

01 31 90 – ADMINISTRATIVE LOGS

PART 1 - GENERAL

1.01 SUBMITTALS LOG

- A. If any shop drawings, product data, or sample submittals are required by the Contract Documents, the Designer shall maintain a Submittals Log for Payment (Section 5.9 (c)-(d)) and a Submittals Log for Payment (Section 10.5 (1.5d) (1.5ha) s
- 2. Clearly identify the Project.
- 3. Record activities with respect to shop drawings, product data, samples, and such other submittals which are required by the Contract Documents.
- 4. Indicate for each submittal made to date:
 - a. Title or name, and type of submittal.
 - b. Date submitted to the Designer.
 - c. Date returned by the Designer.
 - d. General nature of the Designer's response.

1.02 VISITOR LOG

- A. Maintain visitor log in the field office (or with the proponent's entire Work.
- B. Process:
 - 1. Su