

## ELECTRONIC (E-Mailed) CONSTRUCTION SUBMITTALS Protocol & Procedures

### I.) Protocol for Formatting Electronic Submissions

1. E-mail Subject Line
  - a. Format: <FVHD Prj. No.> - <Client Short Name> - <Project Short Name> - <Spec Division>- <submission number for that spec section> - <Name of Product submitted>
    - i. Short Names shall be established by the FVHD Prj. Manager at the time of award.
  - b. Example: *4256 - Monmouth Reg - Sci Lab Renov - 08700-01 - Hardware*
  - c. Please note that FVHD uses 5-digit specification division numbers, not 6-digit.
  
2. File Naming of Attached Electronic Submittal Files
  - a. Format: <FVHD Prj. No.>\_<Spec Division>-<submission number for that spec division>\_<Submittal Code(s)>-<Product Name/Type>
    - i. All electronic submittal files shall be in PDF format.
  - b. Example: *4256\_08700-01\_PD-hardware.pdf*
  - c. Submittal Codes - All submittals shall have one of the following codes:
    - i. PD = Product Data
    - ii. SD = Shop Drawing
    - iii. CS = Color Selector
    - iv. SA = Samples
    - v. RD = Record Drawing(s)
    - vi. OM = O&M manual
    - vii. WA = Warranty
    - viii. SC = Sub-Contractor List
  - d. Product Name/Type (referenced above) - This is an abbreviation of the title of the applicable Specification Division, but can be more specific if the submittal is for a product that is from only part of the indicated Specification Division.
    - i. Example: *4582AB\_03300-01\_PD-Concrete Wire Reinforcing.pdf*  
In this case, the "product type" is the more specific "concrete wire reinforcing" rather than the general "concrete work" (which is the title of Specification Division 03300). If a re-submittal is made, it gets the next sequential submittal number within the relevant specification division.
  
3. The protocol above must be followed by contractors, project consultants and FVHD so that both the e-mails and the submittals can be properly tracked. **Future e-mail submittals that are not in compliance with these protocols will be returned without review.**

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(continued)

### **II.) Procedural Steps for Handling Electronic (E-mailed) Architect Submittals**

1. Contractor Submits: Contractor e-mails electronic submittal/shop drawing directly to FVHD project manager (PM) or construction administrator (CA). Submittal must have the Contractors Representation box checked on the Submittal Transmittal Form checked. If this is not checked, the submittal is not received in good order. The PM or CA shall immediately return the submittal to the contractor indicating “No Action Taken” and why. If the box is checked and the submittal is received in good order, the PM or CA takes one of the following steps:
2. FVHD rejects:
  - a. PM or CA sends (e-mails) submittal directly back to contractor with “Submittal Comments Cover” attached as page 1, indicating “Returned for Corrections” and applicable comments.
  - b. When the Contractor re-submits, go to Paragraph 1 above.
3. FVHD approves with comments:
  - a. PM or CA sends (e-mails) submittal directly back to contractor with “Submittal Comments Cover” attached as page 1, indicating “Approved as Noted. Resubmit for Record” and applicable comments.
  - b. When the Contractor re-submits, go to Paragraph 1 above.
4. FVHD approves:
  - a. PM or CA sends (e-mails) submittal directly back to contractor with “Submittal Comments Cover” attached as page 1, indicating “Approved”, with instructions to submit a minimum of three (3) hard copies, directly to Architect for final record.
  - b. Distribution: One copy is retained by FVHD for file/record. One copy goes to the Owner’s Representative. One copy goes back to the contractor. Any additional copies received will also go back to the contractor. A hard copy of the FVHD Submittal Comments Cover indicating “Approved” must be attached to each copy of the submittal before distribution.

### **III.) Procedural Steps for Handling Electronic (E-mailed) Consultant Submittals**

1. Contractor Submits: Contractor e-mails electronic submittal/shop drawing directly to Consultant with copy to FVHD project manager (PM) or construction administrator (CA). Submittal must have the Contractors Representation box checked on the Submittal Transmittal Form checked. If this is not checked, the submittal is not received in good order. The Consultant shall immediately return the submittal to the contractor indicating “No Action Taken” with copy to FVHD. If the stamp is included and the submittal is received in good order, the Consultant will review and then send the submittal to FVHD. The PM or CA then takes one of the following steps:

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### 2. Consultant rejects:

- a. Consultant sends (e-mails) the submittal/shop drawing to FVHD PM or CA directly with their review stamp/cover sheet included.
- b. FVHD PM or CA sends (e-mails) the submittal/shop drawing back to the contractor for resubmission. FVHD does not stamp or provide a cover on Consultant submittal or shop drawing reviews.
- c. When the Contractor re-submits, go to Paragraph 1 above.

### 3. Consultant approves with comments:

- a. Consultant sends (e-mails) the submittal/shop drawing to FVHD PM or CA directly with their review stamp/cover sheet included.
- b. Consultant shall include alerts to the FVHD PM or CA for specific items requiring architect's input (i.e. color selection, finish, etc.)
- c. FVHD PM or CA reviews and addresses Consultant's alerts.
- d. FVHD PM or CA sends (emails) submittal back to Contractor, attaching any additional comments, with instructions to re-submit corrected electronic version directly to Consultant for confirmation that comments are incorporated. FVHD does not stamp or provide a cover on Consultant submittal or shop drawing reviews.

### 4. Consultant approves:

- a. Consultant sends (e-mails) the submittal/shop drawing to FVHD PM or CA directly with their review stamp/cover sheet included.
- b. Consultant shall include alerts to the FVHD PM or CA for specific items requiring input (i.e. color selection, finish, etc.)
- c. FVHD PM or CA reviews and addresses Consultant's alerts.
- d. FVHD PM or CA sends submittal back to Contractor, attaching any additional comments, with instructions to submit three (3) hard copies, including Consultant's review stamp/cover sheet, directly to Architect for final record.
- e. Distribution: One copy is retained by FVHD for file/record. One copy goes to the Owner's Representative. One copy goes back to the contractor. Any additional copies received will also go back to the contractor. FVHD does not stamp or provide a cover on Consultant submittal or shop drawing reviews.

## **IV.) Notes**

Note 1: Color Selections are made by FVHD Principal, Associate, Project Manager, Construction Administrator and/or Interiors Design Department.

Note 2: At no time will FVHD print out a hard copy of a submittal for a contractor or consultant. If hard copies are received in lieu of electronic, FVHD shall scan the hard copy with comments and return to contractor via e-mail. The individual at FVHD reviewing the submittal may print a single copy for review purposes only.