

**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 (BY VA):**

1. OSHA Certification "Competent Person"
2. Employees Training Record - OSHA 10Hr
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. Professional Surveying Certification
14. Certification of Control Points
15. Certification of line grades and plumbness
16. Certification of line and elevations for storm sewers, drainage swales, roads, parking lots, and streets
17. As-Built Drawings
18. O&M Manuals - 4 copies
19. Digging Permit
20. Excavation Safety Inspection Checklist(s)
21. Waste Management Plan
22. Waste Management Progress Reports
23. Environmental Requirement Checklist
24. Badge Information (each worker)

**01 01 10 MEDICAL CENTER REQUIREMENTS (BY VA):**

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 57 19 TEMPORARY ENVIRONMENTAL CONTROLS:**

1. Compliance Issue Reports
2. Environmental Protection Plan
3. Noise Level Monitoring Reports

**01 74 19 CONSTRUCTION WASTE MANAGEMENT:**

1. Demolition Debris Management Plan
2. Designated Manager (Waste Management)

3. Monthly Summary of Debris Diversion & Disposal (Report)
4. Compliance Issue Reports

**01 81 11 SUSTAINABLE DESIGN REQUIREMENTS:**

1. Salvaged or Reused Materials
2. Recycled Content
3. Regional Materials
4. Interior Adhesive and Sealants - MSDS and Product Data on VOC content
5. Interior Paints and Coatings - MSDS and Product Data on VOC content
6. Exterior Paints and Coatings - MSDS and Product Data on VOC content
7. Composite Wood and Agrifiber Binders - Certification the product contains no urea-formaldehyde
8. Blended Cement - Concrete Design Mixes
9. Blended Cement - Typical regional baseline concrete design mixes for all compressive strengths
10. Blended Cement - Quantities in cubic yards of each installed concrete mix
11. Gypsum Wall Board - moisture and mold-resistant products.
12. Fiberglass Insulation - verify insulation contains no urea-formaldehyde.
13. Green Housekeeping - Provide documentation that all cleaning products and janitorial paper products meet the VOC limits and content requirements.
14. Preliminary schedule of materials costs
15. Final materials costs
16. Construction Indoor Air Quality (IAQ) Management Plan
17. Verification of air filtration media replacement
18. Construction photographs
19. Progress Reports

**02 82 13.31 ASBESTOS-CEMENT PANEL/WINDOW ABATEMENT:**

1. Asbestos Hazard Abatement Plan
2. Detailed Work Schedule
3. Staff Organization Chart
4. Copies of Contractor Licenses, Insurance Policies, and Qualifications
5. Emergency Action Plan and Contingency Plan Procedures
6. Specifics of Materials and Equipment to be Used for this Project
7. Written Procedures for Handling, Packaging, and Disposal of Asbestos Waste
8. Approved Landfill
9. Testing Laboratory and/or Personnel Verification
10. Manufacturer's Technical Data, MSDS, and Application Instructions for all Types of Encapsulants
11. Daily Logs
12. Final Certification Report
13. Copy of SOP's Incorporating the Requirements of the Specifications
14. Proof the Competent Person(s) is Trained, Accredited, and Approved to Work in the State.
15. List of all Workers who will Participate in the Project, Including Experience and Verification of Training and Accreditation
16. List of and Verification of Training for all Personnel Working On-Site who have Current First-Aid/CPR Training
17. Current Written Medical Opinions for all Personnel Working On-Site

18. Copies of Current Fit-Tests for all Personnel Wearing Respirators On-Site
19. Copies of Required Notifications and Arrangements Made with Regulatory Agencies

**02 83 33.13 LEAD-BASED PAINT REMOVAL AND DISPOSAL:**

1. Training - Submit Copies of Employee Training Certificates
2. Hazardous Waste Management Plan
3. Manufacturer's Catalog Data - Vacuum Filters
4. Manufacturer's Catalog Data - Respirators
5. Instructions - Paint Removal Materials and Safety Sheets
6. Statement Certifications - Qualifications of CIH
7. Statement Certifications - Testing Laboratory
8. Statement Certifications - Lead-Containing Paint Removal Plan
9. Statement Certifications - Field Test Reports; Monitoring Results
10. Statement Certifications - Hazardous Waste Manifests
11. Statement Certifications - Certification of Medical Examinations
12. Statement Certifications - Employee Training Certification
13. Federal, State, and Local Approvals of Hazardous Waste Treatment, Storage, or Disposal Facility

**03 30 53 (SHORT FORM) CAST-IN-PLACE CONCRETE:**

1. Concrete Mix Design(s)
2. Certification - Air-entraining Admixture
3. Certification - Chemical Admixtures
4. Certification - Curing Compounds

**06 20 00 FINISH CARPENTRY:**

1. Shop Drawings - Millwork Items, Showing Construction and Installation
2. Solid Surface Material Color Samples
3. Sample - Solid Surface on MDF
4. Certificates Indicating the Moisture Content of Materials Meets Specification

**07 21 13 THERMAL INSULATION:**

1. Manufacturer's Literature and Data for Each Insulation Type Used
2. Certificates Stating the Type, Thickness, and "R" Value of Insulation Installed

**07 92 00 JOINT SEALEANTS:**

1. Installation Instructions (each product used)
2. Cured color samples of exposed sealants
3. Product Data - Literature - Primers
4. Product Data - Literature - Sealing Compounds, Each Type, Including Compatibility
5. Product Data - Caulking Compound
6. Product Data - Chemical Cleaners Approved By Sealant Manufacturer
7. Warranty - Warranty of Construction
8. Adhesion Field Tests - Logs Include Installation Test Dates, Installer, Locations, If Primed, Adhesion Results

**08 51 13 ALUMINUM WINDOWS:**

1. Certification - Manufacturer's Compliance With Specifications
2. Certification - Manufacturer Qualifications
3. Certification - Installer's Qualifications
4. Shop Drawings - Window Location Chart, Typical Window Elevations, Each Window Unit Type and Required Fabricated Shapes; Include Glazing Details and Standards for Factory Glazed Units
5. Product Data - Each Window Type
6. Product data - Sash Locks, Screens, Fasteners, keepers and Keys
7. Product Data - Test Reports Including Thermal and Condensation Performance
8. Samples - Include Specified Finishes
9. Warranty - Warranty of Construction
10. Mock-Up

**08 56 66 SECURITY AND PROTECTION WINDOW SCREENS:**

1. Certification - Manufacturer's Qualifications
2. Certification - Manufacturer's Experience and Product Installations
3. Certification - Wire Screen Cloth Meets Specified Requirements
4. Shop Drawings - Showing Construction Details and Installation
5. Samples - One Complete Security Screen
6. Samples - One Complete Protection Screen
7. Manufacturer's Literature & Data - Security Screen
8. Manufacturer's Literature & Data - Protection Screen

**08 80 00 GLAZING:**

1. Certification - Shading Coefficient
2. Certification - Specified "R" Value
3. Certification - Specified "U" Value
4. Warranty - Warranty of Construction
5. Product Data - Manufacturer's literature Each Type of Glass
6. Product Data - Insulating Glass Units
7. Product Data - Elastic Compound for Metal Sash Glazing
8. Product data - Glazing Cushion
9. Product Data - Sealing Compounds
10. Product Data - Metal Glazing Panels
11. Samples - Color Samples for Metal Glazing Panels
12. Samples - One Factory Finished Metal Glazing Panel
13. Test Report - Adhesion and Compatibility Tests

**09 06 00 SCHEDULE FOR FINISHES:**

1. Manufacturer's Instructions for Each Product or Material Used
2. Color/Texture Samples of Coatings and Materials for Approval

**09 23 00 GYPSUM PLASTERING:**

1. Manufacturer's Literature & Data - Accessories for Plaster, Each Type
2. Manufacturer's Literature & Data - Fasteners
3. Manufacturer's Literature & Data - Plaster Bases, Each Type
4. Manufacturer's Literature & Data - Bonding Compounds, Including Application Instructions

5. Manufacturer's Literature & Data - Admixtures, Including Mixing and Application Instructions
6. Manufacturer's Certificates - Gypsum Plaster
7. Manufacturer's Certificates - Keene's Cement
8. Samples - Accessories for Plaster, Each Type
9. Samples - Panel Showing Finish Coat

**09 29 00 GYPSUM BOARD:**

1. Product Data - Manufacturer's Literature for Each Gypsum Board Type
2. Product Data - Manufacturer's Literature for Edge Trim, Laminating Adhesive, and Finishing materials
3. Product Data - Fasteners
4. Samples - Cornerbead and Edge Trim

**09 30 13 CERAMIC TILING:**

1. Samples - Porcelain Tile, Each Type, Color, Pattern, and Size
2. Wall (or Wainscot) Tile, Each Color, Size, and Pattern
3. Samples - Trim Shapes, Each Type, Color, and Size
4. Product Data & Certification - Ceramic and Porcelain Tile
5. Product Data & Certification - Chemical resistant Mortar and Grout
6. Product Data & Certification - Cementitious Backer Unit
7. Product Data & Certification - Dry-Set Portland Cement Mortar and Grout
8. Product Data & Certification - Elastomeric Membrane and Bond Coat
9. Product Data & Certification - Reinforcing Tape
10. Product Data & Certification - Leveling Compound
11. Product Data & Certification - Latex-Portland Cement Mortar and Grout
12. Product Data & Certification - Commercial Portland Cement Grout
13. Product Data & Certification - Organic Adhesive

**09 51 00 ACOUSTICAL CEILING:**

1. Product Data - Manufacturer's Literature for Each Acoustic Ceiling Type
2. Product data - Manufacturer's Literature for Ceiling Suspension System
3. Certification - Each Product Meets Specifications
4. Samples - Each Product with Label Indicating Conformance to specifications

**09 91 00 PAINTING:**

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

**31 20 11 EARTH MOVING (SHORT FORM):**

1. Procedure and Location for Disposal of Unused Material
2. Proposed Source of Borrow Material
3. Advance Notice on Opening Excavation or Borrow Areas
4. Advance Notice on Shoulder Construction for Rigid Pavements
5. Sieve Analysis - All Proposed Fills and Subbase

**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)
7. Data and Test - Job-Mix Formula