



**JCR-44**

**Shop Drawings & Product Data Submittals**

April 1988

April 1989, Sept. 1989, April 1995, October 1995, October 1999, October 2001

**Recommendations:**

Architect shall review and approve or take other appropriate action upon the Contractor's submittals and shop drawings. Architect's action shall be taken with such reasonable promptness as to cause no delay in the work while allowing sufficient time to permit adequate review. Generally, fourteen (14) days should be adequate review time for properly submitted shop drawings. Faster turnaround on certain long-lead items should receive special consideration if requested by Contractor.

**Comments:**

- A. Contractor shall submit shop drawings timely in order not to place an undue burden on the Architect. Contractor shall indicate his approval of the shop drawings prior to their submission to the Architect.
- B. Contractor shall maintain a complete set of approved shop drawings on the job site.
- C. Items requiring finish selection may require more time and shall be grouped to allow the Architect to fully coordinate all color selections. Architect should identify such items or other items which need to be grouped.

**Recommended Action:**

Sample Stamp

Approved

Approved as Corrected

Not Approved

Revise and Resubmit

Review is only for conformance with the design concept of the project and compliance with the information given in the Contract Documents. Neither the Architect's review or approval shall relieve the Contractor of his obligations as required by the Contract Documents.

Architect and/or Engineer

Address

By \_\_\_\_\_

Date \_\_\_\_\_

**End of JCR-44**

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*This recommendation is the result of considerable discussion and deliberation by the Architect and General Contractor members of the Joint Cooperative Committee of AIA North Carolina and the Carolinas AGC. While its provisions are not binding on individual Architects or General Contractors, the committee believes that adherence to the recommendations will benefit the Owner and the Construction Industry in general.*