

## **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**