

Construction submittal template

Record proposed materials or documents, their specification references and revisions, and the reviewer's response.

Complete the applicable sections. An asterisk marks a required field when that section applies. Copy repeat sections as needed and attach photographs separately.

Submittal details

Project or site *

Record reference *

Record date *

Prepared by *

Reviewer or recipient *

Response required by *

Work package or location *

Proposed material or document

Specification clause and revision *

Drawing reference and revision

Items submitted

Repeat for each entry.

Item or product *

Manufacturer or document author *

Model or document reference *

Revision or issue date *

Supporting document references *

Intended use or location *

Is a departure from the specification proposed? *

☐ Yes ☐ No

Proposed departure and reason *

If applicable: Is a departure from the specification proposed? is Yes.

Supporting product or site photos

Photo or attachment references: _____

Review record

Review status *

☐ Awaiting review ☐ Reviewed without comments ☐ Reviewed with comments ☐ Revise and resubmit ☐ Not accepted

Review comments or decision evidence *

If applicable: Review status is not Awaiting review.

Review recorded from *

If applicable: Review status is not Awaiting review.

Review date *

If applicable: Review status is not Awaiting review.

Previous submission reference

Resubmission reference or planned revision *

If applicable: Review status is Revise and resubmit.

Record the project reviewer's actual response and any conditions. This record does not replace the project's contractual approval or instruction procedure.

Next action

Next action or reason none is needed *

Action owner *

Action due date *

Reviewed by

Reviewer acknowledgement

Signature: _____