CONSTRUCTION SUBMITTAL FORM TEMPLATE

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CONSTRUCTION SUBMITTAL

SUBMITTAL ID	PROJECT ID	PROJECT NAME				DATE
SUBMITTED TO		SUBMITTAL TYPE				
		SHOP DRAWING	PRODUCT DATA	REQUEST FOR INFORMATION	COMP. FORM / QUALITY REC.	QUALITY SYSTEM DOC
		OTHER (DESCRIBE):				
DESCRIPTION OF SUBMIT	TAL					I
ATTACHMENTS						
COMMENTS						
CLIENT POINT OF CONTA	ACT	REVIEW STATUS				
		PENDING	APPROVED	APPROVED AS NOTED	DISAPPROVED - RESUBMIT	INCOMPLETE – RESUBMIT
		OTHER (DESCRIBE):				
PREPARED BY	PREPARER TITLE	DATE	APPROVED B	Y APPROVI	NG PARTY TITLE	DATE

CONSTRUCTION SUBMITTAL CHANGE ORDER

CHANGE ID	PROJECT ID	PROJECT NAME					DATE	
CHANCE DECHIEFED BY								
CHANGE REQUESTED BY SUBMITTED SELF / CUENT ARCHITECT ENGINEER								
TO				COMPANY		CLIENT	ARCHITECT	ENGINEER
SUBMITTED BY				CONSTRUCTION MANAGER		CODE ENFORC. OFFICIAL	OTHER (DESCRIBE):	
DESCRIPTION OF CHANG	GE ORDER							
JUSTIFICATION					SUPPC	DRTING DOCUMENTS	<u> </u>	
300111107 (11011					30110	NAME DO COMENTO	<u> </u>	
TIME / SCHEDULE IMPA	TIME / SCHEDULE IMPACT? YES NO NUMBER OF DAYS:							
REASON FOR TIME / SCH	HEDULE IMPACT				SUPPC	DRTING DOCUMENTS	S	
BUDGET IMPACT? YES NO AMOUNT						AMOUNT \$:		
REASON FOR BUDGET IMPACT					SUPPORTING DOCUMENTS			
CLIENT APPROV. PARTY	TITLE	DATE OF APPRO	VAL	CO. APPROV. PA	RTY	Ī	TITLE	DATE OF APPROVAL

EQUIPMENT AND MATERIALS

PREPARED BY	PROJECT ID	PROJECT NAME	DATE

ITEM ID	ITEM NAME	INTENDED USE	APPROVAL REQUIREMENT	COMMENTS

PROJECT SUPPLY SOURCE LOG

PREPARED BY	PROJECT ID	PROJECT NAME	DATE

ITEM ID	PRODUCT NAME / MODEL	MANUFACTURER	DESCRIPTION	ASSOCIATED TASK	SUPPLIER

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