

**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 three (3) copies with each 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 three (3) copies with each 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**