

Submittal Schedule

Cover Sheet and Instructions

APPROVED DOCUMENT – This document is approved by the Office of the President and Office of the General Counsel for use by the Facility and is available on electronic media.

PURPOSE OF DOCUMENT:	Provides the University's Representative with a schedule of CM/Contractor submittals.			
CROSS-REFERENCE TO FACILITIES MANUAL:	None			
CONTENTS:	Submittal Schedule form			
FOR USE WITH:	CM/Contractor Agreement			
COMPLETED BY:	✓	Filling in	Adding Text	No Data Required
ITS USE IS:	✓	Required	Optional	

NOTE: To use the electronic file of this document, you must go to the "Tools" pull down menu in Microsoft Word, select "Options," select the "View" tab, and then put a check in the box "Hidden text." Most instructions and alternate language is displayed in hidden text. Do not print the hidden text for the final document.

Completion Instructions:

1. The CM/Contractor completes the form.

Modifications and Additions:

None

Comments:

None

EXHIBIT {NUMBER}

SUBMITTAL SCHEDULE

Project Name: _____

Project Number: _____

Facility: _____

Contract Date: _____

Subcontractor: _____

Specification Section: _____

Work Activity: _____

Event	Scheduled Completion Date	Actual Completion Date	Calendar Days Required to Complete
1. Received by CM/Contractor and Time for Checking			
2. First Delivered to University's Representative and Time for Checking			
3. Return to CM/Contractor			
4. Corrections Completed and Time for Corrections			
5. Next Delivered to University's Representative and Time for Checking			
6. Return to CM/Contractor			
7. Approval for Job Information			
8. Approval for Fabrication and Time for Fabrication			
9. Fabrication Completed			
10. Shipping Date and Time Enroute			
11. Delivery to Job			