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, maintain a submittals log to record the status of submittals made to the Designer.

    B. Process:

        1. Submit one copy with each Pay Application.

        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 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, until substantial completion of the entire Work.

    B. Process:

        1. Submit a copy with each counterpart of each application for payment, covering the period since the last log(s) submitted.

        2. Clearly identify the Project.

        3. Use the form of specification Section 01 31 93, and indicate:

            a. Visitor name and affiliation.

            b. Date and time of visit.

            c. Length of time on site.

PART 2 – PRODUCTS (Not Used)

PART 3 – EXECUTION (Not Used)

END OF SECTION