Submittals Review

Agency/Higher-Ed

OFCC
OHIO FACILITIES CONSTRUCTION COMMISSION

Purpose

‣ The purpose of the Submittals BP is to provide a means for managing and tracking the various forms of submittals required for a successful construction project.

‣ The Submittals BP is used by contractors for the submission, review and approval of submittals as stipulated in the contract documents

‣ Workflow

Created by: Contractor → Submitted to: Associate (A/E) Review → Sent to: Contractor Update (if necessary) → Sent to: Consultant Review (if necessary) → Sent to: Hold Notice Notification

Roles & Responsibilities

‣ Contractor

    ‣ Submits documents, samples, etc. to Associate (A/E) for conformance with contract documents

‣ Associate (A/E)

    ‣ Reviews the contractor submittals for conformance with contract requirements
    ‣ Advises contractors of submittals held for coordination of colors, patterns, etc.
    ‣ Returns incomplete or unacceptable submittals to the contractor
    ‣ Coordinates review of submittals with their consultants
    ‣ Advises Lead Contractor (non-CM projects) of submittal review status for scheduling purposes

Routing for Approval

‣ If Submittals are attached to the BP record Select Workflow Action: Submit

‣ If Submittals are submitted separately select Workflow Action: Submit via Transit

‣ **The A/E will now receive this record as a Task**

Submittals in Transit Await

‣ Submittals not sent to the Associate electronically may take one or more days in transit. This step allows the record to account for submittals in transit and delay the start of the Associate's 14-day review period until receipt of the documents by the Associate.

‣ Upon receipt of delivery, the Associate must move the record into the Associate Review step.

Submittals in Transit Await

‣ Associate receives and email that they have a task to complete

‣ Log into OAKS CI and locate your project

‣ Navigate to Collaboration -> Tasks

‣ Double click the Submittal record to open

Submittals in Transit Await

‣ Click Accept Task

‣ Review the lower form of the Submittal record to confirm receipt of non-electronically submitted documents

Submittals in Transit Await

‣ Record will remain in Associate (A/E) Hold step until submittal is received by the Associate (A/E)

‣ Select Workflow Action: Submittal Received

‣ Record will now be sent to the Associate Review Step

Associate Review

- ‣ Navigate to Collaboration -> Tasks
- ‣ Double click the Submittal record to open

Associate Review

‣ Click Accept Task

Associate Review

‣ Review the Submittal record, Attachments and any submittal items received by courier or other means for conformance with Contract requirements.

‣ The submitted items may be part of the electronic record or may be a hard copy document, sample, etc.

‣ If the submittal item is not attached to the record, record the Received Date of each item in the lower form Non-Electronic Submissions Block.

‣ All electronic submissions will automatically record the Sent and Received Dates.

Associate Review

‣ When the review of a submittal item is completed, in the lower form, open the Submittal Line Item record for the submitted item and enter the appropriate review determination in the Line Item Status field.

‣ The default status will read Submitted.

‣ Enter Conformed, Conformed as Noted, Revise and Resubmit or No Action Required.

‣ Enter the Status Date when one of the four final review determinations is entered.

Associate Review

‣ Notice that the line item status has changed from "Submitted" to "Conforms as Noted"

Associate Review

- Choose the appropriate workflow action:
  - Accepted -> Record goes to the End step
  - Send for Consultant Review
  - Return for Clarification -> Goes back to the Contractor
  - Send Hold Notice
- Click Send

Questions?

Please contact OAKS CI Support Desk:

oaksci@ofcc.ohio.gov

614.644.2211