

Task	Responsibility and Information Flow	Notes
<p><b>Contractor to verify before submission:</b></p> <ul style="list-style-type: none"> <li>▪ precedence</li> <li>▪ quantities</li> <li>▪ dimensions</li> <li>▪ accuracy</li> <li>▪ completeness</li> <li>▪ compliance with the specifications</li> </ul>	General contractor	Maintain records of reviews and samples.
<p><b>Contractor provides submittals as scheduled and in quantities specified</b></p>	General contractor to architect	
<p><b>Architect reviews timeliness of receipt and requirement for return against agreed submittal schedule</b></p> <ul style="list-style-type: none"> <li>▪ If contractor has submitted late, indicate so in writing to contractor</li> <li>▪ If contractor has requested faster review than scheduled, confer with consultants if necessary, then advise contractor of anticipated return time</li> </ul>	Architect	The contractor's schedule is not binding upon the consultants.
<p><b>Architect distributes submittals to consultants for their review, as appropriate</b></p>	Architect to consultants	
<p><b>Consultants review those portions of submittals that relate to their scope of design services, as appropriate</b></p>	Consultants to architect	Consultants may return to the architect their review comments with their own indications of review, but they do not return submittals to anyone except the architect.
<p><b>Architect assembles review comments, determines submittal status and returns copies requested, including consultant and/or client documentation, indicating status:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Reviewed</b> means that the contractor may proceed</li> </ul>	Consultants to architect to general contractor	<p>Architect should always keep a copy for their own records.</p> <p>Architect copies submittal return documentation to contractor to other consultants and client.</p>