



Instructions

The instructions presented in this document shall be followed by all Third Party Contractors regarding the Submittal Log. The Submittal Log is used to track all submittals (shop drawings, product data, samples, etc) on a project. Metra's Project Manager/Construction Manager is responsible for maintaining the official version of this log. The Submittal Log tracks all pertinent dates, supplier/manufacturer information, reviewer information, and the status of each submittal. Metra's Project Manager/Construction Manager will track the receipt of submittals, when submittals are reviewed, and when submittals are returned to the Third Party Contractor.

Third Party Contractors shall use this Submittal Log to both document when submittals are scheduled to be submitted and to track these submittals. Prior to starting a project, Third Party Contractors shall submit this Submittal Log to Metra's Project Manager/Construction Manager and include all contractually required submittals (Submittal Schedule). Each submittal shall indicate the 'Date to be Submitted by TPC', 'Description', 'Spec./Dwg. Reference' and 'Status' fields. As the submittals change from 'to be submitted' to 'actually submitted', the Submittal No. and all other information required on the log shall be added.

Third Party Contractors shall insert their own company logo in place of the Metra logo in the upper left-hand corner of the log.

This log, and any associated documentation, shall be turned over to Metra as a part of project closeout. All documents shall be scanned, copied to a CD or thumb drive and submitted to Metra electronically.

Follow the directions on the subsequent pages for entering data into the Submittal Log. The log shall be kept current at all times. All columns shall have the required entries without any blanks.

Notes:

1. To insert the Third Party logo, go to Page Setup in MS-Excel, click on the Custom Header button under the Header/Footer Tab, use the Insert Picture button and Format Picture button to insert and size the new logo in the Left Section of the Header.
2. Rows may be added as necessary to accommodate all submittals on the project.
3. Row heights shall be adjusted so that all text is readable when printed.
4. Rows 1 - 5 of the Submittal Log are setup to repeat at the top of each page when printed.
5. The general layout of the form has been established by Metra and shall not be altered by the Third Party Contractor.



Instructions

Notes	Description
Note 1	Enter the project name.
Note 2	Enter the Metra project number.
Note 3	Enter the contract number.
Note 4	Enter the task number, if applicable.
Note 5	Enter the name of the Third Party Contractor.
Note 6	Enter the name of Metra's Project Manager or Construction Manager.
Note 7	Enter the Submittal number. The submittal number shall be shown as follows: Specification #.Submittal #. Revision #. (Ex. 03300.01.02)
Note 8	Enter the description of the submittal.
Note 9	Enter the date that the submittal will be submitted to Metra's Project Manager or Construction Manager.
Note 10	Enter the date that the submittal is received by Metra's Project Manager or Construction Manager.
Note 11	Enter the date that the submittal is required by contract to be returned to the Third Party Contractor.
Note 12	Enter the name of the supplier or vendor.
Note 13	Enter the specification and/or drawing reference. State the specification division, section, subsection, and paragraph(s) involved. Specify any related drawings and details, if applicable.
Note 14	Enter the name of the individual that reviewed the submittal.
Note 15	Enter the date that the submittal was sent to the reviewer.
Note 16	Enter the date that the submittal was received back from the reviewer.
Note 17	Enter the date that the submittal was returned to the Third Party Contractor.
Note 18	Enter the reviewer's stamped approval status (No Exceptions Taken, Comments as Noted, Revise and Resubmit, Rejected, etc.) and any remarks regarding the submittal and actions required as a result of the submittal review.
Note 19	Indicate the status of the submittal (Open or Closed).

