

VENDOR SUBMITTALS/SHOP DRAWINGS INSTRUCTIONS

This form and procedure has been prepared for you to use when preparing and submitting product data information, shop drawings and samples for material furnished on a James E. Decker Construction project. These instructions should be followed to the letter.

PROCEDURE

1. Insert the date and submittal number for your company for this project.
2. Complete the vendor/subcontractor information
3. For each item of your submittal, indicate the item number.
4. Insert the quantity (number of copies for this item you are sending attached)
5. Enter a description for the item being submitted.
6. Enter the product approval number issued by the State of Florida (product approval numbers can be attained at www.floridabuilding.org.)
7. Enter the specification number (section) that applies to the item being submitted.
8. Enter "For Approval" for the item in the Status block.
9. Enter any remarks about this submittal in the remarks section at the bottom of the Submittal Cover Page.
10. Email the submittal package to the project manager at Je Decker Const or fax to 863-248-8225.
11. If hard copies are required in your subcontract agreement, send the submittal package to the office where the project manager is located.

DO NOT

1. Do not send less than the required number of hard copies (refer to subcontract agreement for requirements). This will hold up progress payments until the correct number is received. **WE DO NOT MAKE COPIES FOR YOUR SUBMITTAL PACKAGE.** We will email you if the incorrect number has been sent.

CHECK LIST (please review before sending submittal package) All information for your company has been typed or handwritten in

1. The project name has been typed or handwritten in
2. You have typed or handwritten the date
3. Each item submitted contains a description, Product Approval Code or Florida Approval Code (Florida projects only), specification number
4. You have indicated the number of copies being provided (six copies are required)
5. You have indicated on the shop drawings or product information literature which product is proposed for use by either circling or placing an asterisk beside the item or model number
6. You have provided dimensions for products or items that are to fit into another trades work or material
7. You have indicated the finishes or colors for materials being submitted
8. If you are submitting equipment for hvac, you have verified that voltage, phase and amperage matches the panel or circuit data on the electrical drawings
9. If you are submitting for equipment requiring electricity, you have verified that the voltage, phase and amperage matches the panel or circuit data on the electrical pages
10. You have added additional information or notes in the remarks section

