

SECTION 01 30 00
ADMINISTRATIVE REQUIREMENTS

PART 1 - GENERAL

1.01 SURVEY DATA

- A. Be responsible for properly laying out the work, and for lines, measurements, and data required to accomplish such layout. Verify the data shown on the Drawings before laying out the work, and report errors or inaccuracies in writing to the Designer before commencing work. The Designer or its representative will in no case assume responsibility for laying out the work.
- B. Establish necessary reference lines and benchmarks from which building lines and elevations shall be established. Engage a registered land surveyor for this purpose to lay out the work. Establish and protect from disturbance, not less than two such benchmarks in widely separated locations. Be responsible for the proper location and level of the benchmarks and axis lines at each floor showing exact floor elevations and other lines and dimensional reference points as required for the information and guidance of all trades; field checking of the structure and surveys thereof as may be required by the technical sections of the specifications; the marking and layout of walls and partitions; and the taking of settlement readings as hereinafter specified.
- C. Take settlement readings of the work at a predetermined number of points selected by the Designer. Take readings weekly until the work is substantially completed, or until such time as the Designer directs. Record survey data and submit to the Designer.

1.02 SUBMITTALS

- A. Initial and early submittals stipulated elsewhere in the Contract Documents are referenced on the following table for convenience only. Confirm applicable sections and comply with the requirements therein.



Initial and Early Submittals	When	00 72 13 General Conditions Reference	Standard Document Reference
A written communication to the Owner indicating whether the Contractor "elects" or "does not elect" to make an application to The University of Tennessee Treasurer's Office to withdraw retained funds for deposit in securities in a bank designated by the Contractor	Before the first Application for Payment	NA	01 29 76 Payment Procedures
The names of the persons or entities (including those who are to furnish materials or equipment fabricated to a special design) proposed for each principal portion of the Work	Before the second Application for Payment	Section 5.2.1	01 78 88 Report of Subcontractors and Suppliers
A list showing names of manufacturers proposed for each major product and applicable name of installer, whether Contractor or Subcontractor	Before the second Application for Payment	Section 3.4.2.1	01 78 88 Report of Subcontractors and Suppliers
A disclosure of the existence and extent of financial interests, whether direct or indirect, which Contractor has in proposed Subcontractors and material suppliers	Before the second Application for Payment	Section 3.4.4	NA
Initial version of the Construction Schedule	Before the second Application for Payment	Section 3.10.1	01 32 00 Construction Progress Documentation
Schedule of Submittals	With the initial version of the Construction Schedule	Section 3.10.2	01 32 00 Construction Progress Documentation

- B. In accordance with the General Conditions the Contractor shall submit Shop Drawings, Product Data, Samples, or similar submittals required by the Contract Documents. A minimum of five copies for architectural work and seven copies for mechanical and electrical work of each Shop Drawing and Product Data and three copies of each Sample shall be submitted, unless specified otherwise. Three copies of each Shop Drawing and Product Data and two Samples will be returned to the Contractor. One print of each Shop Drawing and Product Data and one

Sample bearing the final approval stamp of the Designer shall be kept at the project office and shall be maintained in good condition. No such submittal other than those stamped "Approved" shall be on the job for any purpose whatsoever. The Contractor may be required to remove and replace any work installed from unapproved submittals.

- C. In checking Shop Drawings, Product Data, Samples, and similar submittals the Designer will not check field conditions, dimensions, quantities, electrical characteristics, specific capacities or coordination with other trades, these being the responsibility of the Contractor. The Contractor shall attest, either in writing or by stamp or signature, that all Shop Drawings, Product Data, Samples, and similar submittals submitted for approval have been checked for compliance with the drawings and specifications prior to submittal to the Designer. Otherwise, they will be returned unchecked. Any deviations from the requirements of the Contract Documents in such submittals shall be identified by an accompanying letter. No Shop Drawings, Product Data, Samples, and similar submittals shall be submitted directly to the Designer from a manufacturer, jobber, or subcontractor.
- D. The stamp of the Designer on returned shop drawings and samples shall be interpreted as follows:
 - 1. Approved: Conforms to requirements of the Contract Documents.
 - 2. Approved as Noted: Items noted for correction must not be fabricated or furnished without correction as noted. All items bearing this stamp must be resubmitted for further checking and approval.
 - 3. Resubmit: The item is rejected as not in accordance with the contract requirements, or for other justified cause. The submittal shall be corrected and resubmitted. No item is to be fabricated or furnished under this stamp.
- E. To facilitate marking up shop drawings, it is acceptable for the Contractor to submit reproducible drawings or documents in appropriate electronic format, where feasible, so that corrections can be made by the Designers and multiple copies made.
- F. All material requiring a selection of color and/or texture shall be submitted with color palettes and/or samples as soon as possible so that a coordinated color selection board may be prepared for final approval by the Owner before any of those items are ordered or fabricated.

1.03 SUBMITTALS LOG

- A. If Shop Drawings, Product Data, Samples, and similar submittals are required by the Contract Documents, maintain a submittals log to record the status of submittals made to the Designer.
 - 1. Submit by written transmittal to the Designer on a frequency not less than monthly. Do not combine this submittal with the transmittal of an Application for Payment.
 - 2. Clearly identify the project.
 - 3. Record activities with respect to Shop Drawings, Product Data, Samples, and similar submittals which are required by the Contract Documents.

4. Indicate for each submittal made to date:
 - a Title or name and type of submittal.
 - b Date submitted to the Designer.
 - c Date returned by the Designer.
 - d General nature of the Designer's response.

1.04 VISITORS LOG

- A. Maintain Visitor Log in the field office (or with the Project Superintendent when no field office is required) to record visits by all persons not a part of the Contractor's forces, material suppliers, or subcontractor forces.
 1. Submit by written transmittal to the Designer on a frequency not less than monthly. Do not combine this submittal with the transmittal of an Application for Payment.
 2. Clearly identify the Project.
 3. Indicate:
 - a Visitor name and affiliation.
 - b Date of visit.
 - c Time of arrival and departure.

END OF SECTION