

The following is a list of typical submittals regarding the specific trades we should request for each project. **Make sure that the specifications regarding what to submit are followed.** Some of these submittals are above what is required.

However, it is what's needed for our proper review and records.

**Discuss with the Architect if they want to receive the extra submittals.**

*The list is not a complete listing of submittals for your project, and not all listed submittals may pertain to your project.*

## 030000 Concrete

\* Typically Required for any project

Job-Specific Quality Plan	Roof Protection Plan	Existing Flooring Protection Plan	Depressed Slab Procedure Plan	Architecturally Exposed Concrete Procedures
Formwork Shop Drawings and Calculations	Shoring and Calculations	Hot Weather Plan	Cold Weather Plan	Mass Concrete Procedure Plan
Flatwork Description Procedure	Slab Opening Coordination	Slab Edge Coordination	High FF (+50) Procedure	Pre/Post Tensioning Procedures
Mix Designs with Identification	Concrete and Additive Material Product Data	Mix Design for Stair	Color Pigments	Floor Treatments
Fiber Reinforcement	Floor slab Treatments	Bonding Agents		Concrete Tolerance Acceptance
Rebar Shop Drawings	Rebar (and epoxy) Product Data	WWF Product Data	Epoxy Coated Rebar paint	Rebar Couplers
Diamond Dowels or Similar	Rebar Chairs	Dovetail Anchors	Embed Items	
Form Material(s) and locations	Form release (Will send to Waterproofing and AVB Contractors)	Form Liner(s)	Form Rustication Strips	Special Forms
Chamfer & Reveal Strips	Insulation	Curing Material		
Construction Joint Layout -Horizontal	Construction Joint Layout - Vertical	Control Joint Layout - Horizontal	Control Joint Layout - Vertical	Joint Filler
Vapor Retarders & Accessories and Installation Instructions	Waterstop and Installation Instructions	Epoxy and Installation Instructions	Grout and Installation Instructions	Sealant for joints
Vapor Barrier	Vapor Barrier Mastic	Vapor Barrier Tape	Vapor Barrier Concrete Tape	Vapor Barrier Installation instructions

## 034000 Precast Concrete

*\* Typically Required for any project*

Job-Specific Quality Plan	Roof Protection Plan	Shop Drawings	Calculations	Piece Drawings
Mix Designs with identification	Concrete and Additive Material Product Data	Concrete Finish Procedures/Types	Anchors	Backer Rod & Sealant(s)
Fire Rated Joints and UL Assembly	Galvanized Paint or other Paint	Embed Materials (Brick, etc.)	Repair Concrete & Procedures	Grout and Installation Instructions
Concrete Samples	Concrete Sample Repair	Form Release	Embedded Wood	Material to Patch Lifting Lugs

## 034900 GFRC

*\* Typically Required for any project*

Job-Specific Quality Plan	Roof Protection Plan	Shop Drawings	Calculations	Piece Drawings
Mix Designs	Concrete and Additive Material Product Data	GFRC Finish Procedures/Types	Anchors	Backer Rod & Sealant(s)
Lifting Procedures	Galvanized Paint or other Paint	Fasteners	Repair GFRC & Procedures	Rail / Attachment System
GFRC Samples	GFRC Sample Repair	Form Release	Embedded Wood	Material to Patch Lifting Lugs

## 042000 Masonry

*\* Typically Required for any project*

Job-Specific Quality Plan	CMU Product Info – Including Rating Info	Brick Veneer(s) Product Info	Brick Veneer Efflorescence tests	Grout(s) product data
Mortar(s) product data	Lateral CMU Reinforcing(s)	Masonry Anchors	Post-installed Masonry Anchors	Vertical Rebar Product Info
Vertical Rebar shop drawings	CMU CJ	Masonry Joint Filler	Weeps/Vents	Flashing / Primer
SS Drip	Bridging Material (SS)	T/Wall Anchor	Sealant/Backer Rod	Drainage Cavity
Insulation and clips	Cleaning Product & Brick Letter of Acceptance	Epoxy and Installation Instructions	Roof Protection Plan	CMU Vertical Bar Positioner
Cast Stone Anchor Calculations	Stone Anchor Calculations	Samples	Cast Stone Product Data, Shop Drawings, and Anchors	Stone Product Data, Shop Drawings, and Anchors

## 050000 Structural Steel

*\* Typically Required for any project*

Job-Specific Quality Plan	Steel Shop Drawings	Deck Shop Drawings	Stair Shop Drawings	Slab Edge Plan & Embed Plans
Welding Certifications	Signed Calculations for each item	Mill Test Reports	Fastener Product Data and ICC-ES Reports	Misc Metal Shop Drawings
Anchor Bolt Shop Drawings	Joist Shop Drawings	Railing Shop Drawings	Steel Tolerance Acceptance	Steel Deck Stud Detailing
Steel Primer Data and Installation Instructions.	Galvanized Metal Repair Product Data and Installation Instructions.	Bearing Pads Product Data	Existing Steel Procedure for Cleaning	Thermal Break Drawings and Calculations
AESS Procedures	Deck Shoring Design and Calculations	Deck Attachment Detailing	<i>If shooting deck to joists...Provide Attachment Verification Procedures</i>	Loose Lintels
Roof Protection Plan				

## 054000 CFMF and Sheathing

*\* Typically Required for any project*

Job-Specific Quality Plan	CFMF Components	Stamped Shop Drawings & Calculations	CFMF Fastener Data Sheets	CFMF Clips and Accessories
Zinc Rich Paint for touch-up	Gypsum Sheathing	Sheathing Installation Instructions	Sheathing Fasteners <i>(Corrosion Resistant)</i>	Backer Rod & Sealant
Welding Certifications	Wood Sheathing	FRT Product Data	Sill Sealer	Horizontal EJ Detailing
UL Assemblies	Roof Protection Plan			

## 054400 CFMF Wall & Truss

*\* Typically Required for any project*

Job-Specific Quality Plan	Truss Shop Drawings	Truss Calculations	Truss Piece Drawings	CFSBCSI booklet & Truss Packet <i>(MUST REQUEST FOR MEETING)</i>
Fasteners	Wall Shoring Plans and Calculations	Roof Protection Plan		

## 060000 Rough Carpentry

*\* Typically Required for any project*

Job-Specific Quality Plan	Wood Material Data	ECC-ES Report(s) for wood	Fastener Data	Fastener ICC-ES Report(s)
FRT Wood & Ext Treated	Ice & Water Shield <i>(used if treated wood is in contact with Galv Metal)</i>	Wood Fastener Calculations for Head, Sill, and Jambs	Wood Fastener Calculations for Parapet/Coping	Roof Protection Plan

## 062000 & 064000 Woodwork, Millwork, & Casework

*\* Typically Required for any project*

Job-Specific Quality Plan	Wood Material Data	Shop Drawings	Glue / Adhesive	Finishes
Finish Procedures	Veneer Material Data	Samples	Hardware	Protection Plan
Sealant	Wall Connections	Maintenance Manuals	Laminate	Metal Accents

## 071000 Waterproofing

*\* Typically Required for any project*

Job-Specific Quality Plan	Job Specific Details	Waterproofing Installation Instructions	Installer Certification	Manufacturer Letter
Product Data	ICC-ES Report(s)	Hot & Cold Weather Plan	Sample Warranty	Repair Plan
Crack & Joint Treatment Plan	Compatibility Guide	Mfr Tech Bulletins	Protection Board	Drainage Panels
Sealant (under and or over)	Neoprene	Mastic	Aggregate / Sand	Reinforcement Fabric
SS Termination Bar	SS Fasteners	Backer Rod (Closed Cell)	Expansion Joint(s)	Insulation
Root Barrier	Water Stopping and sealant or primer	Transition Membrane	Metal Transitions	PMMA Transitions
ELD, EFVM (Testing)	Testing Plan	Tie-Back Covers, Etc.	Concrete Patch Material(s) and Installation Instructions	Flashing Tape
Samples	Liquid Flashing	Roof Protection Plan	Primer	

## 071800 Traffic Coating

*\* Typically Required for any project*

Job-Specific Quality Plan	Job Specific Details	Traffic Coating Installation Instructions	Installer Certification	Manufacturer Letter
Product Data	ICC-ES Report(s)	Hot Weather Plan	Cold Weather Plan	Repair Plan
Sample Warranty	Maintenance Manuals	Crack & Joint Treatment Plan	Compatibility Guide	Mfr Tech Bulletins
Sealant (under and or over)	Concrete Patch Material(s) and Installation Instructions	Samples	Aggregate / Sand	Neoprene Sheet
Reinforcing Fabric	Flashing Tape	Liquid Flashing	Roof Protection Plan	Primer

## 072400 EIFS & DEFS

*\* Typically Required for any project*

Job-Specific Quality Plan	Product Data	NFPA 285	Sample Warranty	Installation Instructions
Job Specific Details	Hot & Cold Weather Plan	Installer Certification	Manufacturer Letter	Erection Tolerance Acceptance
Tech Bulletins	Sealant	Backer Rod (Closed Cell)	Fasteners & ICC-ES Report	Trim Pieces
Accessories	Roof Protection Plan			

## 072110 Spray Poly Foam (SPF)

*\* Typically Required for any project*

Job-Specific Quality Plan	Product Data	NFPA 285	Sample Warranty	Installation Instructions
Job Specific Details	Hot & Cold Weather Plan	Installer Certification	Manufacturer Letter	ICC-ES Report
Tech Bulletins	Sheet Membrane	Thermal Covering or Similar	Roof Protection Plan	

## 072300 Insulation

*\* Typically Required for any project*

Job-Specific Quality Plan	Product Data	NFPA 285	Anchors / Supports	Roof Protection Plan
Vapor Barrier	Adhesives and Sealants	Manufacturer installation instructions	Compliance Plaque	

## 072700 Air / Vapor Barrier

*\* Typically Required for any project*

Job-Specific Quality Plan	Product Data	NFPA 285	Sample Warranty	Installation Instructions
Job Specific Details	Compatibility Guide	Installer Certification	Manufacturer Letter	Hot & Cold Weather Plan
Crack & Joint Treatment Plan	Compatibility Guide	Mfr Tech Bulletins	Primer	Sealant (under and or over)
Backer Rod (Closed Cell)	Neoprene	Mastic	Expansion Joint(s)	Metal Transitions
SS Termination Bar	SS Fasteners	Transition Membrane	Flashing Tape	Samples
Liquid Flashing	Testing Plan	ETA & Sealant	SPF	Roof Protection Plan
Reinforcement Fabric				

## 074200 Metal Wall Panels

*\* Typically Required for any project*

Job-Specific Quality Plan	Product Data	NFPA 285	Sample Warranty	Installation Instructions
Job Specific Details	Hot & Cold Weather Plan	Installer Certification	Manufacturer Letter	Calculations
Erection Tolerance Acceptance	Sealant	Backer Rod(s)	Drainage Mat	Underlayment
Sub-Grit Data	Sub-Girt Calculations	Fastener Calculations	Fastener Data & ICC-ES Report	Insulation & Attachment
Samples	Finish(es)	AVB Repair Plan	Accessories	Roof Protection Plan

## 074646 Cement Board Siding

*\* Typically Required for any project*

Job-Specific Quality Plan	Product Data	NFPA 285	Sample Warranty	Installation Instructions
Job Specific Details	Hot & Cold Weather Plan	Installer Certification	Manufacturer Letter	Calculations
Erection Tolerance Acceptance	Sealant	Backer Rod(s)	Drainage Mat	Underlayment
Sub Girt	Sub Girt Calculations	Fastener Data & ICC-ES Report	Fastener Calculations	Edge Sealer
Accessories	Cleaning and maintenance procedures	Roof Protection Plan		

## 075000 / 076200 Roofing / Flashing

*\* Typically Required for any project*

Job-Specific Quality Plan	Product Data	Sample Warranty	Job Specific Details	Installation Instructions
ICC-ES Report	Hot & Cold Weather Plan	Installer Certification	Manufacturer Letter	Tech Letters
Manufacturer Composition Letter	Tapered Insulation Drawings	Walk-Way Pad Drawing	FM Letters and Certification Forms	ES-1 Coping Certification and Drawing
Fasteners & ICC-ES Report	Substrate Board	Vapor Retarder / Temporary Roof	Insulation	Cover Board
Adhesives	Nail Base	Coping Color	Coping Shop Drawings	ELD, EFVM, or Similar
Roof Hatch / stanchions	Sealant	Closed Cell Backer Rod	Accessories	Expansion Joint(s)
UL Assemblies	Wood (see wood)	Fire Rated Tested Assemblies, Joints, etc.	Transition Membranes	Compatibility Letter
Green Roof Data	PV Roof Data	Snow Guards	Samples	Davits & Calculations



## 078100 Spray Fireproofing

*\* Typically Required for any project*

Job-Specific Quality Plan	Product Data	UL Assemblies for each condition	Floor Plan(s) Thickness	Install/Patch Procedures
ICC-ES Report	Cold Weather Plan	Installer Certification	Manufacturer Letter	Tech Letters
Primer	Accelerator	Mesh	Intumescent Product Data & UL Assemblies	Patch Material
Bonding Agent	Topcoat	Intumescent Finish Acceptance	Samples	

## 078400 Fire Stopping

*\* Typically Required for any project*

Job-Specific Quality Plan	Product Data	UL Assemblies for each condition	Installer Certification (NFPA or UL)	Understanding of Deflection
Signage/Label				

## 079200 Sealant

*\* Typically Required for any project*

Job-Specific Quality Plan	Product Data	Samples/Colors	Mfr Letter regarding Compatibility and Adhesion	Roof Protection Plan
Bond Breaker Tape	Primer(s)	Backer Rod(s)	Installation Procedure	

## 081113 / 081400 Door & Frame

*\* Typically Required for any project*

Job-Specific Quality Plan	Product Data	Samples/Colors	Installation instructions for UL/Rated Doors	Schedule
Shop Drawings	STC Certifications	Certifications	Accessories	Roof Protection Plan
Shims for Fire Rated Doors	Door Anchors	Glass Product Data	Samples	Sealers / Stains
Wood Door – Sealed on all Edges	Keying Schedule			

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Submittal & Shop  
Drawing Inventory Guide

08.29.2024

084000 Entrances /  
Curtainwall

\* Typically Required for any project

Job-Specific Quality Plan	Product Data	Samples/Colors	Installation Instructions	Sample Warranty
Shop Drawings	Accessories	Glass Product Data	Anchor / Attachment Calculations	Maintenance Manuals
Continuity to AVB System (Location of Sealant Primary)	Mfr Letter regarding Compatibility and Adhesion	Fastener ICC-ES Reports	Testing Reports	Condensation Reports
Welding Certs	Sealant	Backer rod(s)	Hardware / Sills	Sill Pans (Discuss with Quality Department)
Roof Protection Plan	Detail Membrane	Back Pan	Insulation/Tape	

089100 Louvers

\* Typically Required for any project

Job-Specific Quality Plan	Product Data	Samples/Colors	Installation Instructions	Fastener Data & Fastener ICC-ES Report
Fastener Calculations	Shop Drawings	Sample Warranty	Screens	Roof Protection Plan
Color Samples	Sealant	Primer(s)	Backer Rod(s)	

## 092216 Non-Struct Framing & Gyp Bd

*\* Typically Required for any project*

Job-Specific Quality Plan	Limiting Height Tables – Composite & Non-Composite	Stud Spec Sheet	Installation Instructions	Fastener Data & Fastener ICC-ES Report
Shop Drawings for Door Header	Gypsum Board(s)	Samples/Colors	Deflection Track	Wood Blocking & ICC-ES Report
Metal Strapping	Tile Board	Shaft Wall	Fire Track	Tile Board Fasteners
Sound Sealant	Sound Attenuation	Fire Sealant	Head of Wall – UL Assemblies for each Condition	CJ Trim
Resilient Channel	Joint Treatment	Laminate Adhesive	Trim	Drywall Tape / Mesh
Compressible Filler	Expansion Anchors & ICC-ES Report	Soffit Framing	CJ Layout, Including soffits	Corner Bead(s)
Plaster Trim/Mesh/Lath	Lateral Bracing	Z-Furring	Hat Channels	Veneer Plaster
Curved Track	Vapor Retarder	Stud Chart	Sound Isolation	Samples

## 093000 Floor & Wall Tile

*\* Typically Required for any project*

Job-Specific Quality Plan	Floor Tile Data Sheets	Wall Tile Data Sheets	Special Tile Data Sheets	Samples / Colors
Floor / Wall layouts & Schedule(s)	Tile Setting Procedures	Wall Adhesive / Mastic	Floor Adhesive / Mastic	Floor Grout
Wall Grout	Waterproofing	Crack Suppression Membrane	Sealant	Floor Prep Letter from Floor Prep Manufacturer
Sample Warranty(s)	Concrete Testing Procedures	Concrete Testing Probes	Moisture Mitigation Membrane	Moisture Mitigation Membrane Sample Warranty
Isolation Membrane	Construction Protection	Asbestos Verification on Existing Floors	Wall Substrate Glass Mesh	Crack Material(s)
Portland Cement	Setting Bed Material (Mortar)	Tile Sealer	CJ/EJ Layout	Tile Accessories
Mortar Additives	CJ/EJ Sealant & Backer Rod	Floor Prep Material & Additive(s)	Skim Coat Material	Primer

## 095113 ACT & Ceiling Systems

*\* Typically Required for any project*

Job-Specific Quality Plan	Ceiling tile(s) Product Data	Ceiling Grid Product Data	Wire(s) Product Data	Adhesive / Mastic
Fastener Product Data	Fastener ICC-ES Report	Installation Instructions	Product / Color Samples	Ceiling Attachment Pullout Verification
Acoustical Sealant	Rated Tested Assembly	Ceiling Sub-Grid Product Data	Floor Protection	Shop Drawings
Engineered Calculations				

## 096000 Flooring & Prep / MRB

*\* Typically Required for any project*

Job-Specific Quality Plan	Floor Data Sheets	Samples	Installation Instructions for Each Product	Adhesive / Mastic
Floor Prep Letter from the Manufacturer of Floor Prep	Sample Warranty from Floor Prep Manufacturer	Sample Warranty from MRB Manufacturer	Concrete Testing Procedure	Concrete Testing Probes

## 134919 Lead Lined Material & Frames

*\* Typically Required for any project*

Job-Specific Quality Plan	Certificate of Compliance to Lead Requirements	Installation Instructions	Lead Installation Procedures	Lead Sheet(s)
Lead buttons	Lead-lined doors and Frames	X-Ray Glass and Compliance Letter	Shop Drawings identifying Location and Thickness	Lead Accessories
Lead Bricks	Compliance Plaque			

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Submittal & Shop  
Drawing Inventory Guide

08.29.2024

321400 Stone/Brick Pavers

\* Typically Required for any project

Job-Specific Quality Plan	Subbase and aggregates	Shop Drawings	Calculations	Pavers
Bedding and joint sand	Stormwater Management Calcs	Geofoam and Layout	Samples	Backer Rod & Sealant(s)
Edge Treatment	Hot water or other tubing			

20000 MEP+FP

\* Typically Required for any project

Job-Specific Quality Plans	Exterior Components TDS & Installation Instructions	Fire Stopping Assemblies	Embedded MEP items into Concrete/Precast Concrete, Such as Electrical	Concrete and Precast Concrete Sleeve Plan
Seismic Design and Calculations				