

4.7.11 Submission of Shop Drawings shall be accompanied by transmittal letter containing the Project name, Construction Manager's name, number of drawings, titles, and other pertinent data.

4.7.12 Unless otherwise specified in writing, Construction Manager shall submit three (3) sets of blueline prints of all Shop Drawings. Architect will retain the blueline prints and return the sepias to Construction Manager. For manufacturer's data, Construction Manager shall submit the number of copies that Construction Manager requires to be returned, plus three which will be retained by Architect for distribution.

4.7.13 Samples, Shop Drawings, and Product Data will be returned to Construction Manager noted for action as follows:

4.7.13.1 'Reviewed' indicates that the submittal has been reviewed for general conformance with the design concept of the project and general compliance with the information given in the contract documents. All submittals shall be Reviewed before they are issued for field use.

4.7.13.2 'Revised and Resubmit' indicates that submittal has been reviewed as noted in Paragraph 4.7.13.1 above, and corrections indicated. Construction Manager shall make corrections as noted and resubmit. This notation will permit fabrication to begin on items not affected by correction.

4.7.13.3 'Rejected' indicates that the submission is unacceptable and requires resubmission. Construction Manager shall make corrections as noted and resubmit. Fabrication shall not begin on items covered by Shop Drawings bearing this notation.

4.7.13.4 'Approved as Noted' indicates that submittal has been reviewed as noted in Paragraph 4.7.13.1 above with minor corrections (not affecting fabrication) indicated. Resubmittal is not required.

4.8 Administrative Responsibilities. Construction Manager shall:

4.8.1 Develop and implement, consistent with the Contract Documents, a procedure for reviewing, processing, recording and paying Subcontractors and Suppliers upon their application for same, and develop and implement a procedure for the review, processing and payment of applications by Subcontractors and Suppliers for progress and final payments, including a retainer release method that corresponds to Owner's release of retainage to Construction Manager.

4.8.2 Develop and implement a system for preparation, review and processing of Change Orders, recommend necessary or desirable changes to Owner, review requests for changes by Owner or by Subcontractors or Suppliers, submit recommendations to Owner with respect to proposed Change Orders, and implement Change Orders as approved by Owner.

4.8.3 Review and inspect the work of Subcontractors and Suppliers for defects and deficiencies and develop and implement a system, including appropriate quality control documentation, for ensuring that all such defects and deficiencies are corrected.

4.8.4 Develop and implement an effective security program for the Project Site.

4.8.5 Maintain, on a current basis, copies of all Subcontracts, Plans and Specifications, Construction Documents, Contract Documents, the Project Schedule, shop drawings, maintenance and operating manuals and records relating to Project materials, equipment and construction, including marked-up drawings and specifications showing actual locations of utilities and all changes and alterations made during construction.

4.8.6 Construction Manager shall not make or cause to be made, or permit, any contract for materials or equipment of any kind or nature whatsoever to be used in connection with the Work on a conditional sales or any