

SUBMITTALS

1. GENERAL

1.1 Shop Drawings and Product Data

- .1 "Shop Drawings" mean custom drawings, product data, diagrams, illustrations, schedules, performance charts, brochures and other data, which are to be provided by the THPS Supplier to illustrate details of a portion of the Work.
- .2 The THPS Supplier shall arrange for the preparation of clearly identified Shop Drawings as specified. Shop Drawings are to clearly indicate materials, weights, dimensions, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of the Work. Where articles or equipment attach or connect to other articles or equipment, clearly indicate that all such attachments and connections have been properly coordinated, regardless of the trade under which the adjacent articles or equipment will be supplied and installed. Shop Drawings are to indicate their relationship to design Drawings and Specifications.
- .3 Shop Drawings shall be submitted with a copy of the associated Specification. For each Specification clause, note compliance or deviation from Specification. Provide full explanation for any deviation. Shop Drawings submitted without the associated Specification Sections will be returned to the THPS Supplier as "Not Reviewed".
- .4 The THPS Supplier shall examine all Shop Drawings prior to submission to ensure that all necessary requirements have been determined and verified and that each Shop Drawing has been checked and coordinated with the requirements of the Work and the Contract Documents. Examination of each Shop Drawing shall be indicated by stamp, date and signature of a responsible person of the Subcontractor for supplied items and of the THPS Supplier for fabricated items. Shop Drawings not stamped, signed and dated will be returned without being reviewed and stamped "Revise and Re-submit".
- .5 The THPS Supplier shall submit a Shop Drawings delivery schedule and provide Shop Drawings in an orderly sequence so as to cause no delay in the Work. Failure to submit Shop Drawings in ample time is not to be considered sufficient reason for an extension of contract time and no claim for extension by reason of such default will be allowed. Jointly prepare a schedule fixing the dates for submission and return of Shop Drawings.
- .6 The Design Builder will review and return Shop Drawings in accordance with the schedule agreed upon or otherwise with reasonable promptness so as to cause no delay in the Work.
- .7 Shop Drawings to be in full colour pdf electronic format. Documents to be pdf'd to the size expected to be printed. Submittals will be accepted via email or through a share file transfer, THPS Supplier to coordinate with the Design Builder. All aspects of shop drawing submittals to be clearly legible and full colour.
- .8 Shop Drawings will be returned to the THPS Supplier with one of the following notations:
 - .1 When stamped "REVIEWED - NO COMMENT" no additional or revised copies of the shop drawings are required to be submitted to the Design Builder regarding the execution of the Works.

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- .2 When stamped "REVIEWED - AS NOTED", THPS Supplier is to ensure that all copies for use are modified and distributed.
- .3 When stamped "REVIEWED - REVISE AND RESUBMIT", make the necessary revisions, as indicated, consistent with the Contract Documents and submit again for review.
- .4 When stamped "REVIEW BY DESIGN BUILDER NOT REQUIRED", no further revisions are required.
- .5 Only Shop Drawings bearing "REVIEWED – NO COMMENT", or "REVIEWED - AS NOTED", shall be used on the Works.
- .9 Make changes in Shop Drawings, consistent with Contract Documents. When re-submitting, notify the Design Builder in writing of any revisions other than those requested by the Design Builder.
- .10 Shop Drawings indicating design requirements not included in the Contract Documents require the seal of a qualified Professional Engineer, registered in the Province of Manitoba. Calculations shall be submitted for review, if requested, and sealed by a qualified Professional Engineer.

1.2 Operating And Maintenance Manuals

- .1 For the guidance of the City's operating and maintenance personnel, the THPS Supplier shall prepare O&M Manuals for the Work, describing in detail each part of the Work and the recommended procedure for operation, servicing and maintenance.
- .2 Three (3) advance copies of the manuals shall be submitted prior to commissioning of the THPS. A maximum of eight weeks after review, six (6) copies of the final manuals shall be submitted. Each copy shall be clearly titled to show all of the information required by the specifications.
- .3 All instructions in these manuals shall be in simple language to guide the City in the proper operating and maintenance of this installation.
- .4 In addition to hardcopies specified above, submit one (1) O&M Manual in electronic format (MS Word for text; Acrobat PDF for graphics). Organize contents into applicable sections of Work, parallel to Specifications break-down.
- .5 In addition to information called for in the Specifications, include the following:
 - .1 Title sheet, labeled "Operation and Maintenance Instructions", and containing project name and date.
 - .2 List of contents.
 - .1 Brochures/catalogue excerpts of all architectural, structural mechanical and electrical components of the Work.
 - .2 Documentation of all test results.

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- .3 Complete set of equipment and assembly drawings.
- .4 Installation, start-up, O&M Manuals.
- .5 Commissioning data sheets and reports.
- .6 Air balancing reports.
- .7 Spare parts lists and prices, and special tools requirements and prices.
- .8 Any specific product or maintenance manual requirements from the Specifications.
- .3 Reviewed Shop Drawings of all equipment.
- .4 Full description of entire mechanical system and operation.
- .5 Names, addresses, and telephone numbers of all major Sub-contractors and THPS Suppliers.
- .6 Detailed operations and maintenance instructions for all items of equipment, including a preventative maintenance program.

1.3 Photographs and Publicity

- .1 No photographs of the Site or of any portion of the Work will be permitted without prior approval of the Contract Administrator.
- .2 No press or publicity releases will be permitted without prior approval of the Contract Administrator.

END OF SECTION