

## SECTION 16003

### ELECTRICAL SUBMITTAL PROCEDURES

#### PART 1 - GENERAL

##### 1.1 SUMMARY

- A. Section includes requirements for the preparation of Electrical Division 16 Shop Drawings, Product Data, Samples, and other submittals.

#### PART 2 - PRODUCTS

##### 2.1 SUBMITTAL PROCEDURES

- A. General Submittal Procedure Requirements: Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.
- B. All submittals shall be submitted in electronic format.
- C. Electronic Submittals: Identify and incorporate information in each electronic submittal file as follows:
  - 1. Assemble complete submittal package into indexed files incorporating submittal requirements of each single Specification Section and transmittal form with links enabling navigation to each item.
  - 2. Name file with submittal number or other unique identifier, including revision identifier.
    - a. File name shall use project identifier and Specification Section number followed by a decimal point and then a sequential number (e.g., LNHS-061000.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., LNHS-061000.01.A).
  - 3. Transmittal Form for Electronic Submittals: Use software-generated form from electronic project management software acceptable to Owner, containing the following information for EACH SECTION:
    - a. Project name.
    - b. Date.
    - c. Name and address of Engineer.
    - d. Name of Electrical Contractor.
    - e. Names of subcontractor, manufacturer, and supplier.
    - f. Specification Section number and title.
- D. Deviations and Additional Information: On an attached separate sheet, prepared on Contractor's letterhead, record relevant information, requests for data, revisions other than those requested by Engineer on previous submittals, and deviations from requirements in the Contract