

Reviewing and Approving Shop Drawings and Submittals

Part 1: Dialogue

Emma (Architect): Hi Daniel, I've reviewed the contractor's **submittal log**, and we need to go through these drawings before approval.

Daniel (Project Manager): Thanks, Emma. Did you notice any inconsistencies in the **as-built drawings** compared to our original design?

Emma: Yes, I found a few discrepancies. Some of the dimensions don't match, so I've flagged them for **field verification**.

Daniel: That makes sense. I also saw a **change order request** for the window placement. Do we need to approve that now?

Emma: Not yet. We have to ensure it aligns with **specification compliance** before making a decision.

Daniel: Got it. Should we schedule a meeting with the contractor to discuss these issues?

Emma: Yes, I'll arrange a site visit next week. That way, we can do **field verification** in person.

Daniel: Sounds like a good plan. I'll also double-check the revised **as-built drawings** for accuracy.

Emma: Perfect. Let's document any necessary adjustments in the **submittal log** so we stay organized.

Daniel: Agreed. I'll follow up after the site visit and update the team.

Emma: Thanks, Daniel. Let's make sure everything is aligned before final approval.

Part 2: Comprehension Questions

1. Why is a **submittal log** important in the approval process?
 - (A) It tracks contractor payments
 - (B) It keeps records of submitted and approved documents
 - (C) It estimates construction costs
 - (D) It serves as a legal contract
 2. What is the purpose of **field verification**?
 - (A) To inspect material deliveries
 - (B) To check if the built structure matches the drawings
 - (C) To analyze soil composition
 - (D) To approve financial statements
 3. When should a **change order request** be approved?
 - (A) After the project is complete
 - (B) Only if the contractor insists
 - (C) Before reviewing the submittal log
 - (D) Once it meets specification compliance
 4. What does an **as-built drawing** show?
 - (A) The original conceptual sketches
 - (B) The final version of what was actually constructed
 - (C) The proposed construction budget
 - (D) A list of all project stakeholders
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Part 3: Vocabulary with Definitions

- **Submittal log (サブミットログ)** – A document that tracks all submitted and approved shop drawings, samples, and other materials.
- **As-built drawing (アズビルト図面)** – A drawing that reflects the final, completed structure, including any changes made during construction.
- **Change order request (変更指示書)** – A formal request to modify the original construction plans due to necessary adjustments.

- **Field verification (現場確認)** – The process of checking a completed structure against the approved plans to ensure accuracy.
 - **Specification compliance (仕様適合性)** – Ensuring that materials and construction methods meet the required project standards.
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Part 4: Answer Key

1. **Why is a submittal log important in the approval process?**
☒ (B) It keeps records of submitted and approved documents
2. **What is the purpose of field verification?**
☒ (A) To inspect material deliveries
3. **When should a change order request be approved?**
☒ (D) Once it meets specification compliance
4. **What does an as-built drawing show?**
☒ (B) The final version of what was actually constructed