

**SECTION 01 31 93  
ADMINISTRATIVE LOGS**

**PART 1 - GENERAL**

**1.01 SUBMITTALS LOG**

- A.** If shop drawings, product data, or sample submittals are required by the Contract Documents, maintain a submittals log to record the status of submittals made to the Designer.
  - 1.** Clearly identify the Project by Name and SBC Project Number.
  - 2.** Record activities with respect to shop drawings, product data, samples, and such other submittals as desired.
  - 3.** 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; and,
    - d.** General nature of the Designer's response.
- B.** Submit with the application for payment.

**1.02 VISITOR (SIGN-IN / SIGN-OUT) LOG**

- A.** Maintain Sign In/Out Log in the field office (or with the Project Superintendent when no field office is required) to record entry and exit of persons entering the work areas. Allow no one to enter or exit work areas without making record in log.
  - 1.** Clearly identify the Project by Name and SBC Project Number.
  - 2.** Indicate:
    - a.** Visitor name and affiliation,
    - b.** Date of visit,
    - c.** Time of arrival and departure, and
    - d.** Company or agency represented and reason for presence.
- B.** Submit with the application for payment.

**1.03 HAZARDOUS MATERIALS WASTE LOG**

- A.** Maintain Notarized asbestos waste log showing date, type of container removed from work area, signature of recorder, and time of day.
- B.** Maintain waste logs for any other hazardous waste showing date, type of container removed from Work Area, signature of recorder, and time of day.

**END OF SECTION**