

## SECTION 013300 - SUBMITTAL PROCEDURES

### PART 1 GENERAL

#### 1.1 SUBMITTAL PROCEDURES

- A. Number each submittal with Project Manual section number and a sequential number within each section. Number resubmittals with original number and an alphabetic suffix.
- B. Identify Project, Contractor, Subcontractor or supplier, pertinent Drawing sheet and detail numbers, and specification Section number, as appropriate.
- C. Submit all submittals listed under "Submittals for Review" simultaneously for each Product or Specification Section.
- D. Where multiple Products function as an assembly, group submittals for all related Products into single submittal.
- E. Landscape Architect will not review incomplete submittals.
- F. Apply Contractor's stamp, signed or initialed certifying that:
  - 1. Submittal was reviewed.
  - 2. Products, field dimensions, and adjacent construction have been verified.
  - 3. Information has been coordinated with requirements of Work and Contract Documents.
- G. Schedule submittals to expedite the Project, and deliver to Landscape Architect. Coordinate submittal of related items.
- H. For each submittal, allow 14 days for Landscape Architect's review, excluding delivery time to and from Contractor.
- I. Identify variations from Contract Documents and Product or system limitations that may be detrimental to successful performance of completed Work.
- J. Revise and resubmit submittals when required; identify all changes made since previous submittal.
- K. Distribute copies of reviewed submittals to concerned parties and to Project Record Documents file. Instruct parties to promptly report any inability to comply with provisions.

#### 1.2 PRODUCT DATA

- A. Mark each copy to identify applicable products, models, options, and other data.
- B. Supplement manufacturers' standard data to provide information unique to this Project.
- C. Submit electronically in Adobe PDF format. Landscape Architect will return one copy to Contractor for distribution.

#### 1.3 SAMPLES

- A. Submit samples to illustrate functional and aesthetic characteristics of Products, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
- B. Where so indicated, submit samples of finishes from the full range of manufacturers' standard colors, textures, and patterns for Landscape Architect's selection.
- C. Include identification on each sample, with full Project information.
- D. Unless otherwise specified in individual specifications, submit two of each sample.

- E. Landscape Architect will notify Contractor of approval or rejection of samples, or of selection of color, texture, or pattern if full range is submitted.

#### 1.4 QUALITY CONTROL SUBMITTALS

- A. Quality control submittals specified in Section 014000 are for information and do not require Landscape Architect's responsive action except to require resubmission of incomplete or incorrect information.

#### **PART 2 PRODUCTS**

Not used

#### **PART 3 EXECUTION**

Not used

END OF SECTION