

APPENDIX S – SUBMITTAL LIST SAMPLE

WORK PHASE	SUBMITTAL TYPE	SUBMITTALS FOR REVIEW	FOR INFORMATION	REFERENCE(S)	NOTES
Notices	Change in Insurance	No	Yes	D11.6	30 Calendar Days written notice
	COVID-19 Schedule Delays	No	Yes	D20.4	7 Calendar Days from becoming aware of delay.
	Hazardous Material	No	Yes	E2.1	Immediately
Commencement	Workers' Compensation Coverage	No	Yes	C6.17; D15.2(a)(ii)	Prior to commencement of Work
	Authority to Carry on Business	No	Yes	D9.1; D15.2(a)(i)	
	Safe Work Plan	Yes	No	D10.2	20 Business Days prior to commencement of Work on Site.
	Contract Security	No	Yes	D12.2	7 Calendar Days after notice of award.
	Certificate of Insurance	No	Yes	D11.5	2 Business Days prior to commencement of Work
	Subcontractor List	Yes	No	D13.1	
	Detailed Work Schedule	Yes	No	D14.1	
	Submittal Schedule	Yes	No	D14.7	Prior to Work affected by Submittal, including review time
	Shop Drawings, Product Certifications, Product Data Sheets, Samples and Mock-ups, SDS	Yes	No	01 01 33	
Mobilization and Demobilization	Site Condition's Report	Yes	No	E3.1.2; E3.2.2	Upon demobilization
	Construction Permits by Facility	No	Yes	C6.14	In accordance with AHJ requirements
	Site Laydown Plan	Yes	No	E3.2.3	10 Business Days prior to mobilization
Bi-Weekly Work Plan	Upcoming and Outstanding Submittals	Yes	No	E6.2(a)	Provide bi-weekly
	Updated detailed Work Schedule and Submittal Schedule	Yes	No	D14.9; E6.2(b); 01 33 00	
	City Forces Requirements	Yes	No		Within the next 28 Calendar Days
	Coordination of Work by Others	Yes	No		
	Planned Shutdowns and/or Commissioning	Yes	No		
	Planned training	Yes	No		Upon request
	Detailed description of select Work	Yes	No	E6.2(j)	
	Design revisions	Yes	No	E6.2(k)	As required
	Demolition schedule	Yes	No	E6.2(l); 01 736 00	14 Calendar Days prior to Commencement of associated Work
	Asbestos abatement and disposal	Yes	No	E2; E6.2(m); 02 82 00.01	

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Installation	Air Monitoring Results	Yes	No	02 82 00.01	Provide daily during asbestos abatement
	Field Quality Test Reports	Yes	No	Div 03; Div 23; Div 26	Prior to installation Work
	Lamacoid Namplate List	Yes	No	Div 23; Div 26	
	Site Acceptance Reports	Yes	No	01 98 00	
	Manufacturer's Field Reports	Yes	No	Div 01	During installation
	Manufacture's Test Certificate	No	Yes	01 98 12	
	Loop Tests	Yes	No	29 05 00	
	Testing and Calibration	No	Yes	29 05 00	
Commissioning	Commissioning Plan by Facility	Yes	No	01 98 00	28 Calendar Days prior to scheduled commissioning start date
	Start-up Checklists by Facility	Yes	No	01 98 00	
	Completed Start-up Checklist by Facility	Yes	No	01 98 00	5 Calendar Days prior to scheduled commissioning start date
	Commissioning Records by Facility	Yes	No	01 98 00	To be included in the Draft O&M Manual
	Request for City Certified Operator (off hours)	No	Yes	01 98 00	5 Business Days prior.
Training	Draft Training Plan by Facility	Yes	No	E11.2.2	42 Calendar Days prior to training
	Final Training Plan by Facility	Yes	No	E11.2.3	14 Calendar Days prior to training
	Training by Video by Facility	Yes	No	E11.2.5	21 Calendar Days following training session
Warranty Services	Contractor Information	No	Yes	C6.36	Prior to commissioning of the Facility
	Warranty Register	No	Yes	C6.36	28 Calendar Days to Facility Total Performance
Facility Closeout	Commissioning Records by Facility	Yes	No	01 98 00	14 Calendar Days to Facility closeout
	As-Built (red line) Drawings by Facility	Yes	No	01 78 00	
	Draft O&M Manuals by Facility	Yes	No	01 78 00	
Project Closeout	Final O&M Manuals	Yes	No	E13.2.2(b)(ii)	28 Calendar Days prior to Final Substantial Performance

General Notes:

1. The Submittal List is intended to provide a summary of the Contract submittals noted throughout the Contract Documents. However, the Submittal List is for information purposes only and the Contractor shall be responsible to conform to the requirements of the Contract Documents.
2. For clarity the Submittal List does not capture any documentation or submittals required to be submitted by the Bidder in accordance with Part B – Bidding Procedures of the Tender.