**APPROVED DOCUMENT—**This document is approved by the Office of the President and Office of the General Counsel for use by the Facility and is available on computer diskette (see Introduction to the Facilities Manual, “Approved Documents”).

**Cover Sheet and Instructions**

SUBMITTAL SCHEDULE

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| PURPOSE OF DOCUMENT: | Provides the University’s Representative with a schedule of contractor submittals. | | | | | |
| CROSS-REFERENCES TO FACILITIES MANUAL (FM): | **[I]:4.6.5**, **FM5[II]:1.3** | | | | | |
| CONTENTS: | Submittal Schedule form | | | | | |
| FOR USE WITH:  (Not Applicable to Some Documents) |  | Long Form  (LF) |  | Short Form  (SF) |  | Brief Form  (BF) |
| COMPLETED BY: |  | Filling In |  | Adding Text |  | No Data Required |
| ITS USE IS: |  | Required |  | Optional | | |

**Completion Instructions:**

1. The contractor completes the form.

**Modifications and Additions:**

(None)

**Comments:**

(None)

END OF COVERSHEET AND INSTRUCTIONS

SUBMITTAL SCHEDULE

Project Name:

Project Number:

Facility:

Contract Date:

Subcontractor:

Specification Section:

Work Activity:

|  |  |  |  |
| --- | --- | --- | --- |
| Event | Scheduled  Completion Date | Actual  Completion  Date | Calendar Days  Required to Complete |
| 1. Received by Contractor and Time  for Checking |  |  |  |
| 2. First Delivered to University's Representative and Time for Checking |  |  |  |
| 3. Return to Contractor |  |  |  |
| 4. Corrections Completed and Time  for Corrections |  |  |  |
| 5. Next Delivered to University's Representative and Time for Checking |  |  |  |
| 6. Return to Contractor |  |  |  |
| 7. Approval for Job Information |  |  |  |
| 8. Approval for Fabrication and Time  for Fabrication |  |  |  |
| 9. Fabrication Completed |  |  |  |
| 10. Shipping Date and Time Enroute |  |  |  |
| 11. Delivery to Job |  |  |  |