Working Drawings and Material Submittals for Buildings

The submittal of shop plans or equipment lists as specified in the Standard Specifications, the General Conditions, and/or the Special Provisions, requires that each submittal be completely identified. The Structure Representative should caution the Contractor early in the contract (this could be done at the pre-job conference) that this is a contract requirement, and that failure to comply will result in delay of approval of his submittals. (Attachment No. 1 to this Bridge Construction Memo is a sample of an equipment submittal which properly identified the equipment that the Contractor proposes to use.) The Contractor should also be informed that failure to make submittals that are not complete and not grouped in logical order also tends to delay the approval process.

The procedure for review and approval of working drawings and material submittals for buildings is a coordinated effort between the Architecture and Transit Branch, and Construction.

Attached is Memo to Architects A-5-11 (Attachment #2) Review of Working Drawings and Material Submittal for Buildings. The design memo covers the procedures required for review and approval of working drawings and material submittals, including responsibilities of Structure Representatives on construction projects. Structure Representatives should comply with the applicable instructions in Memo to Architects. A-5-1 in-so-far as possible.

Unless otherwise stipulated in the Special Provisions, the Contractor (subcontractor or fabricator) is to submit all working drawings and material submittals directly to the Office of Structure Design, Document Unit, P.O. Box 942874, Sacramento 94274-0001. This includes original submittals and resubmittals. The Structure Representative is not to accept submittals unless it is so stipulated in the Special Provision.

The working drawing and material submittals approval procedure is administered by the Special Services Group of Office of Structure Design. The group maintains a record of all working drawings and/or material submittals, and distributes copies to all interested parties, during all phases of the approval procedures. This relieves the Structure Representative of tedious administrative details necessary to insure that working drawings are distributed to the right people at the right time. One copy of all submittals will be forwarded to the Structure Representative on the same day that they are received in Sacramento.

The responsibility for checking working drawings and material submittals is shared by the Architect and the Structure Representative. Working drawings and/or material submittals shall not be returned to the Contractor until the Architect has discussed and resolved the details with the Structure Representative. The comments returned to the Contractor must be acceptable to both the Architect and the Structure Representative.
Agastat timing relays 7000 series

Model Number Code

- A - Single Pole, Double Throw
- B - Double Pole, Double Throw
- C - Four Pole, Double Throw

Call Voltage

- A: 120 V 60 Hz
- B: 110 V 60 Hz
- C: 240 V 60 Hz
- D: 120 V 60 Hz
- E: 24 V 60 Hz
- F: 120 V 50 Hz
- G: 240 V 50 Hz
- H: 12 V 60 Hz
- I: 220 V 50 Hz
- J: 120 V 60 Hz
- K: Dual Voltage (combines A & B)

Time Range

- A: 1 to 1 Sec.
- B: .5 to 5 Sec.
- C: 1.5 to 15 Sec.
- D: 5 to 50 Sec.
- E: 20 to 200 Sec.
- F: 1 to 10 Min.
- H: 3 to 30 Min.
- J: 5 to 50 Min.
- K: 1 to 300 Sec.

Aux. Switch Options

- L: LL

Optional Features

- T: Optional Features
- GZ: Total Enc., W/Bottom Connection
- H: Hermet. Sealed (Consult Factory)
- M: Dustight
- O: CSA Approval
- W: Watertight Enc. (NEMA-4)
- X: Panelmount Kit

Note: As shown above, the Contractor must show all options, accessories, and modifications to be furnished. Arrows, circles, or written notes may be used to identify the characteristics of the furnished item.
MEMO TO ARCHITECTS:

Procedure

The instructions in this memo apply to shop drawings and material submittals for buildings. Generally, this will apply to all projects prepared by Architectural Design.

Note:

The procedures covered in this Memo will also apply to Mechanical & Electrical (Building or related) projects. The responsibilities may be covered appropriately by inserting “M & E Engineer” whenever any reference is made to “Architect.”

Structure Representative = Construction representative or Resident Engineer.

To provide uniform treatment in checking shop drawings and material submitted for buildings, the following procedure shall be followed:

1. The responsibility for checking shop drawings is shared by the Architect and the Structure Representative. Shop drawings shall not be returned to the Contractor until the Architect has discussed and resolved the details with the Structure Representative. The comments returned to the Contractor must be acceptable to both the Architect and the Structure Representative.

   A brief file memo shall be written by the Architect to document controversial decisions or to keep other involved parties informed. For example, a memo is required for any change or clarification of details in contract plans. A copy of the memo is to be sent to the Structure Representative.

2. All submittals of shop drawings and materials will be received by the Documents Unit for distribution. The initial distribution of drawings will be:

   1 copy to RE or Structure Rep
   *4 copies to Architect

   *Including Mechanical/Electrical submittals, Structural submittals, and Landscape/Irrigation submittals.

Architect will make distributions.

Replaces Memo to Architects A – 5 – 1
Dated September 1981

Date: September 1981
The number of samples of each material may vary. The Documents Unit will submit all samples to the Architect, who will determine and record the disposition.

The Architect will check the drawings and:

a) Sheets that do not require correction. All four copies will be stamped “Approved” and distributed as shown below.

1 copy will be retained by the Architect
3 copies will be returned to the Documents Unit who will make the following distribution:

1 copy to RE or Structure Rep
2 copies to Contractor

b) Sheets that have minor corrections. The Architect will stamp each of these sheets as shown and indicate all corrections in red on all four copies. The distribution will be the same as 2a.

c) Sheets that have revisions. Only those sheets that require the corrections will be stamped as shown. Notes added to the sheet shall make it clear why the submittal is not approved. The distribution will be the same as 2a.
d) Corrected copies received from the Contractor will be processed identical to the procedures outlined in 2, 2(a), 2(b) or 2(c) as required.

3. For contracts under General Conditions, the following stamps will be used under 2(a), (b) or (c):

a)  

![Prints reviewed by State of California DEPARTMENT OF TRANSPORTATION OFFICE OF STRUCTURES DESIGN APPROVED PURSUANT TO SECTION 2-1.04 OF THE GENERAL CONDITIONS](image)

b)  

![Prints reviewed by State of California DEPARTMENT OF TRANSPORTATION OFFICE OF STRUCTURES DESIGN APPROVED SUBJECT TO NOTATIONS INDICATED IN RED PURSUANT TO SECTION 2-1.04 OF THE GENERAL CONDITIONS](image)

c)  

![Prints reviewed by State of California DEPARTMENT OF TRANSPORTATION OFFICE OF STRUCTURES DESIGN NOT APPROVED PLEASE RESUBMIT](image)
4. For Contracts under General Specifications (under $25,000.), the following stamps
Will be used under 2(a), (b), or (c):

(a) PRINTS REVIEWED BY STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION
OFFICE OF STRUCTURES DESIGN
APPROVED
PURSUANT TO SECTION 5.02 OF THE GENERAL SPECIFICATION
________________________________________ DATE

(b) PRINTS REVIEWED BY STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION
OFFICE OF STRUCTURES DESIGN
APPROVED
SUBJECT TO NOTATIONS INDICATED IN RED
PURSUANT TO SECTION 5.02 OF THE GENERAL SPECIFICATION
________________________________________ DATE

(c) PRINTS REVIEWED BY STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION
OFFICE OF STRUCTURES DESIGN
NOT APPROVED
PLEASE RESUBMIT
________________________________________ DATE
Guide for Checking shop Drawings

As a means of establishing uniform practice and avoiding omissions, but not as a substitute for common sense, the following outline is submitted as a general guide for the checking of the shop drawings. Some items are included which should fall within the duties of the Structure Representative. An overlap may avoid an oversight. These items will be reviewed in the discussion between the Architect and the Structure Representative.

If the individual Project Architect feels that certain factors need not be considered, or that others should be added, it is his prerogative to do so, providing the Structure Representative is agreeable.

1. Read the Standard Specifications (or General Conditions) and the Special Provisions for the particular job. The Special Provisions may modify the usual procedure. Read the correspondence file. There may have been changes approved by the Office of Construction since the contract was let. Call Structure Representative to establish a working relationship and to become familiar with any pending changes or special problems.

2. Changes from the contract plans or specification, regardless of magnitude, should not be allowed unless they have been discussed and approved by the Structure Representative and the Project Architect. Revisions may be satisfactory structurally or architecturally, but create administrative problems. Changes requiring Contract Change Orders as determined by the Structure Representative need special attention. These change orders could be grouped into two categories:

   a) Those involving changes requested by the State and minor changes requested by the fabricator where there is no question on approval of the change order by both parties. The shop drawings can be approved, but the note “Contract Change Order to be processed” must be added to each detail sheet involved.

   b) Those involving changes requested by the Contractor, other than those covered in 2a. These should be returned to the Contractor with the note “Request must be made by the contractor for a Contract Change Order.” The Contractor may ask that the shop drawings be held by Architectural Design pending such negotiation. Architectural Design should not hold any plans without such a request.

3. All submittals shall be properly identified. This is covered in the Special provisions under Section 2-1.04 General Condition projects and 12-1.06 of Standard Specification projects. Bridge Construction Memo 132.1.0 instructs the Structure Representative to caution the Contractor of the importance of this identification (this could be done at the pre-job conference). Tabulated below are specific actions to be taken to assure proper identification:
a) If the project designer does not attend the pre-job conference be sure to notify the R.E. prior to the meeting to stress the importance of properly identifying shop plans.

b) Inform the Contractor (via the Documents Unit) on the first returned transmittal of sets received with marginal identification. A call to the R.E. to discuss the problem is also in order at this time.

c) Return seriously unidentified shop plans (via the Documents Unit) without checking (unstamped) when the practice continues after sufficient warning. This option should only be used as a last resort and only after getting the Senior’s approval. When you exercise this* option a call to the R.E. and H.O. construction is mandatory.

Earl R. Latham