 Support and Anchors	3/18/2019	seconds ago		Unsubmitted
SFCONFIG	UCD DCH's Spirefire TEST & CONFIG Project	Submittal	0059	test Submittal (no action req)	4/11/2019	4/11/2019		In Review
SFCONFIG	UCD DCH's Spirefire TEST & CONFIG Project	RFI	0017	Test RFI Request	4/10/2019	4/10/2019		Open
SFCONFIG	UCD DCH's Spirefire TEST & CONFIG Project	Submittal	0058	Plumbing spec / Submittal test	4/9/2019	4/9/2019		In Review
SFCONFIG	UCD DCH's Spirefire TEST & CONFIG Project	RFI	0016	question groundwater/ test of RFI	4/9/2019	4/9/2019		Open
SFCONFIG	UCD DCH's Spirefire TEST & CONFIG Project	RFI	0007	test rfi/ roofing issue	11/20/2018	4/9/2019		Closed
SFCONFIG	UCD DCH's Spirefire TEST & CONFIG Project	RFI	0001.1	test/ question concerning outlets		4/1/2019		Unsubmitted
SFCONFIG	UCD DCH's Spirefire TEST & CONFIG Project	Submittal	0026	test	11/13/2018	3/27/2019		Revise and Resubmit
SFCONFIG	UCD DCH's Spirefire TEST & CONFIG Project	Submittal	0026	test	11/13/2018	3/27/2019		Revise and Resubmit
SFCONFIG	UCD DCH's Spirefire TEST & CONFIG Project	Submittal	0048	Submittal 0048	3/13/2019	3/18/2019		In Review

After you click the , the data will expand with a blue background, click the second  icon to acknowledge and remove from your Inbox:

UC DAVIS
DESIGN AND CONSTRUCTION MANAGEMENT Construction Project Management and Accounting

Home

INBOX

Project	Project Name	Type	DocNo	Description	To UC/D	To Me	Priority	Status
SFCONFIG	UCD DCH's Splitfire TEST & CONFIG Project	Submittal	0057	26 05 29 Support and Anchors	3/18/2019	seconds ago		Unsubmitted
SFCONFIG	UCD DCH's Splitfire TEST & CONFIG Project	Submittal	0059	test Submittal (no action req)	4/11/2019	4/11/2019		In Review
SFCONFIG	UCD DCH's Splitfire TEST & CONFIG Project	RFI	0017	Test RFI Request	4/10/2019	4/10/2019		Open
SFCONFIG	UCD DCH's Splitfire TEST & CONFIG Project	Submittal	0058	Plumbing spec / Submittal test	4/9/2019	4/9/2019		In Review
SFCONFIG	UCD DCH's Splitfire TEST & CONFIG Project	RFI	0016	Question groundwater/ test of RFI	4/9/2019	4/9/2019		Open
SFCONFIG	UCD DCH's Splitfire TEST & CONFIG Project	RFI	0007	test rfi/ roofing issue	11/20/2018	4/9/2019		Closed
Route Response (reformat text)								
SFCONFIG	UCD DCH's Splitfire TEST & CONFIG Project	RFI	0001.1	test/ question concerning outlets		4/1/2019		Unsubmitted
SFCONFIG	UCD DCH's Splitfire TEST & CONFIG Project	Submittal	0026	test	11/13/2018	3/27/2019		Revise and Resubmit
SFCONFIG	UCD DCH's Splitfire TEST & CONFIG Project	Submittal	0026	test	11/13/2018	3/27/2019		Revise and Resubmit
SFCONFIG	UCD DCH's Splitfire TEST & CONFIG Project	Submittal	0048	Submittal 0048	3/13/2019	3/18/2019		In Review

1 - 10 of 60

That's it.....you've completed viewing a Submittal!