



SUBSTITUTION REQUEST

Substitution Request Number:

RQ No.

Date:

From:

Project:

Location:

To:

Re: Substitution Request -

Specification Title:

Description:

Section:

Page:

Article/Paragraph:

Proposed Substitution:

Phone:

Manufacturer:

Address:

Trade Name:

Model No.:

Installer:

Phone:

Address:

Differences between proposed substitution and specified product:

Point-by-point comparative data attached — REQUIRED BY A/E

Reason for not providing specified item:

Similar Installation:

Project:

Address:

Architect:

Owner:

Date Installed:

No

Yes; explain:

Proposed substitution affects other parts of Work:

Savings to Owner for accepting substitution:

Proposed substitution changes Contract Time:

No

Yes

days

Supporting Data Attached:

Drawings

Product

Data

Samples

Tests

Reports

*Other

The Undersigned certifies:

- Proposed substitution has been fully investigated and determined to be equal or superior in all respects to specified product.
- Same warranty will be furnished for proposed substitution as for specified product.
- Same maintenance service and source of replacement parts, as applicable, is available.
- Proposed substitution will have no adverse effect on other trades and will not affect or delay progress schedule.
- Cost data as stated above is complete. Claims for additional costs related to accepted substitution which may subsequently become apparent are to be waived.
- Proposed substitution does not affect dimensions and functional clearances.
- Payment will be made for changes to building design, including A/E design, detailing, and construction costs caused by the substitution.
- Coordination, installation, and changes in the Work as necessary for accepted substitution will be complete in all respects.

Submitted by:

Signed by:

Firm:

Address:

Telephone:

Attachments:

A/E's REVIEW AND ACTION

Substitution approved - Make submittals in accordance with Specification Section

Substitution Procedures.

Substitution approved as noted - Make submittals in accordance with Specification Section

Substitution Procedures.

Substitution rejected - Use specified materials.

Substitution Request received too late - Use specified materials.

Signed by:

Date:

Additional Comments: