

## PART 1 - GENERAL REQUIREMENTS

### 1-01 SUMMARY

Section includes requirements for the submittal schedule and administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.

### 1-02 ELECTRICAL SUBMITTALS

Electrical shop drawings shall be submitted in one complete package containing all items required by this specification and all other Division 26-28 specifications. Partial shop drawing submittals may be rejected by the Architect-Engineer.

Exceptions: Fire Alarm System CAD drawings, Lighting Control System CAD drawings, and Allowanced Light Fixtures may be submitted separately if additional time is needed to prepare these shop drawings. Submit written request to Architect/Engineer for extension with a timeline schedule indicating submittal date for items to be submitted separately.

### 1-03 ELECTRICAL SUBMITTAL FORMAT

FILE TYPE: Electrical submittals to be submitted digitally and shall be searchable pdf documents divided into categories as indicated below.

SUBMITTAL TRANSMITTAL LETTER: The submittal package shall include a single transmittal letter saved as a separate pdf file indicating the following:

- The project name and address
- The date of submission
- The Electrical Contractor name and address
- The General Contractor name and address
- The Construction Manager name and address (if applicable)
- A list of each submittals category (use categories listed below)
- Any applicable remarks and/or comments
- Signature of transmitter

SUBMITTAL CATEGORY COVER SHEET: The digital submittal shall be divided into submittal categories as indicated below. **Each submittal category shall be saved as a separate pdf file with a cover sheet indicating the following:**

- The project name
- The submittal category (category names to match those listed below where applicable)
- The date of submission
- The Electrical Contractor name and address
- The name and address of the firm or entity that prepared the submittal.
- Any applicable remarks and/or comments

Submittals not meeting the above criteria may be rejected.

Refer to the sample Category Cover Sheet at the end of this specification section.

ELECTRICAL SUBMITTAL CATEGORIES: Within 45 days after award of contract and before any materials are delivered to the site, submit a digital set of Electrical Submittals in pdf format to the Architect-Engineer on each of the following categories/materials:

- 1) Section 260500, 2-03: Raceways and Fittings.
- 2) Section 260500, 2-04: Wire and Cable.

- 3) Section 260500, 2-05: Boxes and Wireways.
- 4) Section 260500, 2-06: Nameplates.
- 5) Section 283100: Fire Alarm System.
- 6) Section 283100: Fire Alarm System Drawings.

OPTIONAL FEATURES: Clearly identify options requiring selection by Architect/Engineer.

RESUBMITTALS: Make resubmittals in same format as initial submittal. Note date and content of previous submittal. Note date and content of revision in label or title block and clearly indicate extent of revision.

DISTRIBUTION: Furnish copies of final reviewed submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms where applicable.

USE FOR CONSTRUCTION: Retain complete copies of submittals on Project site (either a digital copy or a hard copy is acceptable provided it is readily accessible). Use only final action submittals that are marked as such from the Engineer's action stamp.

#### 1-04 ELECTRICAL SUBMITTAL SCHEDULE

SCHEDULE: Within 45 days after award of contract and before any materials are delivered to the site, submit a digital set of Electrical Submittals in pdf format to the Architect-Engineer. If additional time is needed, submit a written request to Architect/Engineer for extension with a timeline schedule indicating revised submittal date.

No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.

No extension of the Contract Time will be authorized because of failure to transmit submittals in the proper format.

#### 1-06 ELECTRICAL SUBMITTAL REJECTION

**Failure to comply with the above criteria may result in rejection of the submittal by the Architect-Engineer. Refer to Division 1 for additional Submittal requirements.**

### PART 2 - NOT APPLICABLE

### PART 3 - EXECUTION

#### 3-01 CONTRACTOR'S ACTIONS

GENERAL: The primary purpose of submitting electrical shop drawings is to demonstrate the way by which the Contractor proposes to comply with the design concept expressed in the Contract Documents for the portions of work that require submittals.

CONTRACTOR REVIEW: Prior to submittal to the Engineer, the Contractor shall review shop drawings for compliance with the Contract Documents.

No electrical equipment or materials shall be ordered or installed by the Contractor prior to receipt of properly reviewed shop drawings. The Contractor may not perform any portion of the work for

which the Contract Documents require submittal and review of shop drawings prior to receipt of properly reviewed shop drawings.

**Failure to comply with the above criteria may require the removal by the Contractor of any equipment or materials installed prior to receipt of properly reviewed electrical shop drawings, at no cost to the Owner or the Architect/Engineer.**

**3-02 ENGINEER'S ACTIONS**

GENERAL: Engineer will not review submittals that do not bear Contractor's approval/acceptance stamp and will return them without action.

ELECTRICAL SUBMITTALS: Engineer will review each submittal, make marks to indicate corrections or revisions required, and return it. Engineer will stamp each submittal with an action stamp and will mark stamp appropriately to indicate actions required.

INCOMPLETE OR PARTIAL SUBMITTALS: Incomplete or partial submittals are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review. Submittals not required by the Contract Documents may not be reviewed and may be discarded.

END OF SECTION 260510

## **ELECTRICAL SUBMITTAL CATEGORY COVER SHEET**

PROJECT NAME: Sample Project Middle School  
SUBMITTAL CATEGORY: Section 283100 - Fire Alarm System  
DATE OF SUBMISSION: August 01, 2018  
ELECTRICAL CONTRACTOR: ABCD Electrical Contractor, 123 Main Street, Anywhere, SC 29999  
SUBMITTAL PREPARER: WXYZ Lighting, Inc. 456 Elm Street Somewhere, SC 21111  
REMARKS/COMMENTS: Color selections needed for types C1 and W4 fixtures.