

MATERIAL SUBSTITUTION REQUEST

Project: _____ Substitution Request Number: _____

 To: _____ From: _____
 _____ Date: _____
 Re: _____ A/E Project Number: _____
 _____ Contract For: _____

Specification Title: _____ Description: _____
 Section: _____ Page: _____ Article/Paragraph: _____

Proposed Substitution: _____
 Manufacturer: _____ Address: _____ Phone: _____
 Trade Name: _____ Model No.: _____
 Installer: _____ Address: _____ Phone: _____
 History: New Product 2-5 Years Old 5-10 Years Old More Than 10 Years Old
 Differences between proposed substitution and specified product: _____

Point-By-Point comparative data sheet attached – REQUIRED BY A/E FOR THIS REQUEST.

Attached data includes product description, specifications, drawings, photographs, and performance and test data adequate for evaluation of the request, applicable portions of the data are clearly identified.

Attached data also includes a description of changes to the Contract Documents that the proposed substitution will require for its proper installation.

The Undersigned certifies:

Proposed substitution has been fully investigated and determined to be equal or superior in all respects to the specified products performance.
 Same warranty will be furnished for proposed substitution as for specified product.
 Proposed substitution will have no adverse effect on other trades and will not affect or delay progress schedule.
 Proposed substitution does not affect dimensions and Functional Performance Values.
 Payment will be made for changes to building design, including A/E design, detailing, and construction costs caused by the substitution.

Submitted by: _____
 Signed by: _____
 Firm: _____
 Address: _____
 Telephone: _____

A/E's REVIEW AND ACTION

- Substitution approved - Substitution approved as noted - Make submittals in accordance with Specification Section 0 2370-1.6.
- Substitution rejected - Use specified materials.
- Substitution Request received too late - Use specified materials.

Signed by: _____ Date: _____

Supporting Data Attached: Drawings Product Data Samples Tests Reports Other