



Owner: _____
 Construction Manager: _____

CONTRACTOR SUBMITTAL

Submittal Number	
Area/Phase	
Requested Priority (1, 2, or 3)	

Project: _____
 Project Number: _____

CONTRACTOR	
Contractor: _____	
Address: _____	
Contact _____	
Phone: _____	
Date Submitted _____	
No. of Copies Submitted: _____	
Supplier _____	
Specification Paragraph	Description
<input type="checkbox"/> Electronic copy enclosed <input type="checkbox"/> Contractor has verified that the materials or equipment contained in this submittal meets all the requirements specified or shown (no exceptions). <input type="checkbox"/> Contractor has verified that the material or equipment contained in this submittal meets all the requirements specified or shown, except for the following deviations (list deviations):	

DESIGN ENGINEER
Engineer: _____
Address: _____
Contact: _____
Phone: _____
Date Returned: _____
No. of Copies Returned: _____
<input type="checkbox"/> See Attached Sheet(s) for Review Comments
ACTION TAKEN:
<input type="checkbox"/> NAT No Action Taken – Record Submittal Only No Resubmittal Required
<input type="checkbox"/> NET No Exceptions Taken
<input type="checkbox"/> MCN Make Corrections Noted Resubmittal Required
<input type="checkbox"/> RAR Revise and Resubmit
<input type="checkbox"/> RR Rejected - Resubmit
Corrections or comments made on submittals during review do not relieve the Contractor from compliance with Contract Drawings and Specifications. Review is for conformance to the design concept and general compliance with the Contract Documents only. The Contractor is responsible for confirming and correlating quantities and dimensions, fabrication processes and techniques, coordinating Work with the trades, and satisfactory and safe performance of the Work.

Contractor Authorized Representative Signature _____ Date _____

Reviewing Engineer Signature _____ Date _____

Requested Priority Legend (Engineer will attempt to meet these goals):
 1: Highest priority -- as fast as possible.
 2: Moderate priority -- 10 day target
 3: Low priority – 30 day turnaround per contract

Construction Manager Signature _____ Date _____

Contractor shall put submittal number on first page of each submitted copy, and Construction Manager will initial this to indicate that it is the copy that was reviewed.

Owner Signature _____ Date _____



SUBMITTAL REVIEW COMMENTS

Submittal Number	
Area/Phase	
Requested Priority (1, 2, or 3)	

Owner: _____

Construction Manager: _____

Project: _____

Project Number: _____

COMMENTS:

(Comments are listed according to Drawing Number, Specification section and paragraph, or according to the outline (tabs, numbers, etc.) used in the submitted information.)

Make the following corrections to the submittal drawings: