

Construction Submittal

One submittal, from originator to disposition. Type sets the review; both required dates protect the schedule.

How to use: fill in the shaded cells. Gray italic text shows examples or the option list.

Submittal			
Title / description		Brief description of what's being submitted	
Spec section	e.g. 03 30 00	Submittal type	Product Data / Shop Drawings /
			Samples / Certificates / Test Reports /
			Mix Designs / O&M Manuals /
			Warranty

Originator			
Responsible contractor		Manufacturer	

Procurement & Schedule			
Date required back		Required onsite	
when the review must return to hold schedule		when the material must be on site	

Documents	
Submittal document(s)	
List attached files, or note register document(s) referenced	

Reviewer Routing	
GC reviewer	
Optional. If named, routes here first for completeness/coordination, then forwards to design team.	
Design / EOR reviewer(s)	
Required. Name every discipline that must review (e.g. architectural, structural). All must respond; the most severe disposition governs.	

Disposition		
Disposition		Date returned
Approved / Approved as Noted / Revise and Resubmit / Rejected		
Returned documents		
The reviewer's marked-up set. Approved-as-noted markups are contractually binding.		

Free template from Formis. Every field here can be configured in Formis, plus routing, approvals, and the project record.