## Submittal Schedule

**Cover Sheet and Instructions**

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| --- | --- |
|  | 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

**END OF COVERSHEET AND INSTRUCTIONS**

# EXHIBIT

# 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
 |  |  |  |
| 1. First Delivered to University's Representative and Time for Checking
 |  |  |  |
| 1. Return to CM/Contractor
 |  |  |  |
| 1. Corrections Completed and Time for Corrections
 |  |  |  |
| 1. Next Delivered to University's Representative and Time for Checking
 |  |  |  |
| 1. Return to CM/Contractor
 |  |  |  |
| 1. Approval for Job Information
 |  |  |  |
| 1. Approval for Fabrication and Time for Fabrication
 |  |  |  |
| 1. Fabrication Completed
 |  |  |  |
| 1. Shipping Date and Time Enroute
 |  |  |  |
| 1. Delivery to Job
 |  |  |  |