



Submissions

Check
Box *

No.		Check Box *
01	Receive builder's schedule of all submissions due; check against specification (if required by the specification).	
02	(Alternative to W 01): Prepare and issue to builder list of all required submissions.	
03	Establish log book for all submissions.	
04	Confirm shop drawings procedures - transmittal form, type and number of prints etc.	
05	Confirm samples procedures and list of samples required.	
06	Confirm prototypes procedures.	
07	Receive only submissions that are checked and submitted by builder. Return those not so qualified.	
08	Date stamp and log in all submissions on day received; transmit to others at once if not architectural.	
09	Check all submissions carefully against both drawings and specifications before marking up.	
10	Reject requests for substitutions except where acceptance is in the best interest of the client.	
11	Check all requests for substitutions for implications and cost increases in other work categories.	
12	Confirm all accepted substitutes with client.	
13	Monitor submissions against schedule carefully. Advise builder and client of any potential delays.	
14	Maintain weekly update of submissions log and table at weekly progress meetings.	