

01 31 90 – ADMINISTRATIVE LOGS

PART 1 - GENERAL

1.01 SUBMITTALS LOG

- A. If any shop drawings, product data, or sample submittals are required by the Contract Documents, maintain a submittals log to record the status of submittals made to the Designer.
- B. Process:
 - 1. Submit three (3) copies with each Application for Payment.
 - 2. Clearly identify the Project.
 - 3. Record activities with respect to shop drawings, product data, samples, and such other submittals which are required by the Contract Documents.
 - 4. Indicate for each submittal made to date:
 - a. Title or name, and type of submittal.
 - b. Date submitted to the Designer.
 - c. Date returned by the Designer.
 - d. General nature of the Designer's response.

1.02 VISITOR LOG

- A. Maintain visitor log in the field office (or with the project superintendent when no field office is required) to record visits by all persons not a part of the Contractor's forces, materials suppliers, or subcontractors' forces, until substantial completion of the entire Work.
- B. Process:
 - 1. Submit a copy with each counterpart of each application for payment, covering the period since the last log(s) submitted.
 - 2. Clearly identify the Project.
 - 3. Use the form of specification Section 01 31 93, and indicate:
 - a. Visitor name and affiliation.
 - b. Date and time of visit.
 - c. Length of time on site.

PART 2 – PRODUCTS (Not Used)

PART 3 – EXECUTION (Not Used)

END OF SECTION