

1. GENERAL REQUIREMENTS: The University will participate in the review of selected submittals. The specific set of submittals and the routing procedures shall be coordinated with the University Project Manager; the general outline of the process is as follows:
 - 1.1 The University and design consultants will establish a preliminary list of submittals (categories) that the University wishes to review. The design consultants will identify these in their contract documents as requiring additional review time. During the start up of construction, the University will finalize the list of submittals they will review by marking up the Contractor's submittal schedule.
 - 1.2 *Typical Submittal Routing*:
 - 1.2.1 The Contractor will transmit the required number of copies of the submittal to the design consultants for review.
 - 1.2.2 The design consultants will review the submittal and mark "Revise and Resubmit"; it is returned to the Contractor. Otherwise, a copy of the submittal is forwarded to the University's Project Manager for distribution to appropriate staff for review. The Project Manager will assemble staff comments and forward them to the design consultants.
 - 1.2.3 The design consultants will incorporate the University staff's comments and retain their record copy, forward a record copy to the University's Project Manager and returns the balance to the Contractor.
 - 1.2.4 Where the review time for submittals only designated to be reviewed by consultants may be two weeks, the Contractor shall allow three weeks minimum for all submittals identified for consultant and University review.
 - 1.2.5 The consultants shall allow the University one week to review and return comments on submittals. The Architect shall keep the University's Project Manager apprised of all outstanding submittals in for University review. If no comments are received from the University after one week, the consultants may proceed to return the submittal to the Contractor.
 - 1.3 The Contractor shall be required to submit a comprehensive submittal schedule that includes project and fabrication lead times where applicable.
 - 1.4 The Architect and Contractor shall both be required to maintain a current submittal log that identifies the status and disposition of all submittals in process or completed, and shall present the log at each construction meeting for review.

**DIVISION 1
SUBMITTALS**

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- 1.5 The Architect and consultants shall work with the University's Project Manager to identify each specified product for which the University wants a physical sample submitted. The design consultants will include the University's requirements in addition to any sample requirements they may require.