

## **SECTION 230503 - SUBMITTALS FOR HVAC**

### **PART 1 - GENERAL**

#### **1.1 GENERAL**

- A. The contractor is not relieved of responsibility for providing specified or drawn scope of work should any errors or omissions in submittal information not be noted by the Design Professional during submittal reviews or site observations.
- B. Submittal requirements of this section apply to all Division 23 sections. Note that some Division 23 sections may also have additional requirements that are unique to the specific section, which would be requirements in addition to those stated in this section. Furnish submittals for each Section that includes one or more of the following elements of work: supply, installation, integration, programming, creation, labeling, and/or contractor-based design or engineering, of one or more products or systems.
- C. Furnish submittals in electronic (PDF) format. Provide electronic submittal files that are compatible for opening and viewing with electronic PDF file readers that fully support and recognize the Adobe PDF Portable Document Format Standard. Assemble single PDF file submittals from a series of individual files that are organized, indexed, bound together as one composite file that is bookmarked if needed to aid the reviewer in navigating the content. The file name used to label the submittal shall be the section number followed by the submittal instance number for that Section (e.g., 230993-PD-01.pdf).

### **PART 2 - PRODUCTS (NOT USED)**

### **PART 3 - EXECUTION**

#### **3.1 GENERAL**

- A. Route submittals through established Project channels as identified by the Owner's Representative. Coordinate, assemble, title, transmit and track Project submittals. Label each submittal of each type similarly for consistency and so they appear as if prepared by the same entity. Like-type submittals (e.g., Product Data) from different Sections shall have the same appearance and organization as those of other Sections. Submittal items listed in this Section represent the common items required to be supplied for the various specification Sections throughout the duration of the Project. Individual Sections may include additional requirements. Design Professional reserves the right to require additional submittals or to waive select submittal requirements on a Section-by-Section basis.
- B. Furnish submittals for all materials proposed for use for the project, using products compliant with all respective specifications and with information shown on drawings. Furnish submittals for different Sections each with its own transmittal form. A single

transmittal shall not be used to identify submittals for more than one (1) Section at a time. Organize submittals as identified in the Contract Documents. Supply separate submittals for each Section. Do not combine multiple Sections together into a single submittal, except where expressly directed within the Contract Documents. The format for labeling the submittals shall be as follows: Section Number–Submittal Type Abbreviation–Submittal Iteration (examples: First Product Data Submittal for Section 230993: “230993-PD-00”; revised Product Data Submittal for Section 230993: “230993-PD-01.”).

### 3.2 SUBMITTAL REQUIREMENTS

#### A. General:

1. Transmittal: Supply a dedicated transmittal for submittals for each individual Section. Itemize the specific submittals included by Section, submittal type, and iteration.
2. Title Sheet: Include a separate title sheet (including index) with each submittal, of each type. Title sheets for each Section, for each submittal type, shall have the same appearance, 8-1/2 inches x 11 inches for product data submittals. Title sheets for drawings shall be the same size as the associated drawings. Create title sheets with appearance and information identified on the sample title sheet at the end of this Section.
3. Title Blocks: Create drawing submittals on the Contractor’s, manufacturers, or vendor’s own title block, not using those of the Owner, Design Professionals or their Consultants.
4. Legend: Drawing submittals shall include a legend of symbology.
5. Resubmittals: Resubmittals shall include a replica of the reviewer’s comments that necessitated the resubmittal, along with an accompanying item-by-item explanation of the actions taken and changes that will be found within the resubmittal.
6. Submittal requirements indicated in this section apply for all specification sections with products and materials, and are supplemental to and in addition to submittal requirements that may be included in product and material specification sections.

#### B. Informational Submittals – Submit this information as part of the Operations and Maintenance Manual.

1. Product Certificates: For each applicable product or system, from manufacturer.
2. Source quality-control test reports.
3. Field Quality-Control Reports:
  - a. Test procedures used.
  - b. Test results that comply with requirements.
  - c. Results of failed tests and corrective action taken to achieve test results that comply with requirements.

- C. Quality Assurance Submittals (QA):
1. Furnish upon request when not expressly requested to be supplied with bid. When requested, furnish to the Design Professional within 2 business days.
    - a. Qualification Data for testing agencies, including detailing of scope of services for the project.
    - b. Furnish list of Subcontractors to be used on the Project along with a description of the role each shall play on the Project, and the last six (6) projects that the Contractor (and each proposed Subcontractor) has completed that are of similar scope, size and contract value.
- D. Product Data Submittals (PD): Submit following contract award or notice of intent to award a contract. Submit and obtain review(s) prior to procurement or fabrication of materials. Provide separate manufacturer datasheets for each product, which shall be manufacturer originals of the manufacturer's official electronic datasheet. Distributor modified, distributor branded, and/or html based "web" datasheets are not acceptable. For all materials, equipment, components and ancillary materials, include the following as applicable: voltage; phase; frequency; short circuit ratings; load; dimensions; technical data; enclosure types; required clearances; weights; methods of field assembly and installations; diagrams; configurations; capacities; finishes; construction; overcurrent protection; features; performance; electrical characteristics ratings; finishes; accessories; NRTL listing for series rated devices; time-current coordination curves for each type and rating of overcurrent protective device, including selectable ranges for each; all pertinent technical support data; factory settings; etc. Where manufacturer's datasheets depict multiple products, versions and options, indicate via highlighting, underlining, or bold visible arrows the models, versions, colors, options, etc. being supplied. Indicate and identify exact catalog numbers. Comply with applicable standards of UL or NRTL.
- E. Shop Drawing Submittals (SD): Submit following contract award or notice of intent to award a contract. Submit and obtain review(s) prior to procurement or fabrication of materials. Submit concurrently with section-specific product data submittals where both apply. Draw plans, elevations, sections, elevations and sizes to scale. Show and details, features, characteristics, ratings, factory settings, nameplates, legends, bus structure, capacities, features, accessories, locations of pertinent items, schematics, wiring diagrams, production drawings, etc. Furnish schematic drawings with all information required to install, identify, connect, wire, program, maintain, etc. the system(s). Comply with applicable standards of NRTL.
- F. Sample Submittals (SS): Submit concurrent with, or soon after, product data and shop drawings and prior to installation of Work. Furnish physical samples where applicable, in quantities as directed by Owner's Representative.
- G. Training Submittals (TG): Submit thirty (30) days prior to the first training session. Furnish proposed schedule, training agendas for each session, identification of

personnel that will conduct training, and handouts proposed for distribution during training. Record all training sessions and include within O&M Manual.

- H. Closeout Submittals (CO):
  - 1. Submit following completion of onsite work.
  - 2. Operation and Maintenance Manuals:
    - a. Provide on USB drive(s). Provide sub-directories on the drive(s) to label and separate contents for the manual.
  - 3. As-Built Drawings
    - a. Provide on USB drive(s).
- I. Extra Materials: Furnish extra materials that match products installed and that are packaged with protective covering for storage and identified with labels describing contents. Generate report indicating all maintenance materials turned over to owner and obtain signature from owner acknowledging receipt.

### **3.3 SUBMITTAL RESPONSES**

- A. Revise and Resubmit: When a submittal is marked “Revise and Resubmit,” the entire submittal shall be reviewed, revised and resubmitted in totality unless specifically indicated otherwise. Resubmittals shall be checked for compliance with the Contract Documents, inclusive of requirements for submittals. In addition, any comments and deficiencies identified by the reviewer shall be appropriately acted upon. Uniquely identify specific portions of each resubmittal that have been modified since the previous version was reviewed. Resubmittals shall include a copy of the reviewer’s previous comments, include a written description of the action(s) taken, be labeled chronologically, and be inclusive of all corrective action identified by the previous reviewer.
- B. Exceptions Noted: When a submittal is marked “Exceptions Noted,” the specific actions identified shall be taken. No further submittal actions required
- C. No Exceptions: When a submittal is marked “No Exceptions”, no further actions are required.

**END OF SECTION 230503**

SUBMITTAL TITLE SHEET  
EXAMPLE  
*(Form: Sub-1)*

PROJECT TITLE:

Project Name Line 1  
Project Name Line 2  
Project Name Line 2

SUBMITTAL TYPE:

Product Data

SECTION SUBMITTAL NUMBER

233113-PD-00

SECTION TITLE:

Metal Ducts

Date Prepared:

yyyy-mm-dd

CONTRACTOR OF RECORD:

Firm Name

Address 1

Address 2

City, State, Zip

Phone (000) 000-0000, Fax (000) 000-0000

Project Manager: Full Name

PM E-Mail: xxxxxxxx@xxxx.xxx

SECTION SUBCONTRACTOR(S):

Firm Name Address 1 Address 2 City, State Zip Phone (000) 000-0000 Fax (000) 000-0000 PM Name: Full Name PM E-Mail: xxxxxxxx@xxxx.xx	Firm Name Address 1 Address 2 City, State Zip Phone (000) 000-0000 Fax (000) 000-0000 PM Name: Full Name PM E-Mail: xxxxxxxx@xxxx.xx
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