

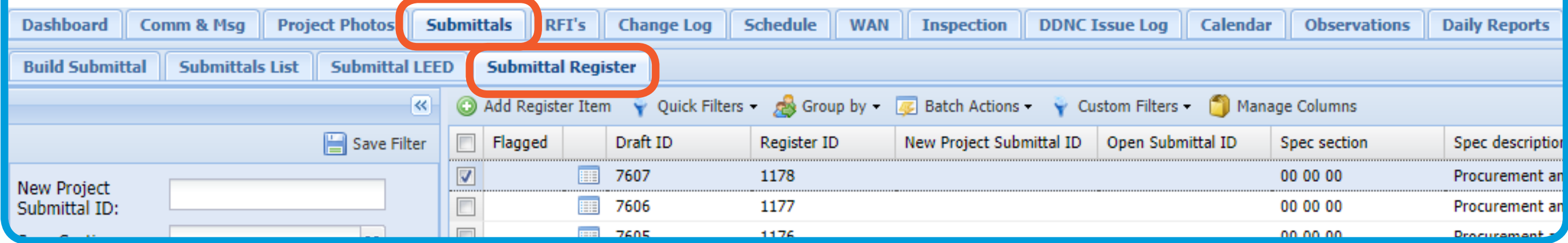


Quick Guide: Submittals

How to create a submittal and send it for review
(with LEED)

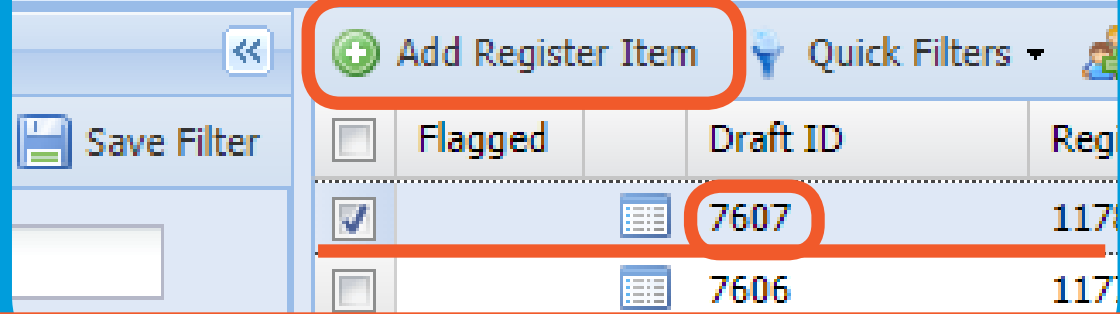
1

Select the Submittals tab and then the Submittal Register tab



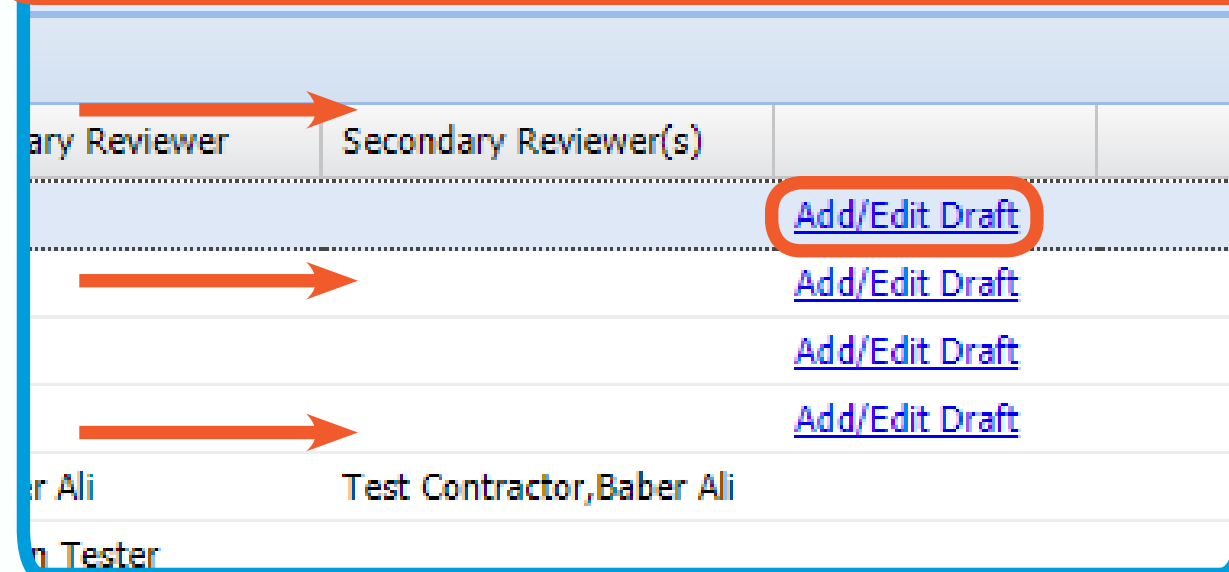
2

Click Add Register Item and a new draft will appear at the top of the list with an Inertia-assigned serial draft ID



3

Scroll right and select Add/Edit Draft



4

Fill the New Submittal form with all of the correct information then scroll down to check the optional fields before continuing

Basic Data

Package Name: Room 4404 Concrete

Description: Tahoma

Section Type: 03 00 00-Concrete

Sub Number: 03 53 00-Concrete Topping

Breakdown: oshpd

Sub-Breakdown: INC 2

Optional Fields

Installing Co: ABC Construction

Continue to LEED

Add More Files



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Sub-Breakdown: INV-2

Optional Fields

Installing Co: ABC Construction

Primary Reviewer: Big Contractor Co - Jennifer Wong

Secondary Reviewer(s): Michael L. Davis & Associates.: Test Deputy

CC List:

Trade Partner Due Date: 08/14/2019

Reviewer Due Date: 08/14/2019

Completion Date: 08/14/2019

GC Review Date: 08/14/2019

CxM Data

Equipment: ExF-01

Files

File Title: Room 404 Concrete

File Type: Calculations

Upload File: C:\fakepath\quickguideirmaps(SUBlight) (2).pdf

Continue to LEED

Add More Files

Fill the optional fields as necessary and attach files at the bottom then click Continue to LEED

6

Back to Submittal

Save Submittal & LEED

Save and repeat

LEED-NCv3

One form should be completed for each adhesive, sealant, paint or coating that will be incorporated inside the weatherproofing system of the building regardless of trade. Additionally, one form should be completed for each permanently installed product that falls under CSI MasterFormat Division 3-10, 31.6, 32.1, 32.3, or 32.9, whether interior or exterior.

Spec Section, by CSI Division: 00 00 00

Manufacturer or Vendor:

Product Name:

If in Div. 3-10, 31.6, 32.1, 32.3, or 32.9: No Yes

Is the product applied inside the weatherproofing system?: No Yes

Fill in the required LEED information and click Save Submittal and LEED or Save and Repeat if you want to add another submittal

7

Once you have saved the proper reviewers will be notified of the new submittal

2016-02-23	2016-02-23	2016-02-23
2016-07-27	2016-07-27	2016-07-27
2016-10-20	2016-10-20	2016-10-20
2016-10-20	2016-10-20	2016-10-20
2016-10-20	2016-10-20	2016-10-20
2016-10-08	2016-10-08	2016-10-08
2016-09-30	2016-09-30	2016-09-30
2016-09-30	2016-09-30	2016-09-30
2016-09-30	2016-09-30	2016-09-30

Success

Submittal & LEED successfully saved

OK