

EXHIBIT 01 33 23-01, F&S ELECTRONIC CONSTRUCTION SUBMITTAL PROCESS

1. All shop drawings (product data, etc.) are required in electronic format, and Samples are required physically as well as electronically (see “Sample Submission Method” below for details).
2. The University has 5 business days from receipt of electronic copy to review shop drawings and return comments to the University Project Manager and AE. (Review periods for submittals received before 2:00 p.m. include the current day as one of the review days. Review periods for submittals received after 2:00 p.m. do NOT include the current day as one of the review days.)
3. Expedited shop drawings will be reviewed in 3 business days.
4. Each specification division requires a separate transmittal. (Do not combine submittals for different divisions on one transmittal.)
5. Send general questions to: ShopDrawingProcessing@illinois.edu

ELECTRONIC SUBMISSION METHOD:

General:

1. E-mail Transmittal Cover Sheet and Submittal(s) as attachment(s) to: fshopdrawing@illinois.edu
2. Separation of Files: The Transmittal Cover Sheet and each attached submittal must be submitted as separate files. In addition, the Transmittal Cover Sheet must be the first page of each of the submittal files. Transmittal Cover Sheets must include the project name, U# and associated specification number.
3. Readability: Whenever possible, files will be created from digital originals, as this will ensure the best clarity. (Unreadable files will be rejected.)
4. Permissions: Do not set any permission restrictions on files. (Locked/secured files will be rejected.)
5. File Naming & File Formats: Submittals must follow the “File Naming and File Formats” requirements, below.

Email Subject Line:

Subject line must be in this format: **U14023 – T2 –101340-1-2** – [description] – EXPEDITE
(Bold items are required)

Key:

U14023	U of I project number
T2	Transmittal number
101340-1-2	Specification Section, submittal and revision numbers
[description]	description of the submittal
EXPEDITE	special action words, if applicable. Can be one of the following, which will trigger the accompanying action:
EXPEDITE	3 day review (instead of standard 5 day)
TRANSFER	Submittal over 100MB* – GC requests instructions to submit via F&S ftp “ConstructionSubmittalTransfer” folder
APPROVED	no review (these only come from the AE)
other examples	APPROVED AS NOTED, REVISE AND RESUBMIT, REJECTED

**F&S email receiving limits: MS Exchange email = 100MB Non-MS Exchange email = 65MB*

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FILE NAMING AND FILE FORMATS:

Submittal Type	Format	File Name	Notes
Transmittal Cover Sheet	pdf	Uxxxxx_T-tt_ssssss-nn-rr.pdf	
O&M Manuals	pdf	Uxxxxx _ssssss-nn-rr_title.pdf	One manual per file. Chapters bookmarked. "Initial View" set to "Bookmarks Panel and Page" and "Single Page Continuous."
Reports (TAB, concrete tests, etc)	pdf	Uxxxxx _ssssss-nn-rr_title.pdf	Chapters and/or sections bookmarked. "Initial View" set to "Bookmarks Panel and Page" and "Single Page Continuous."
Shop Drawings	native format, and pdf	Uxxxxx _ssssss-nn-rr_title.dwg (example) Uxxxxx _ssssss-nn-rr_title.pdf	
Cut Sheets	pdf	Uxxxxx _ssssss-nn-rr_####.pdf	One cut sheet per file preferred. In the case of sets such as light fixtures, sets may be sent in with the "####" replaced with the "title".
Anything else	pdf	Uxxxxx _ssssss-nn-rr_####_title.pdf	Chapters and/or sections bookmarked. "Initial View" set to "Bookmarks Panel and Page" and "Single Page Continuous."

Key

Uxxxxx = U of I Project Number

T = T (leave this as the single letter "T" for "transmittal" – does not change)

t = sequential transmittal number

s = specification section number

n = submittal number

r = revision number

title = short title of submittal (Resubmittals shall use the same title as the original submittal.)

= drawing number

SAMPLE SUBMISSION METHOD:

All Samples must be submitted in "real" form, in addition to electronic format (with a scan or photo of all pertinent sides and labels). Include transmittal.

SEND SAMPLES TO:

Design & Construction Submittal Receiving
Facilities & Services, Room 117
Physical Plant Services Building, MC-800
1501 S. Oak St.
University of Illinois at Urbana-Champaign
Champaign, IL 61820