

## **SECTION 23 03 00**

### **BASIC MATERIALS AND METHODS**

#### **PART ONE – GENERAL:**

##### **1.01 APPROVALS AND SUBSTITUTIONS:**

- A. All requests for substitutions shall be submitted so as to be received by the Engineer at least ten (10) days before bid date and must be approved before award of contract.
- B. Contract prices shall be based on material and equipment as specified, unless written approval is obtained for any deviations. Requests for substitutions before bid date may be submitted by Contractors or by Equipment Manufacturer's Representatives.
- C. Requests for approvals shall be submitted in the form of a letter (with one [1] copy minimum) on a letterhead of submitting firm, along with a self-addressed stamped return envelope. Letter shall be addressed to the Engineer and referenced to this project. Faxed requests are not acceptable.
- D. If there are no deviations between the items submitted and the plans and specifications then the submittal letter should contain the statement, "Items are in accordance with plans and specifications with no deviations." An item with deviations from the plans and specifications may be submitted for approval consideration. Letter should then state, "Item submitted is in accordance with plans and specifications, except for the following deviations." Deviations should then be listed in itemized form.
- E. Items approved shall not be construed as authorizing deviations from the plans and specifications. Contractor shall be responsible for verifying all dimensions with available space conditions with provisions for proper access, maintenance and part replacement and for coordination with other trades – electrical, plumbing, structural, etc. for proper services and construction requirements.
- F. Where such approved deviations require a different quality and arrangement of ductwork, piping, wiring, conduit and equipment from that specified or indicated on the drawings, the Subcontractor shall furnish and install any such ductwork, piping, structural supports, insulation, controllers, motors, starters, electrical wiring and conduit and any other additional equipment required by the system at no additional cost to the Owner.

#### **PART TWO – PRODUCTS AND EXECUTION:**

##### **2.01 MANUFACTURER'S INSTRUCTIONS:**

- A. Prior to purchasing equipment, procure product manufacturer's application, installation and operating instructions for use in conjunction with the system design drawings and specifications during construction. If there is any conflict between the manufacturer's publications and the design drawings and specifications, immediately notify the Engineer in writing. Upon notification by the Engineer, proceed in accordance with his/her instructions.

## 2.02 SHOP DRAWINGS:

- A. The Subcontractor shall submit for approval detailed shop drawings of all equipment and all material required to complete the project and no material or equipment may be delivered to the job site or installed until the Subcontractor has in his possession the approved shop drawings for the particular material or equipment. The shop drawings shall be complete as described herein. The Subcontractor shall furnish the number of copies required by the General Contractor and Special Conditions of the contract but in no case less than six (6) copies. Shop drawings shall be submitted in appropriately sized 3-ring binders. Submittals shall be comprehensive and include all equipment/products to be provided. Partial submittals will be disapproved.
- B. Prior to delivery of any material to the job site and sufficiently in advance of requirements to allow Architect ample time for checking, submit for approval detailed dimensional drawings or cuts showing construction, size, arrangement, operating clearances, performance characteristics and capacity. Each item of equipment proposed shall be a standard catalog product of an established manufacturer and of equal quality, finish and durability to that specified.
- C. Samples, drawings, specifications and/or catalogs submitted for approval shall be properly labeled indicating specific service for which material or equipment is to be used, section and article number of specifications governing, Contractor's name and name of project.
- D. Catalogs, pamphlets or other documents submitted to describe items on which approval is being requested shall be specific and identification in catalog, pamphlet, etc. of each item submitted shall be clearly made in ink. Data of a general nature will not be accepted.
- E. Approval by the Architect and/or Engineer of shop drawings for any material, apparatus, devices and layouts shall not relieve this Contractor from the responsibility of furnishing same of proper dimension, size, quantity, quality and all performance characteristics to efficiently perform the requirements and intent of the contract documents.

In addition, approval shall not relieve this Contractor from responsibility for errors of any sort on the shop drawings. If the shop drawings deviate from the contract documents, this Contractor shall advise the Architect and/or Engineer of the deviations in writing accompanying the shop drawings, including the reasons for deviations.

- F. Failure of the Subcontractor to submit shop drawings in ample time for checking shall not entitle him/her to an extension on contract time and no claim for extension by reason of such default will be allowed.

### END OF SECTION