

**SECTION 01 31 90
ADMINISTRATIVE LOGS**

PART 1 - GENERAL

1.01 SUBMITTALS LOG

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.

- A.** Submit with the application for payment.
- B.** Clearly identify the Project by Name and SBC Project Number.
- C.** Record activities with respect to shop drawings, product data, samples, and such other submittals which are required by the Contract Documents.
- D.** Indicate for each submittal made to date:
 - 1.** Title or name, and type of submittal;
 - 2.** Date submitted to the Designer;
 - 3.** Date returned by the Designer; and,
 - 4.** General nature of the Designer's response.

1.02 VISITOR LOG

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.

- A.** Submit with the application for payment.
- B.** Clearly identify the Project by Name and SBC Project Number.
- C.** Indicate:
 - 1.** Visitor name and affiliation,
 - 2.** Date of visit,
 - 3.** Time of arrival and departure, and
 - 4.** Company or agency represented and reason for presence.

END OF SECTION