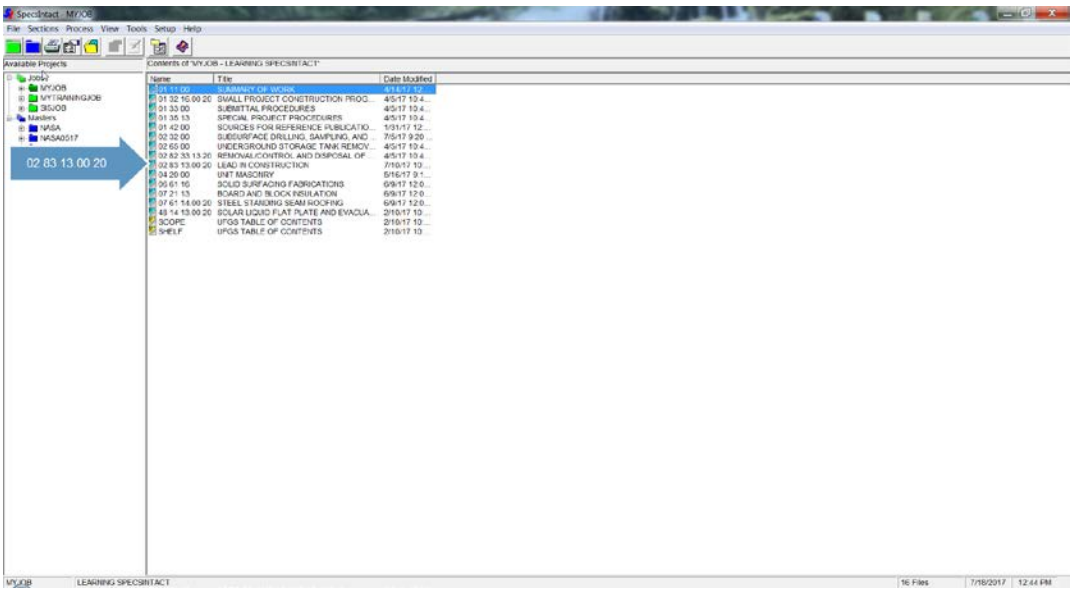
SpecsIntact eLearning Modules Transcript

Module: Chapter 3 - Working With Submittals

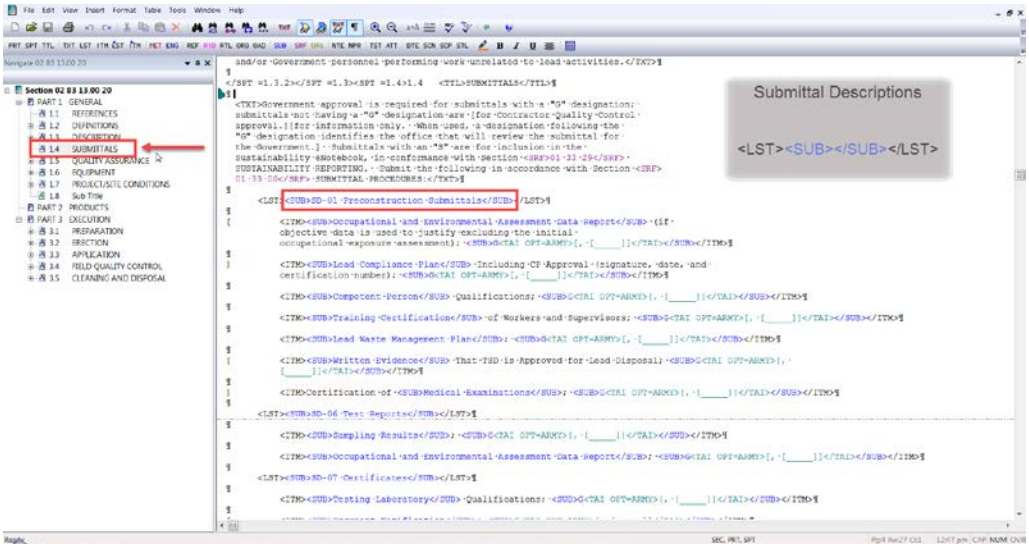
We highly recommend that you view the corresponding eLearning Module visual representation of the subject matter.

00:00:10,333 --> 00:02:36,566

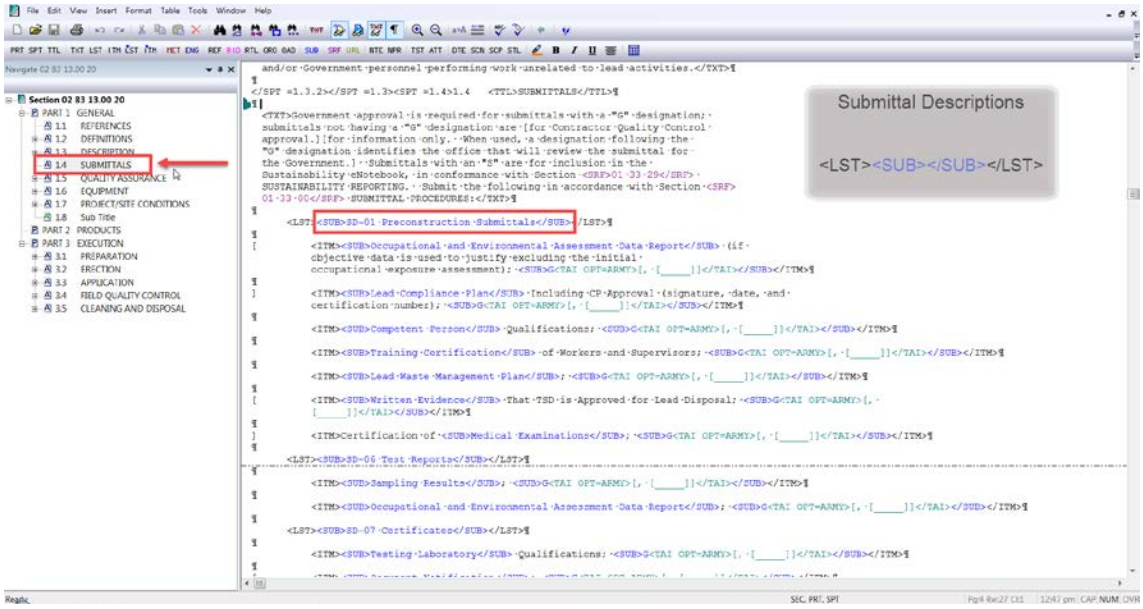
In this module, we are going to focus on Submittals. Submittal s are required primarily for quality assurance and quality control of critical project elements. Submittals are one of the design professional's best tools to ensure that a construction project is completed in accordance with the contract documents. Let's begin by opening Section 02 83 13.00 20,



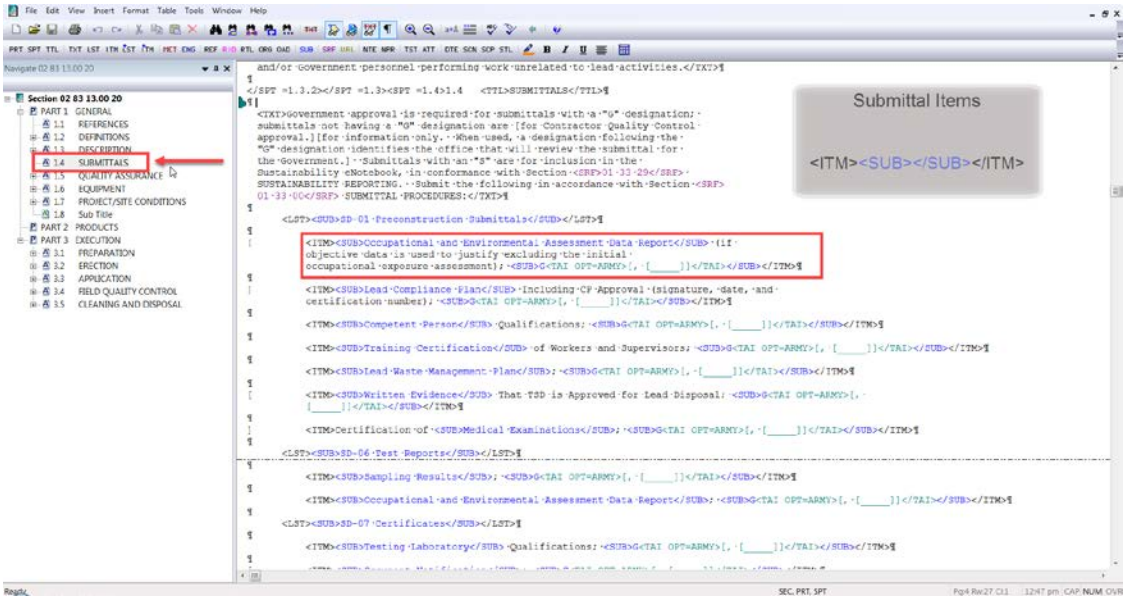
and navigate to the Submittal Article, so that we can familiarize ourselves with the Submittal Article format and rules. The elements contained within the Submittal Article should be double-spaced, including the Submittal Items!



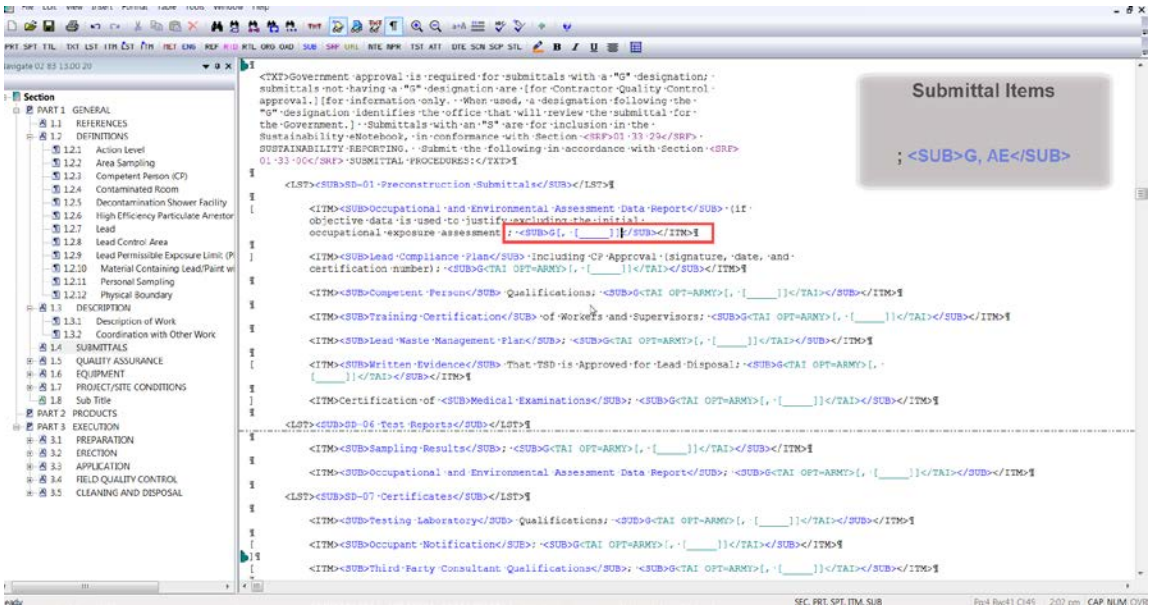
You will easily recognize Submittals since their tags and content always appear in blue whether they are listed in the Submittal Article or used elsewhere in the body of the Section, as you see here with SD-01 Preconstruction Submittals. The only exception is when they are contained within Addition or Tailoring tags as those attributes will override the default tag attributes. Submittal Descriptions are surrounded by a set of <LST> tags, then within a set of <SUB> tags.



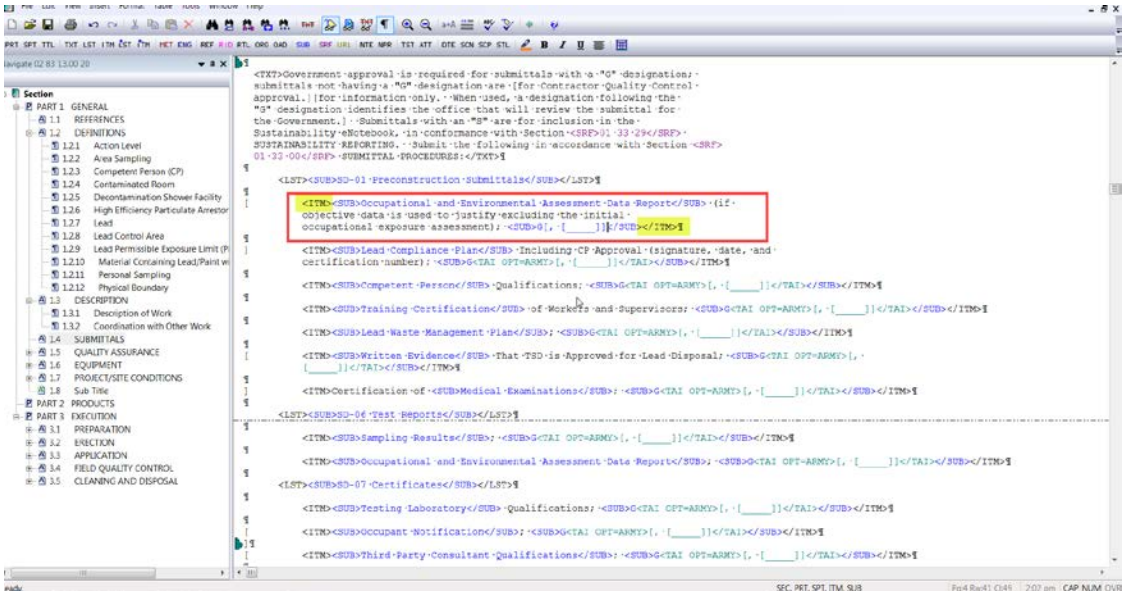
Under each Submittal Description you will find a list of Submittal Items. Submittal Items are surrounded by a set of <ITM> tags, then within a set of Submittal tags.



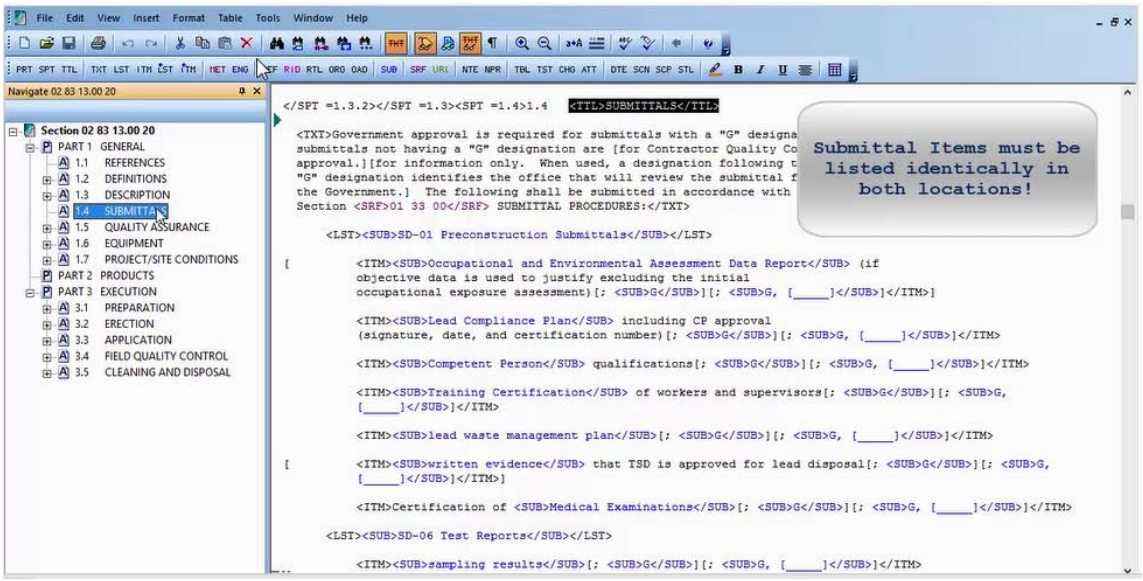
Once the Submittals are listed in the Submittal Article you are required to provide a detailed description of the Submittal Item and requirements in the Sections subpart text. The Submittal Classification and Reviewer Codes, should be used sparingly and for critical submittals only. The Classification and Reviewer Codes, follow the Submittal Item separated by a semi-colon and space, surrounded by a set of Submittal tags and are bracketed, so you have the ability to use the Bracket Replacement feature to edit them.



As you see, they are also contained within the same set of <ITM> tags as the Submittal Items.

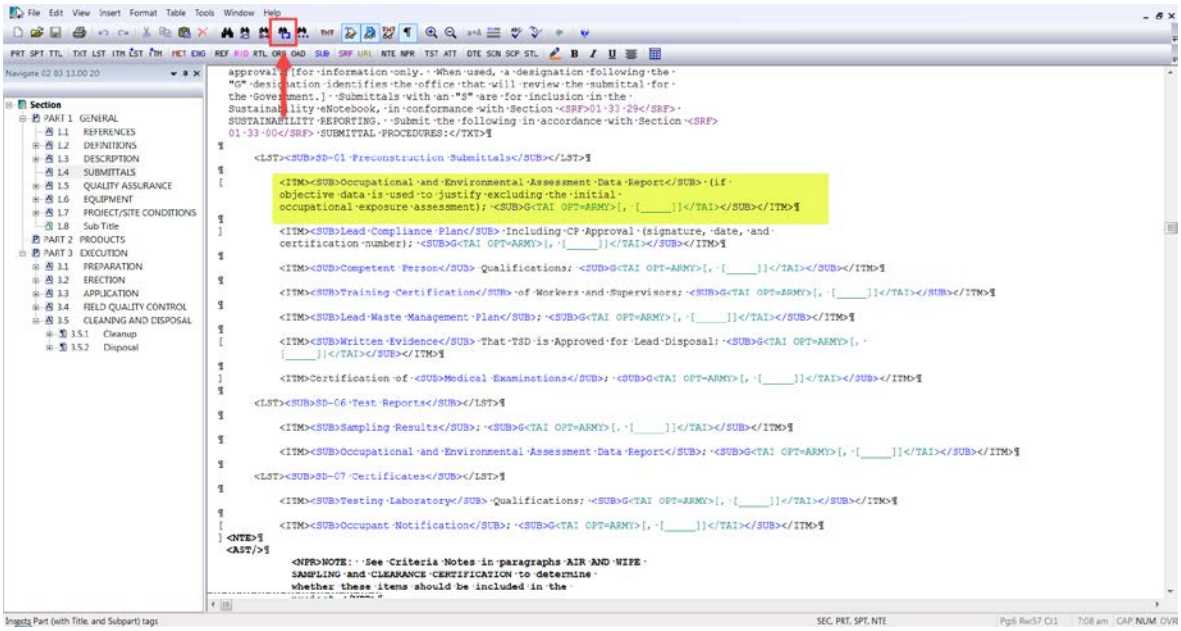


Submittal Classifications indicate when Government approval is required for a Submittal Item. If a reviewer code is needed, it must also be accompanied with the Classification Code. Navy and NASA do not use the Reviewer code. The Submittal Descriptions along with the Classification and Reviewer are only listed in the Submittal Article, whereas Submittal Items are listed in both the Submittal Article and elsewhere in the Sections text. Submittal items must be used identically in both locations, but they are not case sensitive!

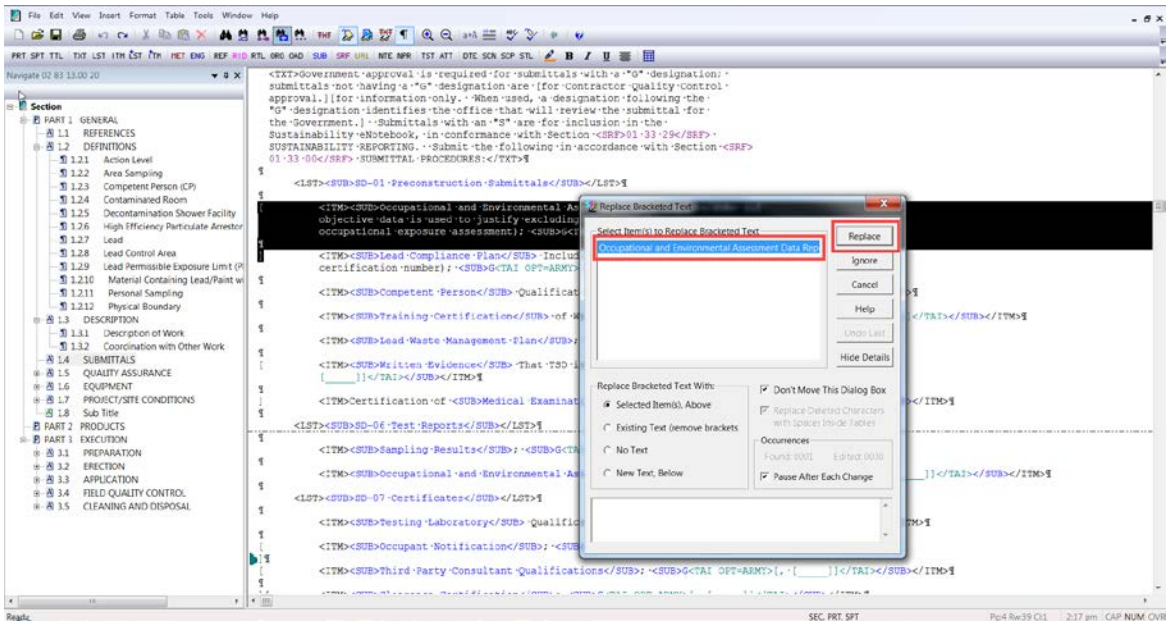


00:02:36,566 --> 00:04:53,333

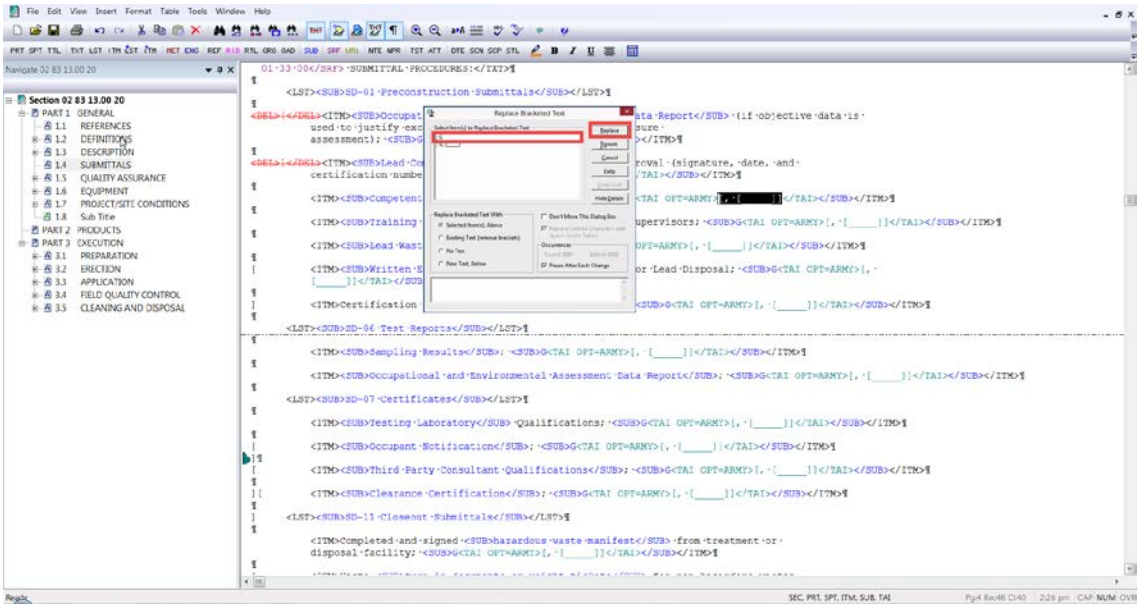
Now that you have a better understanding of Submittals, let's make some changes and start with the Submittal Items listed underneath SD-01 Preconstruction Submittals. Since the first Submittal Item is bracketed, let's select the Bracket Replacement tool on the SI Editor's Toolbar.



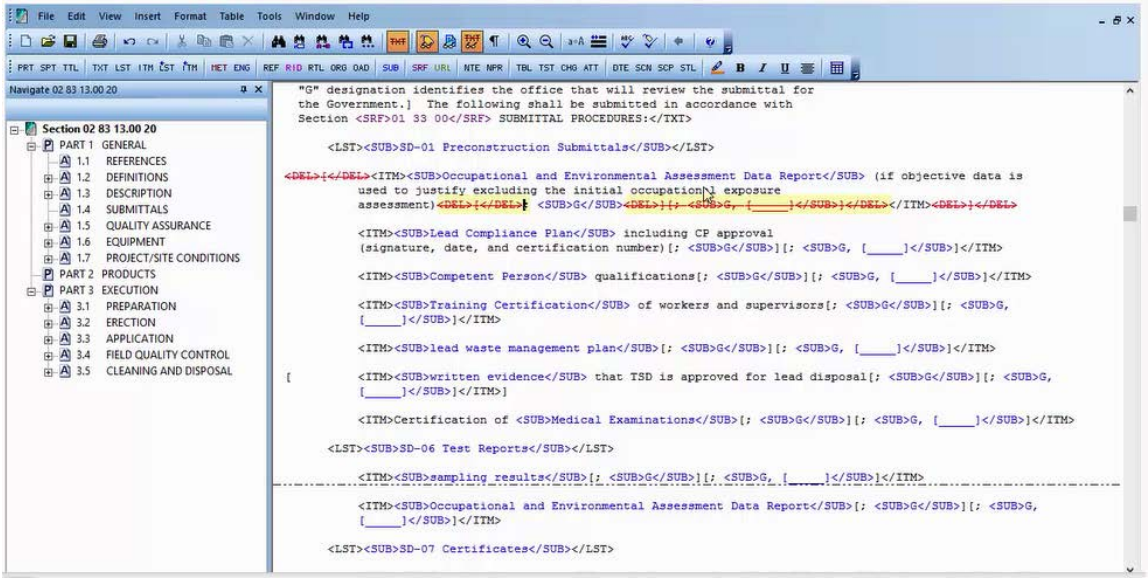
Let's say we want to keep the Occupational and Environmental Assessment Data Report…" Submittal Item, so we are going to select the option, and then choose Replace.



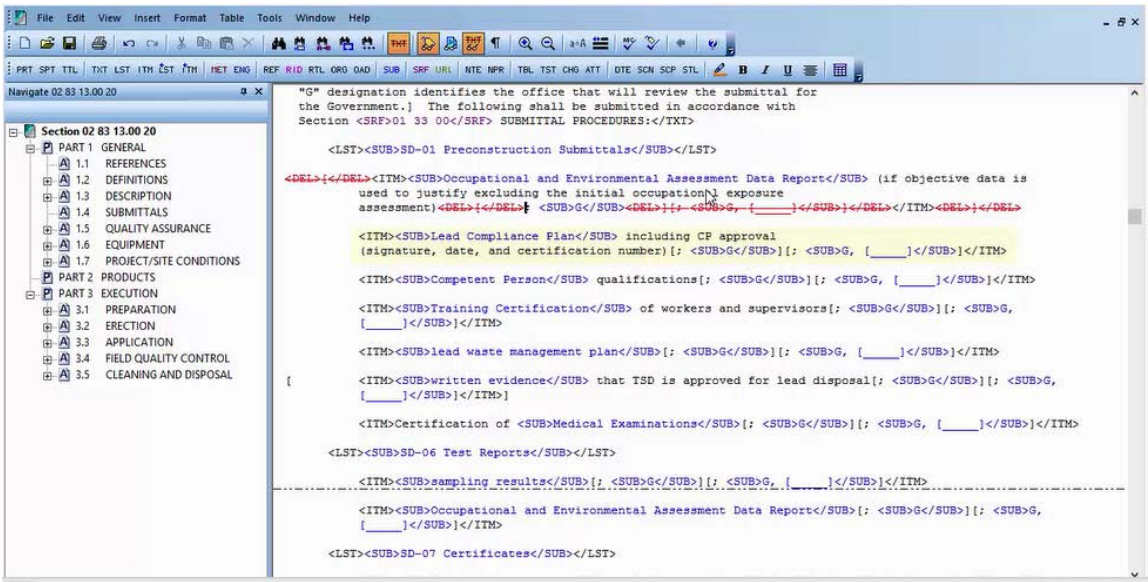
Now we must decide on whether this Submittal Item is sufficiently critical, complex or significant enough to merit approval by the Government. In this case it is, so we will press the F3 key to reinitiate the Bracket Replacement feature then select "; G", and choose Replace.



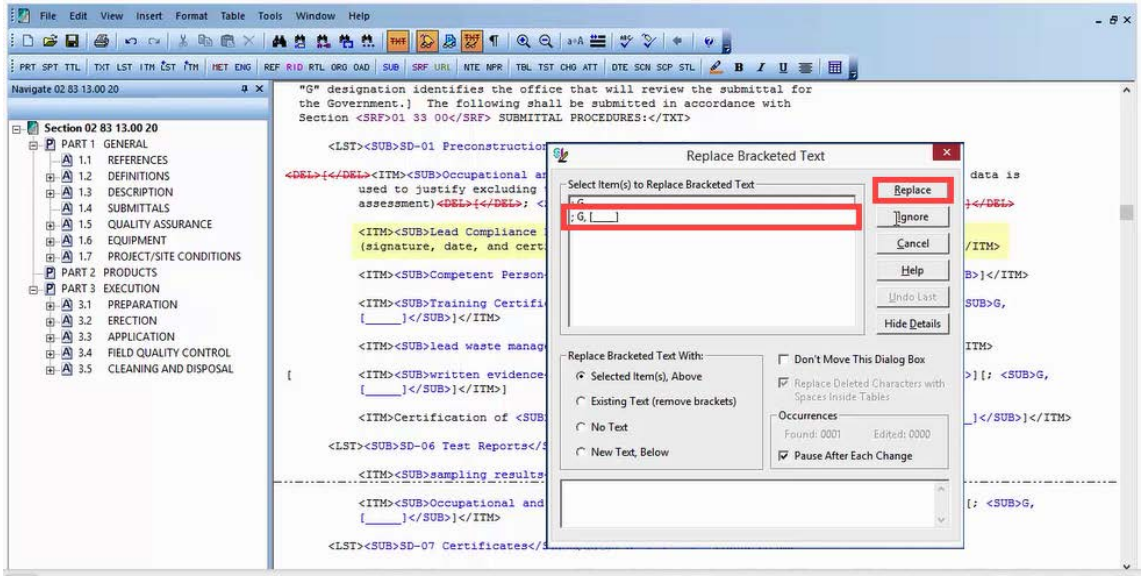
As you see, the bracketed option for Government Classification Code and Reviewer was redlined.



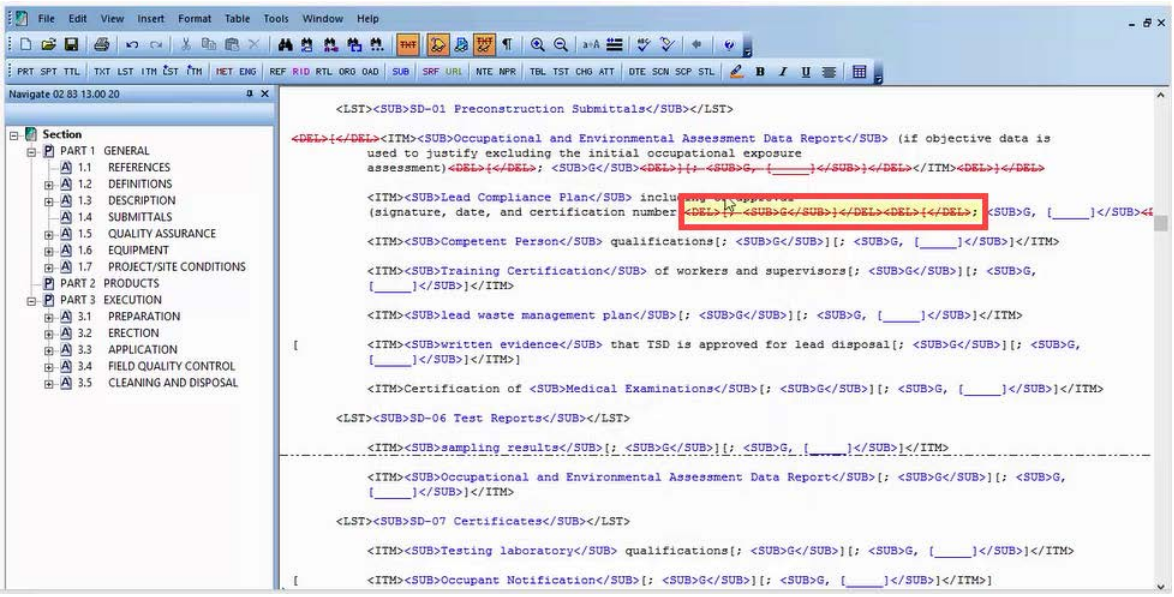
The next Submittal Item is “Lead Compliance Plan…”.



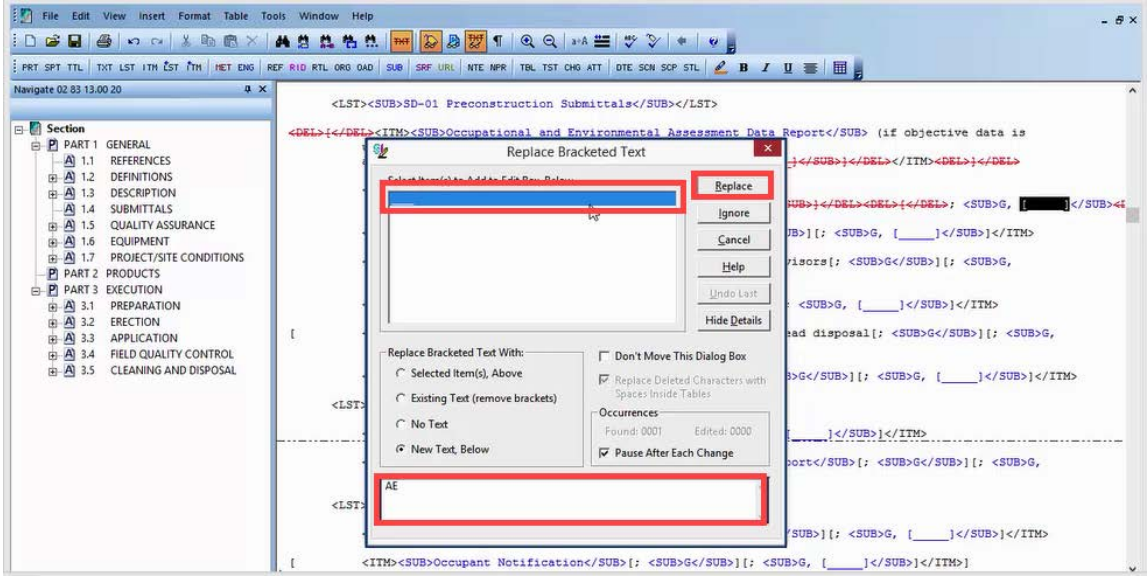
Although Navy and NASA do not require the Reviewer code, you may be required to use at some point, so let's press the F3 key to re-initiate the Bracket Replacement feature. This time we will select the second option "; G, with the open Brackets, then choose Replace.



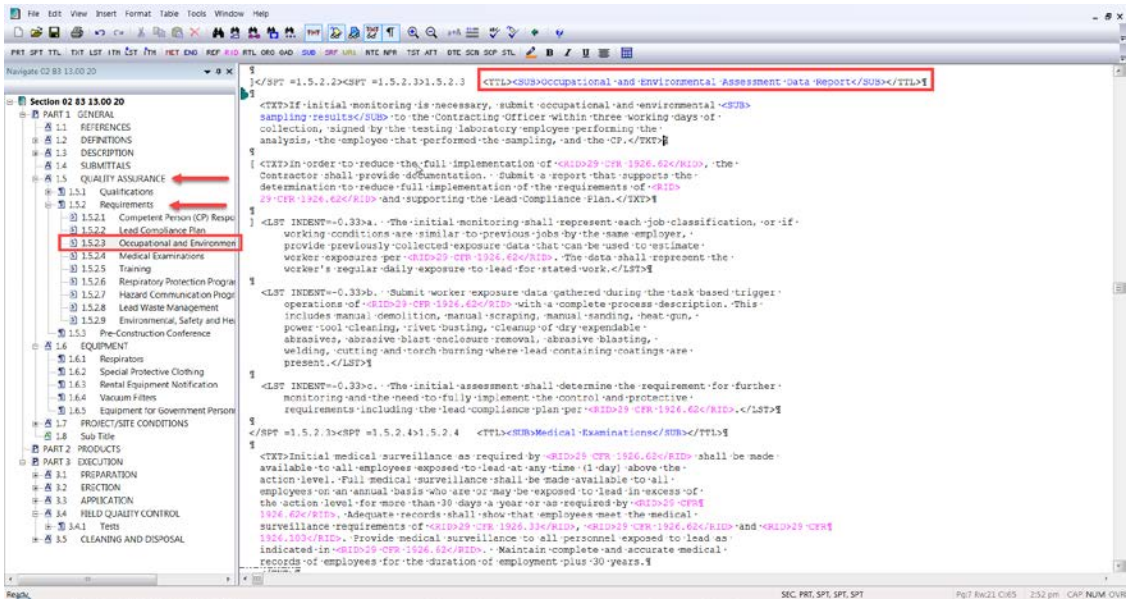
As you see, the first bracketed option was redlined as well as the brackets that surrounded the Classification and Reviewer, but we still have to add the Reviewer Code so once again let's press the F3 key.



When the Bracket Replacement opens, select the blank line, immediately our cursor will be positioned in the blank field so we can enter AE, now let's select the Replace button.

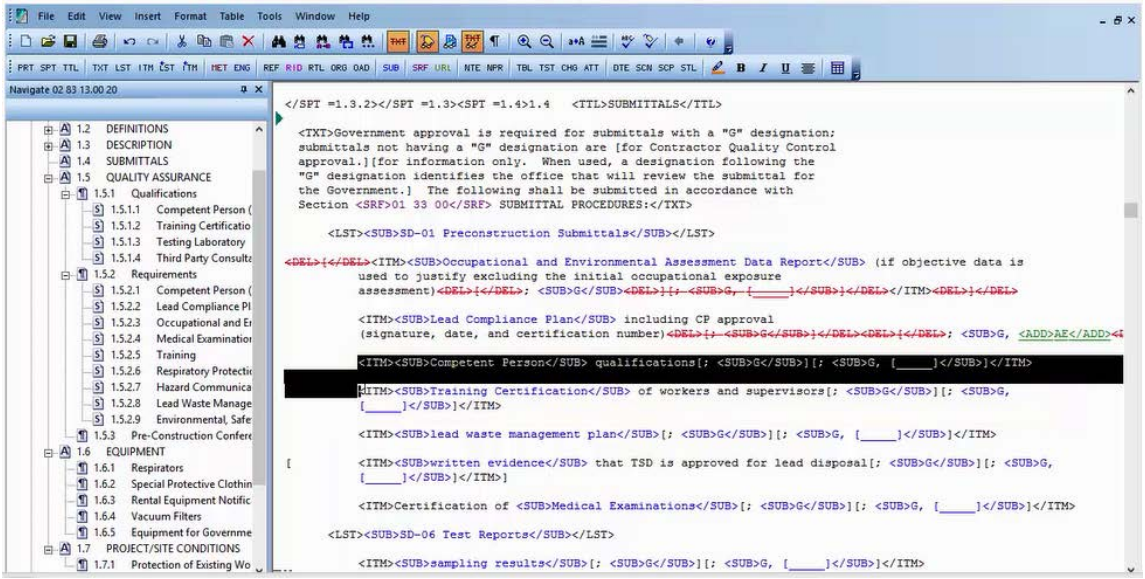


Since we kept the first two Submittal Items under SD-01 Preconstruction Submittals, let's look at how the first one is used outside of the Submittal Article, I am going to use the Navigator to locate 1.5.2.3. As you see, the Subparagraph Title is listed and tagged identically to the one in the Submittal Article.

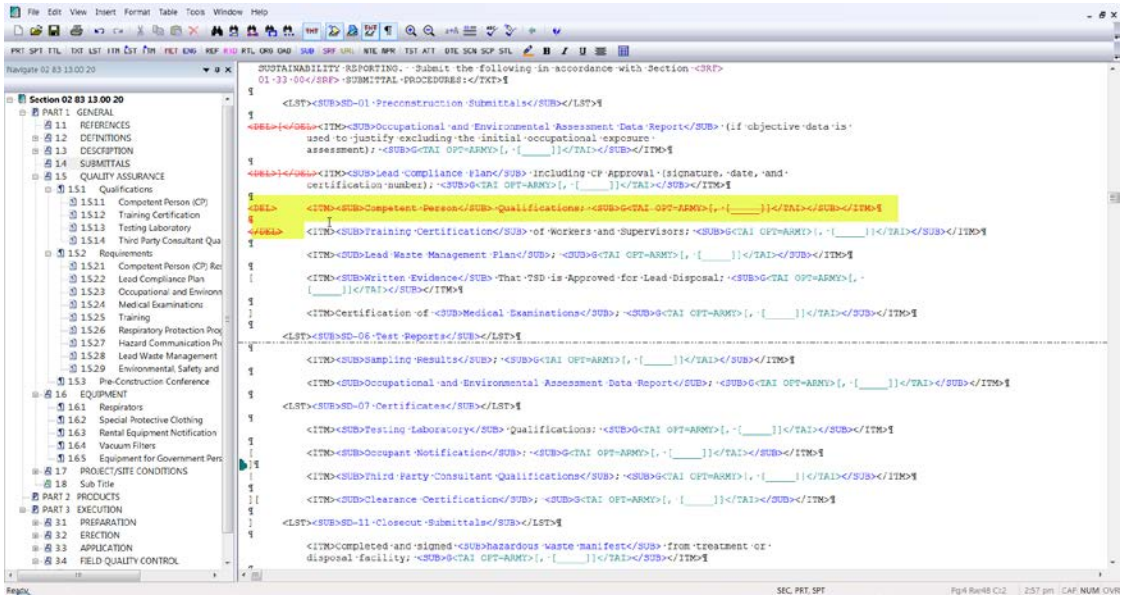


00:04:53,333 --> 00:09:04,366

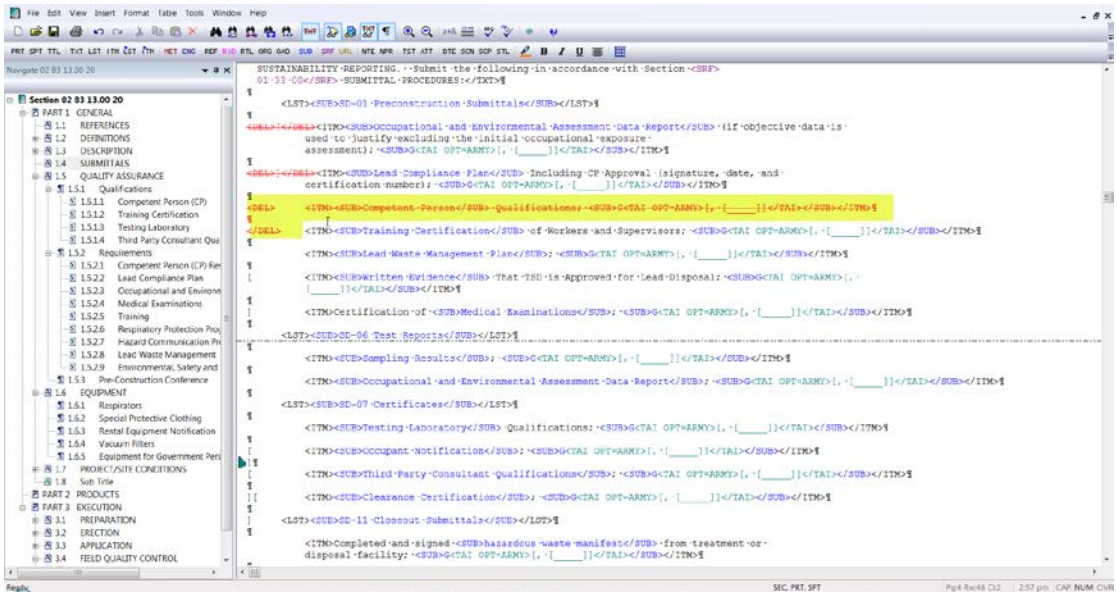
Now let's go back to our Submittal Article so we can go through a few more examples you would use while editing. As a general rule, always start highlighting by placing your cursor to the left of the beginning <TXT>, <LST>, or <ITM> you want to delete and stop in front of the beginning tag you wish to keep. This is the best method for editing to avoid leaving blank lines that would have to be cleaned up after you've completed your markup. This issue becomes apparent when the Tags and Revisions are hidden! Let's place our cursor to the left of the Let's place our cursor to the left of the <ITM> tag for "Training Certification...",



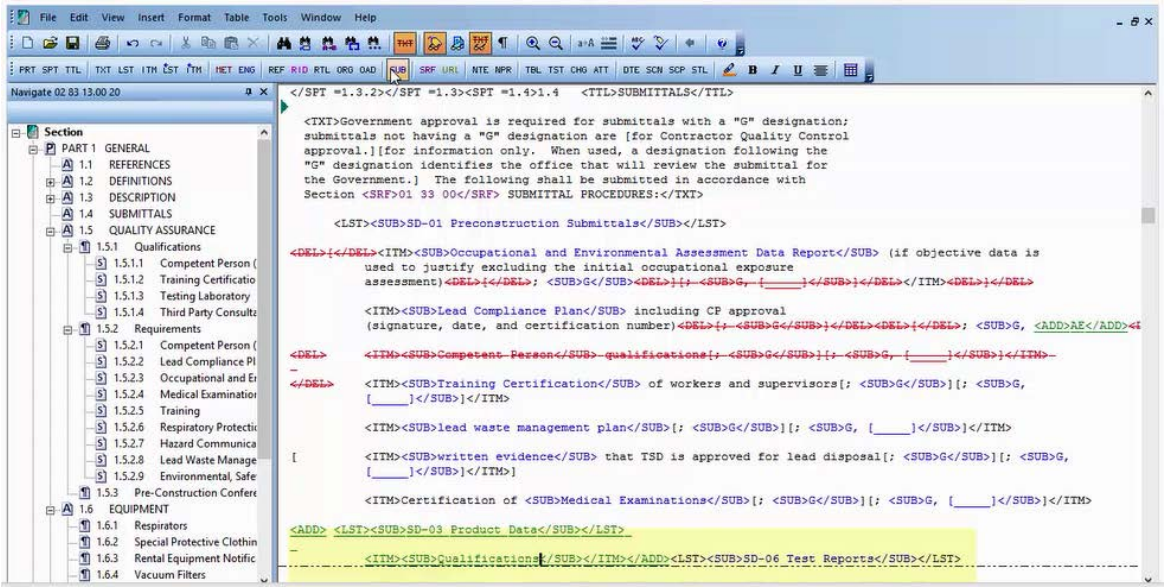
Now let's press the DEL key.



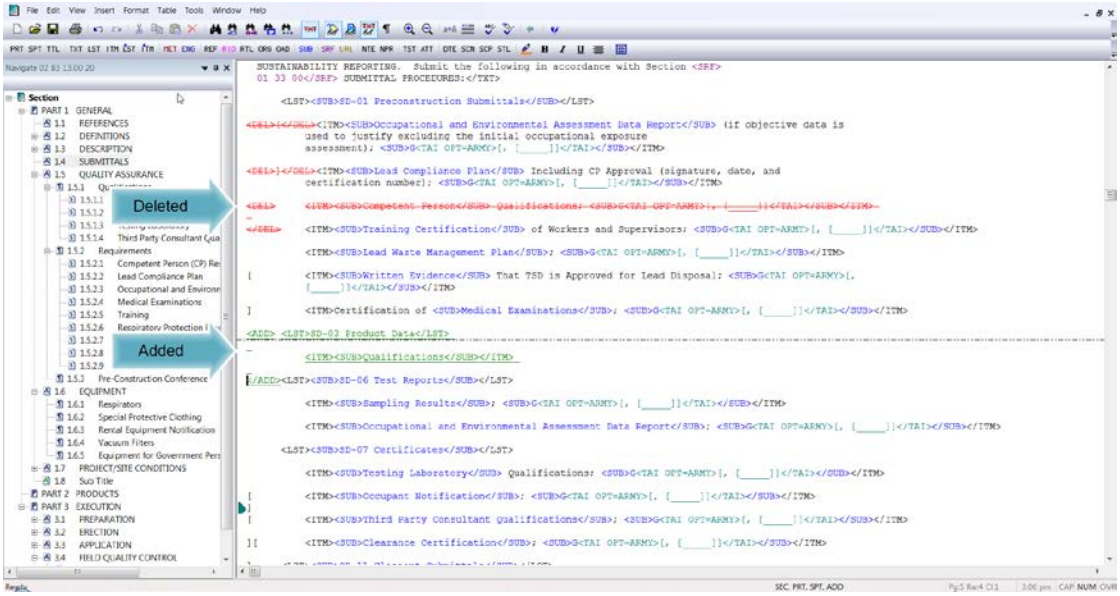
Now we are going to add a new Submittal Description SD-03 Product Data and Submittal Item. Let's place our cursor to the left of the beginning <LST> tag just before SD-06 Test Reports. Since the Submittal Descriptions are enclosed within LST tags, let's select the LST button from the SI Editor's Tagsbar. We still need a set of Submittal Tags, so go we are going to select the SUB button on the Tagsbar as well. With the cursor positioned between the Submittal Tags, we can type SD-03 Product Data.



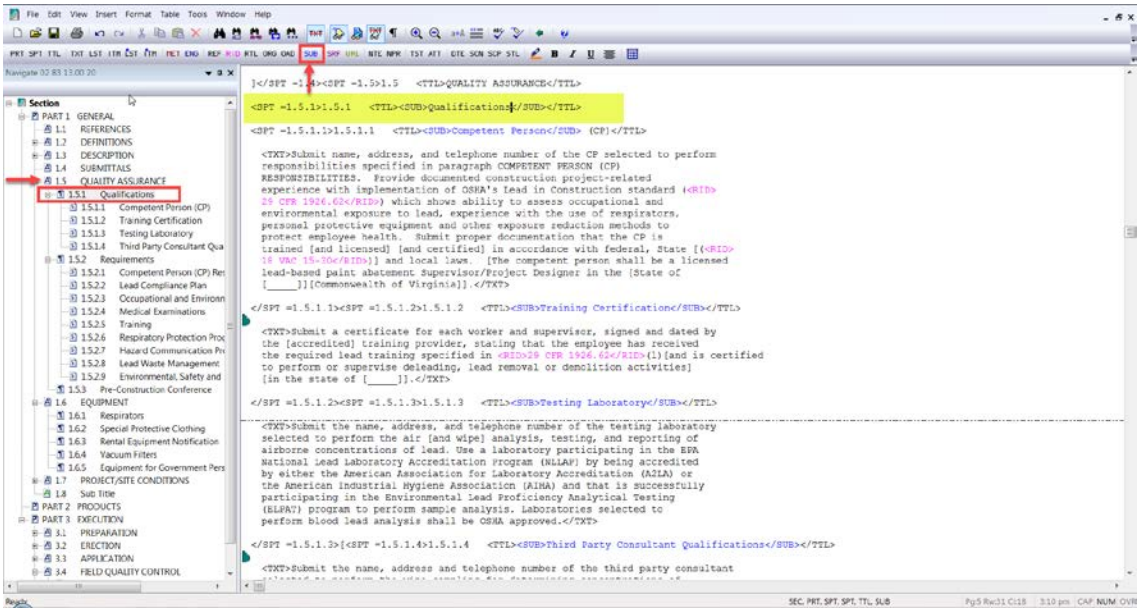
Now that the Submittal Description has been added and tagged, press the right-arrow key twice to move your cursor outside of the ending </LST> tags, but still within the <ADD> tags. Now, let's press the Enter key twice and select the ITM button on the Tagsbar, then immediately select the Submittal button. With our cursor positioned between the Submittal tags let's type Qualifications. We still need two hard returns, so let's press the right-arrow key twice and then press the enter key twice.



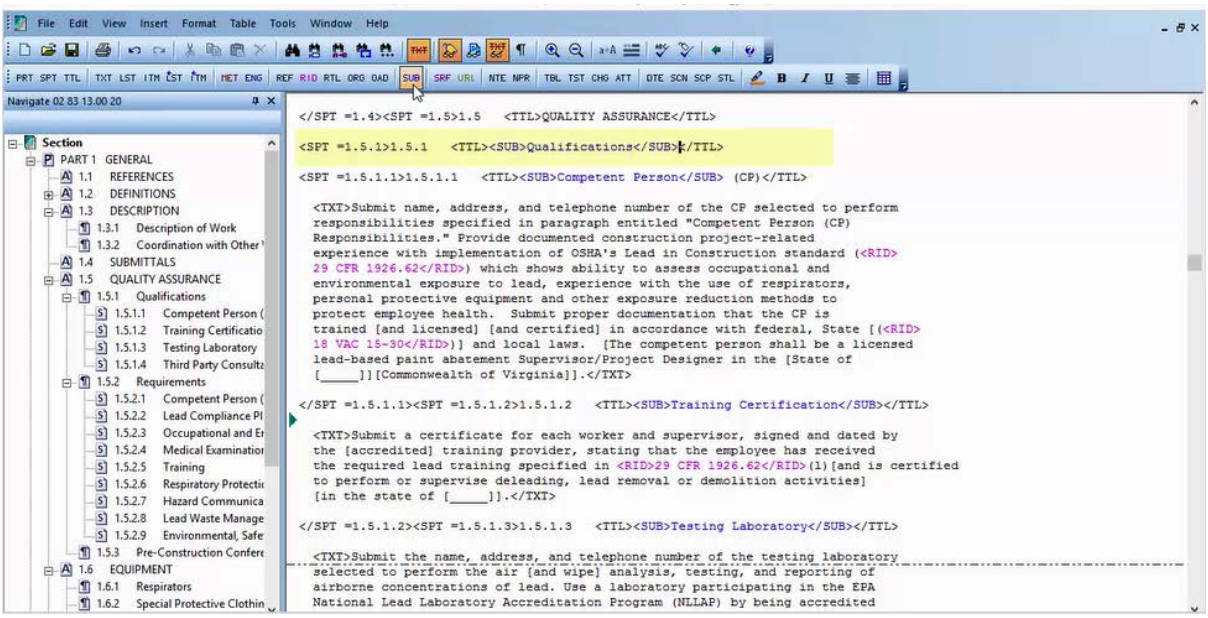
Now here is where it can become complicated. We deleted the Submittal Item “Competent Person” that was listed under SD-01 Preconstruction Submittals, and we also added a new Submittal Description and Submittal Item “Qualifications”.



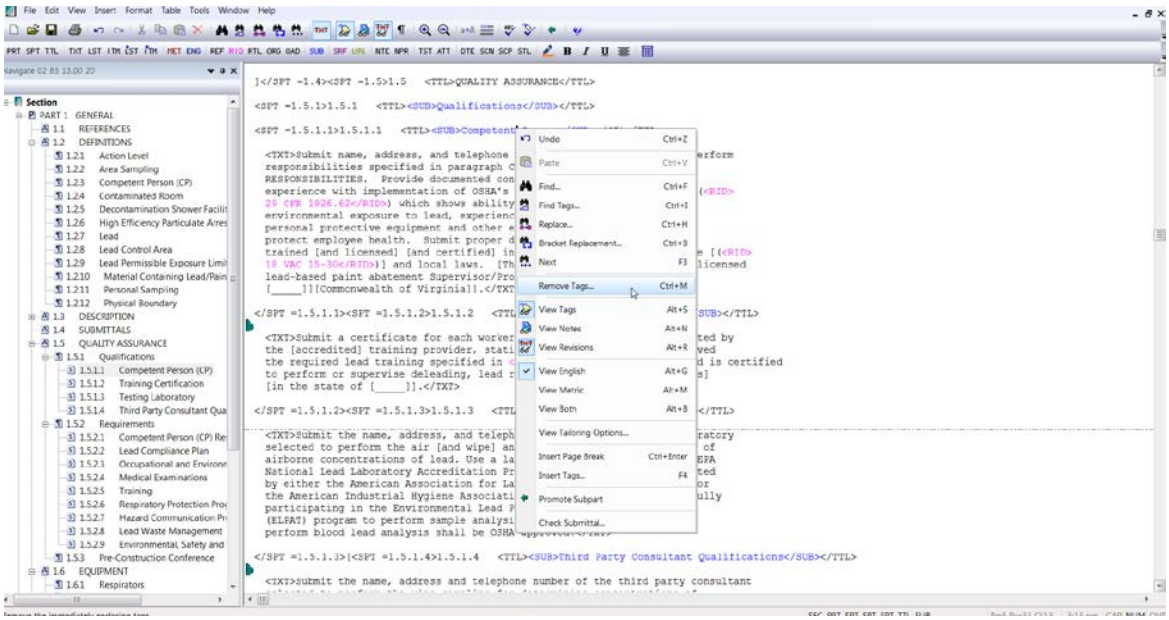
This means that we must handle the supporting text that would be found outside of the Submittal Article. Let’s locate 1.5 QUALITY ASSURANCE, you will see that we have 1.5.1 entitled “Qualifications”, but it is not tagged as a Submittal. To do this, let's highlight “Qualifications”, and click on the Submittal button on the SI Editor's Tagsbar.



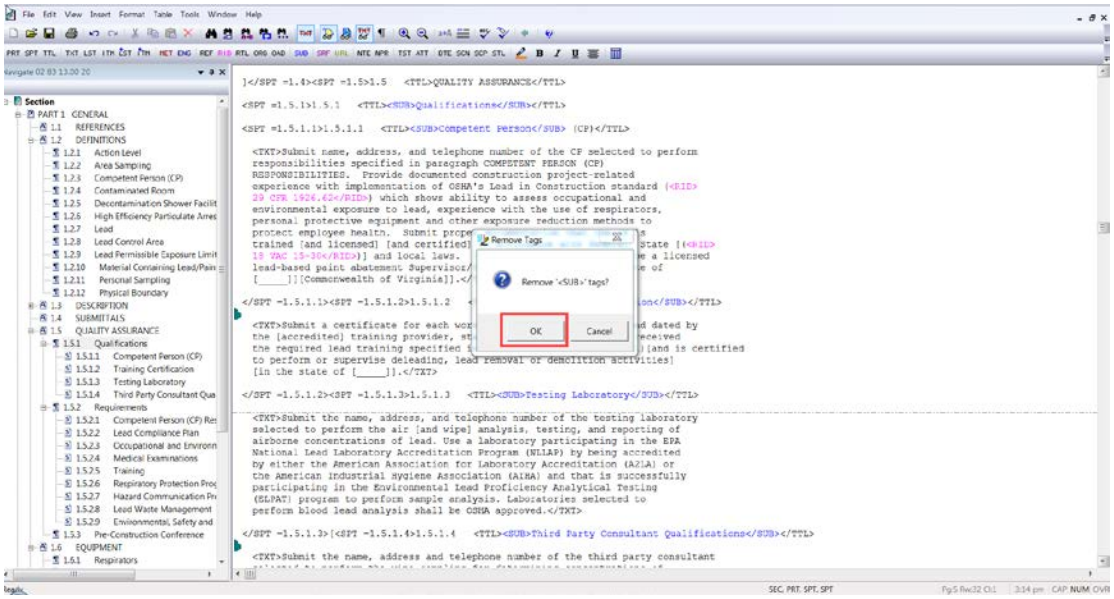
Now Qualifications is identically tagged the same as it is in the Submittal Article under SD-03 Product Data.



If you recall, while we were editing the submittals listed under SD-01 Preconstruction Submittals, we deleted the "Competent Person" Submittal item, but you see it is still tagged as a Submittal Item here in 1.5.1.1. There are two ways in which we can handle this. If the subparagraph isn't needed, we could simply delete the entire Subparagraph. But in this case, the information is required, but it does not need to be a submittal requirement so we can remove the <SUB> tags. Let's place our cursor between the <SUB> tags, over "Competent Person", right-click and select Remove Tags.



When the message box appears asking if you wish to Remove the <SUB> tags, select OK.



As you can see Submittals are extremely important, and can be quite tricky. Just like References, Submittals are technical in nature and should always be verified by the designer before any changes are made to the specifications. You are now familiar with Submittals so it is time to proceed to the next module.

Contact Information

If you need further assistance, please contact our Technical Support Desk. We will be happy to answer any questions you may have.

SpecsIntact Technical Support
Monday - Friday
8:00 AM – 4:30 PM Eastern Time
Phone: 321.867.8800
Email: KSC-SpecsIntact@nasa.gov

eLearning Module Notes: