

Task	Responsibility and Information Flow	Notes
<ul style="list-style-type: none">▪ construction methods and sequence of work▪ coordination of client-supplied equipment required for other separate contracts▪ detailed scheduled activities for all trades▪ interrelationships and dependencies between trade activities▪ submission dates of submittals and expected review periods as specifications▪ Review schedule with the client and consultants. Receive comments and forward to contractor for revision▪ Re-review any revised schedule▪ Confirm in writing to contractor, client and consultants when the approved schedule is accepted		
<p>Submittal schedule:</p> <ul style="list-style-type: none">▪ Obtain and distribute schedule of submittals to client and consultants for their review▪ Confirm completeness, that all submittals in the specifications are included▪ Confirm that appropriate time is provided for review by the architect and consultants. Consider additional time for complex assemblies such as curtain wall systems▪ Include consultant and client feedback with architect's feedback to contractor▪ Re-review revised schedule and signify acceptance	General contractor to architect to consultants and owner	<p>CCDC 2 indicates that the contractor and consultant will together prepare a schedule for submittals, where requested by the consultant. This joint schedule is recommended as a best practice.</p> <p>Some contractors use specific construction management software to manage submittals. This can be used to provide detailed information; however, it is not required that the consultants use this software for their submittal tracking and review.</p>