



## SUBMITTAL CHECKLIST

- ☐ Compile the various submittals into packages per specification section.
- ☐ Prioritize based on schedule requirements.
- ☐ Review each submittal's compliance with the both the plans and specifications. If you notice conflicting information between the plans and specs, first identify which source the submittal complies with and then indicate this both on the submittal and in an RFI.
- ☐ Look specifically at whether the submittal contains the correct manufacturer, model numbers, dimensions, and specifications. Oftentimes subcontractors will submit items that are unapproved substitutions. Reject these submittals and ask for the proper ones.
- ☐ Insert comments and questions to assist in the architect's review, preferably in GREEN font so as to differentiate from the industry standard architectural RED. *Note: Even if the submittal is perfect, include comments or thoughts on items to show the architect you thoroughly reviewed the submittal. Architects often get frustrated when they feel submittals are not being thoroughly review by project engineers.*
- ☐ Once you have done a thorough review of a submittal package, insert your electronic stamp on each individual submittal indicating to the architect/engineer that the submittal has been reviewed by BSC.
- ☐ In Bluebeam, select your comments, right click, and select to lock them. They can sometimes get scrambled or hidden if this step is skipped.