TYPES OF SUBMITTALS

A. PRODUCT DATA

A submittal in electronic form providing detail products being installed. This is the most common type of submittal and is typically reviewable using the specification manual.

B. SHOP DRAWINGS

Shop drawings submitted electronically are used to coordinate installations or products. They are plan layouts of where items are being installed, what dimensions the items are, and at what elevation they are being installed. These are typically reviewable with the plans and other trade shop drawings. Double-checked dimensions since this is the final check before the items ship. A failure to review these thoroughly can translate to huge financial and time loss. Oftentimes, the shop drawings will contain notes or requests to "VIF" (verify in field). These should be sent to the superintendent to verify existing dimensions to make sure the items being reviewed will fit correctly. This needs to be done during the review process.

C. SAMPLES

Samples are physical submittals that typically help architect's finalize aesthetic and colors of items being installed. It is important these items are reviewed physically and not selected from a photo or computer screen. These should, however, be labeled, photographed, and tracked electronically so that when the physical samples arrive, the architect knows what they are looking at.

D. LEED

LEED building certification requires specific submittals be collected and tracked throughout the building process. They identify anything from recyclable content to which region materials were harvested for certain products.