

## **SECTION 01 31 90 ADMINISTRATIVE LOGS**

### **PART 1 - GENERAL**

#### **1.01 SUBMITTAL SCHEDULE AND LOG**

##### **A. SUBMITTAL SCHEDULE**

- 1.** Provide within twenty-one calendar days of award of the Contract a submittal schedule in accordance with 3.10.2 of Section 00 72 13, General Conditions of the Contract for Construction.
- 2.** The submittal schedule shall clearly identify the Project by Name and SBC Project Number, and formatted in a manner similar to the initial progress schedule.
- 3.** Submittal schedule shall identify all submittals required by the Contract Documents showing date for each submission and date by which Designer should respond, allowing sufficient time for review(s) and on-time delivery. Contractor shall be solely responsible for the completeness and accuracy of all submittals and any delays from failure to do so.
- 4.** Designer may require revision of schedule if times allotted for review are insufficient.
- 5.** Omission of items from the submittal schedule shall not be a cause for delay.

##### **B. SUBMITTAL LOG**

- 1.** The submittal log shall include all items listed on the submittal schedule.
- 2.** Provide an updated submittal log at each Progress Meeting.
- 3.** Clearly identify the Project by Name and SBC Project Number.
- 4.** Record activities with respect to shop drawings, product data, samples, and such other submittals which are required by the Contract Documents.
- 5.** Provide the following 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; and,
  - e. Any submittals not in accordance with the submittal schedule, including rejections, shall be identified noting discrepancy and means of recovery.

#### **1.02 VISITOR LOG**

Maintain a visitor log in the field office (or with the Project Superintendent when no field office is required) to record visits by all persons not a part of the Contractor's forces, materials suppliers, or subcontractors' forces.

- A.** Provide at each Progress Meeting and maintain a record copy
- B.** Clearly identify the Project by Name and SBC Project Number.
- C.** Record:
  - 1.** Visitor name and Company or Agency represented,
  - 2.** Date of visit,
  - 3.** Time of arrival and departure, and
  - 4.** Reason for presence.

#### **1.03 ISSUES LOG**

Maintain an issues log to document and monitor elements under discussion or in dispute between stakeholders.

- A.** Provide and review at each Progress Meeting and maintain a record copy
- B.** Clearly identify the Project by Name and SBC Project Number.

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- C.** The Issues Log shall include all items that are not settled, under discussion, or over which there are opposing views or disagreements. Include issues that are external to the project and need to be documented as a potential risk to the project.
- D.** Record the matter in the Issues Log and recommend a course of action to be followed:
  - 1.** RFI to be issued,
  - 2.** ASI to be issued,
  - 3.** RFP to be issued,
  - 3.** Take under advisement and monitor for further evaluation and gather additional information.
- E.** Upon conclusion, record the final disposition of the issue.

**1.04 REQUEST FOR INFORMATION (RFI) LOG**

Maintain an RFI Log tracking and formalizing questions and answers generated by the project team to provide clarification about the necessary details of the project.

- A.** Provide at each Progress Meeting.
- B.** Clearly identify the Project by Name and SBC Project Number.
- C.** RFI Log shall indicate:
  - 1.** RFI number
  - 2.** Initiating party
  - 3.** Date initiated
  - 4.** Description
  - 5.** Priority level
  - 6.** Proposed solution and responding party
  - 7.** Whether a more formal response is required and form of such response (ASI, RFP, Issue, etc.)

**1.05 REQUEST FOR PROPOSAL (RFP) LOG**

Maintain an RFP Log tracking and soliciting proposals from the contractor.

- A.** Provide at each Progress Meeting.
- B.** Clearly identify the Project by Name and SBC Project Number.
- C.** RFP Log shall indicate:
  - 1.** RFP number
  - 2.** Date of issuance
  - 3.** Description
  - 4.** Current status
  - 5.** Final disposition

**1.06 DESIGNERS SUPPLEMENTAL INSTRUCTIONS (DSI) LOG**

Maintain an DSI Log used to track requested design or construction changes that do not change the contract cost or time.

- A.** Provide at each Progress Meeting.
- B.** Clearly identify the Project by Name and SBC Project Number.
- C.** DSI Log shall indicate
  - 1.** DSI number
  - 2.** Date of issuance
  - 3.** Description
  - 4.** Current status
  - 5.** Final disposition

**D.** Provide response information from AHJ regarding each submission.

**1.07 CHANGE ORDER LOG**

Maintain a log of submitted and approved Change Orders.

- A.** Provide at each Progress Meeting.
- B.** Clearly identify the Project by Name and SBC Project Number.
- C.** Change Order Log shall indicate
  - 1. Change Order number
  - 2. Description
  - 3. Change Order cost
  - 4. Change Order time
  - 5. Current status
  - 6. Date of execution
- D.** Summary of Change Order cost
- E.** Summary of Change Order time

**1.08 FIELD ORDER LOG**

Maintain a log of submitted and approved Field Orders.

- A.** Provide at each Progress Meeting.
- B.** Clearly identify the Project by Name and SBC Project Number.
- C.** Field Order Log shall indicate
  - 1. Field Order number
  - 2. Description
  - 3. Field Order cost
  - 4. Current status
  - 5. Date of execution
- D.** Summary of Field Order cost

**END OF SECTION**