

**SECTION 00 13 40  
LIST OF SUBMITTALS**

The following is a general list of submittals required for the project provided only for the convenience of the contractor. It is the contractor's responsibility to review each specification section and provide all submittals required.

**01 00 00 GENERAL REQUIREMENTS:**

1. OSHA Certification "Competent Person"
2. Employees Training Record - OSHA 10Hr/30 Hr
3. Confined Space Training Certification
4. Copy of Confined Space Permit
5. Security Plan
6. Vehicle Authorization Requests
7. Fire Safety Plan
8. Hot Work Permit(s)
9. Construction/Phasing Schedule
10. Utility Interrupt Request(s)
11. Existing Conditions Survey Report
12. Re-Survey Conditions Report
13. As-Built Drawings
14. O&M Manuals - 4 copies
15. Digging Permit
16. Excavation Safety Inspection Checklist(s)
17. Waste Management Plan
18. Waste Management Progress Reports
19. Environmental Requirement Checklist
20. Badge Information (each worker)

**01 01 10 MEDICAL CENTER REQUIREMENTS:**

1. Weekly Safety Inspection Form
2. Competent Person Interview Worksheet Form #3010v.1
3. MSDS for all Hazardous Materials
4. Waste Manifest for Special or Hazardous Waste, if hazardous waste is encountered.
5. Superintendent Cell Phone #
6. Road Closure Permit(s)

**01 45 29 TESTING LABORATORY SERVICES:**

1. Certification of Accreditation - Soils Lab
2. Certification of Accreditation - Concrete Lab
3. Certification of Accreditation - Asphalt Lab
4. Test Reports - Subgrade Proof Rolling
5. Test Reports - Subbase Proof Rolling
6. Modified Proctor Compaction - Subgrades & On-Site Materials
7. Modified Proctor Compaction - Asphalt Pavement Subbase Material
8. Modified Proctor Compaction - Pipe Bedding
9. Modified Proctor Compaction - Trench Backfill Material
10. Modified Proctor Compaction - Concrete Subbase(s)
11. Compaction Tests - Asphalt Pavement Subgrade
12. Compaction Tests - Concrete Curb Subgrade
13. Compaction Tests - Concrete Curb & Gutter Subgrade

14. Compaction Tests - Concrete Gutter Subgrade
15. Compaction Tests - Concrete Sidewalk Subgrade
16. Compaction Tests - Concrete Slab Subgrade
17. Compaction Tests - Concrete Curb Ramps Subgrade
18. Compaction Tests - Topsoil Subgrade
19. Compaction Tests - Asphalt Pavement Subbase
20. Compaction Tests - Concrete Curb Subbase
21. Compaction Tests - Concrete Curb & Gutter Subbase
22. Compaction Tests - Concrete Gutter Subbase
23. Compaction Tests - Concrete Sidewalk Subbase
24. Compaction Tests - Concrete Slab Subbase
25. Compaction Tests - Concrete Curb Ramps Subbase
26. Compaction Tests - Utility Piping Trenches
27. Test Reports - Asphalt Aggregate
28. Test Reports - Asphalt Temperature (Plant and Site)
29. Test Reports - Asphalt Field Density
30. Concrete Field & Materials Inspection Reports
31. Concrete Tests of Field Samples

**01 57 19 TEMPORARY ENVIRONMENTAL CONTROLS:**

1. Compliance Issue Reports
2. Environmental Protection Plan

**01 74 19 CONSTRUCTION WASTE MANAGEMENT:**

1. Demolition Debris Management Plan
2. Designated Manager (Waste Management)
3. Monthly Summary of Debris Diversion & Disposal (Report)

**01 91 00 GENERAL COMMISSIONING REQUIREMENTS:**

1. Preliminary Commissioning Plan - Team Members, Systems to be Commissioned, Team roles and Responsibilities, List of Commissioning Documents, Commissioning Activities Schedule, Pre-Functional Checklists, Systems Functional Performance Test Procedures.
2. Final Commissioning Plan
3. Systems Functional Performance Test Procedures
4. Pre-Function Checklists
5. Test and Inspection Reports
6. Corrective Action Documents
7. Preliminary Commissioning Report
8. Final Commissioning Report
9. Commissioning Agent Certifications
10. Start Up Reports and Comments
11. Commissioning Field Reports
12. Contractor Training Module Documentation

**03 30 00 CAST-IN-PLACE CONCRETE:**

1. Shop Drawing - Concrete Curb
2. Shop Drawing - Concrete Walk
3. Mill Test - Rebar
4. Mill Test - Cement
5. Certification - Aggregate(s)
6. Certification - Air-entraining Admixture

7. Certification - Chemical Admixtures
8. Certification - Waterproof paper
9. Certification - Liquid membrane-forming compounds
10. Certification - Non-Shrinking Grout
11. Certification - Liquid Hardener
12. Certification - Waterstops
13. Certification - Expansion Joint Filler
14. Certification - Adhesive Binder
15. Approval Request - Testing Agency
16. Test Report - 3,000 psi
17. Test Report - 4,000 psi
18. Test Report - 5,000 psi

**05 50 00 METAL FABRICATION:**

1. Manufactures Literature and Data
2. Shop Drawing - each item specified including complete detail, locations, size, material, finish and anchors, erection identifications and instructions. Provide templates and rough-in measurements.
3. Setting drawings for anchors.

**07 84 00 FIRESTOPPING:**

1. Manufacturers Literature and data - Installation Instructions
2. Literature and data - FM, UL, or WH classification numbers of systems installed
3. Certifications - Lab test reports for ASTM E814 tests

**07 92 00 JOINT SEALEANTS:**

1. Installation Instructions (each product used)
2. Cured color samples of exposed sealants
3. Literature & Data - Primers
4. Literature & Data - Sealing compound (each type)

**09 91 00 PAINTING:**

1. Manufacturer's Literature
2. MPI Approved Product List
3. Manufacturer's Certification(s)

**21 10 00 WATER-BASED FIRE SUPPRESSION SYSTEMS:**

1. Manufacturer's Literature
2. Manufacturer's Installation
3. Contractor Qualifications

**23 05 11 COMMON WORK RESULTS FOR HVAC:**

1. Asbestos Abatement Certifications

**23 05 12 GENERAL MOTOR REQUIREMENTS FOR HVAC AND STEAM GENERATION EQUIPMENT**

1. Manufacturer's Literature
2. Manufacturer's Installation

**23 05 41 NOISE AND VIBRATION CONTROL FOR HVAC PIPING AND EQUIPMENT:**

1. Manufacturer's Literature
2. Manufacturer's Installation

**23 05 93 TESTING, ADJUSTING AND BALANCING FOR HVAC:**

1. Contractor Qualifications
2. Testing Procedure

**23 07 11 HVAC AND BOILER PLANT INSULATION:**

1. Manufacturer's Literature
2. Manufacturer's Installation

**23 07 32 GEOTHERMAL LOOP HEAT EXCHANGERS:**

1. Manufacturer's Literature
2. Manufacturer's Installation

**23 07 33 GROUTING VERTICLE LOOPS:**

1. Manufacturer's Literature
2. Manufacturer's Installation
3. Contractor Qualifications

**23 08 00 COMISSIONING OF HVAC SYTEMS:**

1. Contractors Qualifications
2. Commissioning Plan

**23 09 23 DIRECT-DIGITAL SYSTEM FOR HVAC:**

1. Manufacturer's Literature
2. Manufacturer's Installation
3. Contractor Qualifications

**23 11 23 FACILITY NATURAL GAS PIPING:**

1. Literature and data - pipe, fittings, joints, pipe caps, unions, valves and dielectric fittings.

**23 21 13 HYDRONIC PIPING**

1. Manufacturer's Literature
2. Manufacturer's Installation

**23 21 23 HYDRONIC PUMPS**

1. Manufacturer's Literature
2. Manufacturer's Installation

**23 25 00 HVAC WATER TREATMENT**

1. Manufacturer's Literature
2. Manufacturer's Installation

**23 31 00 HVAC DUCTS AND CASINGS**

1. Manufacturer's Literature
2. Manufacturer's Installation

**23 37 00 AIR OUTLETS AND INLETS**

1. Manufacturer's Literature
2. Manufacturer's Installation

**23 81 46 WATER-SOURCE UNITARY HEAT PUMPS**

1. Manufacturer's Literature
2. Manufacturer's Installation

**26 05 11 REQUIRMENTS FOR ELECTRICAL INSTALLATIONS:**

1. Sample - Wire & Cable (each type)
2. Sample - Conduit Coupling, Bushing, and Termination (each type)
3. Sample - Wire and Cable Splicing & Terminating Material
4. Sample - Duct Sealing Compound

**26 05 21 LOW-VOLTAGE ELECTRICAL POWER CONDUCTORS AND CABLES:**

1. Literature and Data for each Cable Type and Rating
2. Certification - Materials & Installation

**26 05 26 GROUNDING AND BONDING FOR ELECTRICAL SYSTEMS:**

1. Shop Drawing(s) - Location & Routing
2. Certified Test Reports
3. Certification - Materials & Installation
4. Certification - Testing

**26 05 33 RACEWAY AND BOXES FOR ELECTRICAL SYSTEMS:**

1. Manufacturer's Literature & Data - Conduit
2. Shop Drawing(s) - Conduit Layout & Sizes
3. Shop Drawing(s) - Conduit Penetrations (if required)
4. Certification - Materials & Installation

**26 24 16 PANELBOARDS:**

1. Shop Drawing(s) - electrical ratings, dimensions, mounting details, materials, wiring diagrams, accessories, complete nameplate data.
2. Manufacturer's literature.
3. Manuals - Maintenance and Operation Manuals with data sheets and wiring diagrams.
4. Certifications - manufacturer's conformance to drawings and specifications, contractor installation, connected and tested.

**26 27 26 WIRING DEVICES:**

1. Shop Drawing(s) - electrical ratings, dimensions, mounting details, materials, wiring diagrams, accessories, complete nameplate data.
2. Manufacturer's literature.
3. Manuals - Maintenance and Operation Manuals with data sheets and wiring diagrams.
4. Certifications - manufacturer's conformance to drawings and specifications, contractor installation, connected and tested.

**26 29 11 MOTOR STARTERS:**

1. Shop Drawing(s) - electrical ratings, dimensions, mounting details, materials, wiring diagrams, weight, accessories, complete nameplate data, running over current protection, size of enclosure, starting characteristics, interlocking.
2. Manufacturer's literature.
3. Manuals - Maintenance and Operation Manuals with data sheets and wiring diagrams, parts ordering information.
4. Certifications - manufacturer's conformance to drawings and specifications, contractor installation, connected and tested.

**26 29 21 DISCONNECT SWITCHES:**

1. Shop Drawing(s) - electrical ratings, dimensions, mounting details, materials, wiring diagrams, accessories, fuse types and classes. Show specific switch and fuse proposed for each specific piece of equipment or circuit.
2. Manufacturer's literature.
3. Manuals - Maintenance and Operation Manuals with data sheets and wiring diagrams, parts ordering information. Include wiring diagram terminal identification.
4. Certifications - manufacturer's conformance to drawings and specifications, contractor installation, connected and tested.

**26 42 00 CATHODIC PROTECTION:**

1. System design Calculations and illustrations.
2. Shop Drawings - Anodes, cable and wire, test stations, terminal boxes, Isolation flanges, unions, coatings and casing seals, exothermic welding devices, cable splice kits, wiring diagrams, test instruments, dielectric tape, test connection points.
3. Detail drawings - complete wiring and schematic diagrams.
4. Accreditation - NACE international Corrosion specialist.
5. Test Reports - Field Test and measurements performed.
6. Operations and Maintenance Manual - Basic System Operation, Instructions, Dielectric Connection Instructions, Locations of anodes, test stations and insulating joints, Structure to reference cell potentials, Maintenance recommendations, Safe repair of piping systems precautions.
7. Certifications - Contractor completion, required testing.

**31 20 00 EARTH MOVING:**

1. Rock Excavation Report(s) (if required)

2. Resumes (all personnel)
3. Soil Classification & Compaction Curve - Trench Backfill
4. Soil Classification & Compaction Curve - Pavement Subbase
5. Soil Classification & Compaction Curve - Concrete Subbase(s)
6. Soil Classification & Compaction Curve - Pipe Bedding
7. Test Report - Subbase Materials
8. Pre-Excavation Photos & Videos (all work areas)
9. Daily Excavation Plans - scaled plan

**32 05 23 CEMENT AND CONCRETE FOR EXTERIOR IMPROVMENTS:**

1. Certificates and Data - Expansion Joint Filler
2. Certificates and Data - Sealing Compound
3. Certificates and Data - Reinforcement
4. Certificates and Data - Curing Materials
5. Certificates and Data - Protective Coating
6. Data and Test - Subbase Material(s)

**32 12 16 ASPHALT PAVING:**

1. Data and Test Repots - Aggregate Subbase Course
2. Data and Test Repots - Asphalt Binder Course
3. Data and Test Repots - Asphalt Wearing Course
4. Job-Mix Formulas
5. Certification - Asphalt Prime Coat
6. Certification - Asphalt Tack Coat
7. Certification - Asphalt Cement
8. Certification - Job Mix Certifications
9. State Highway Department (PennDOT) Specifications
10. MSDS (all chemicals used on ground)

**32 17 23 PAVEMENT MARKINGS:**

1. Certification and Data - Paint
2. Certification and Data - Reflective Glass Beads

**32 90 00 PLANTING:**

1. Sample - Organic Mulch
2. Sample- Pre-Emergent Herbicide
3. Certification of Compliance - Fertilizers
4. Certification of Compliance - Lime
5. Certification of Compliance - Seed
6. Certification of Compliance - Asphalt Adhesive
7. Literature & Data - Erosion Control Mats
8. Literature & Data - Hydro mulch
9. Literature & Data - Pre-Emergent Herbicide

**33 51 00 NATURAL GAS DISTRIBUTION:**

1. Shop Drawings
2. Manufacture's literature and Data - Pipe, Fittings, Strainers, Straightening vanes, valves and Valve Boxes, Pressure Regulators, meters, post markers, Fiberglass Enclosures, Mag Meter layout drawing, Pipe Coatings, Couplings, Risers, Stake Supports, pipe Transitions,

poly Anchors, flexible Connectors, Quick disconnect Fittings, Joining  
Materials