

SUBMITTAL COVER SHEET

NJSDA 652

Date: _____

Contract No.: _____ Contract Name: _____

Design Consultant _____ PMF: _____

Submittal Date: _____ Submitting Contractor: _____

Items Submitted: _____ Specification Division: _____

Submittal No.: _____ Subdivision: _____

No. of Copies Division: _____ Sepias Submitted: _____

- Yes No 1. Is submittal required by contract?
- Yes No 2. Is submitted item in accordance with Contract Requirements?
- Yes No 3. Is submittal a substitution?
- Yes No 4. If so, is reason for substitution included?
- Yes No 5. Is consideration offered for substitution?
- Yes No 6. Is submittal complete (warranties, test reports, model numbers, sizes, weights, dimensions, colors, supporting information required to show that performance characteristics comply with specified or scheduled performance)?
- Yes No 7. Does submittal meet Specified Standards (ASTM, ANSI, UL, etc.)?
- Yes No 8. Does submittal meet all code requirements?
- Yes No 9. Are all accessories and ancillary devices as specified?
- Yes No 10. Estimated procurement time: _____ (days/weeks)

Submitted By:	
_____ <small>Print Name</small>	_____ <small>Title</small>
_____ <small>Signature</small>	_____ <small>Date:</small>

Note: This form must be attached to all submittals. Submittals will be returned as incomplete when not accompanied by this form and when "YES" is not marked for all except 1 or 3 above.