

Summary of submittal requirements during construction:

- Progress schedule
- Job meeting minutes
- Request for Information Log
- Architects Supplemental Instructions
- Submittal Log
- Proposed Change Order Log
- Test and inspection results
- Architects Field Reports
- Shop drawings—suppression, fire alarm, and others as needed
- Firestopp assemblies

Please use e-mail whenever possible—would like to see a monthly package of the above