



**SHOP DRAWINGS**

**RECOMMENDATION:**

Architects shall approve or take appropriate action and return all shop drawings not later than ten (10) calendar days after receipt thereof. Faster turnaround on certain long-lead items should receive special consideration if requested.

**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. Sample Stamp to be used by the A & E Firm.

APPROVED       APPROVED AS CORRECTED  
 NOT APPROVED       REVISE AND RESUBMIT

Checking is only for conformance with the design concept of the project and compliance with the information given in the contract document. Contractor is responsible for dimensions which shall be confirmed and correlated at the jobsite; fabrication processes and techniques of construction; coordination of the work with that of all other trades; and the satisfactory performance of the work.

ARCHITECT and/or ENGINEERING FIRM

(address)

BY \_\_\_\_\_ DATE \_\_\_\_\_

This recommendation, while not mandatory, is the diligent work of a committee which is drawn from a cross section of the construction industry represented by architects and general contractors. The committee presents this recommendation with the expectation that it will be adhered to voluntarily.



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