

FINISH & FURNITURE SUBMITTAL AND SAMPLE STANDARDS

The following is a framework for delivering submittals and samples during project design and execution. A/E's are to specify in project documents any of the processes or deliverables that are necessary for the Contractor(s) or Construction Manager-at-Risk to deliver or perform.

1. SUBMITTAL SYSTEM

- All submittals shall be submitted through the University-approved system.
- Each submittal shall reference the applicable specification section.
- Maintain an up-to-date submittal log.
- Identify any deviations from the basis-of-design product(s) and any applicable sections of Clemson's A/E Standards at time of submittal and complete a request to review via the [Deviation Request Portal](#).

2. REQUIRED SUBMITTAL REGISTER

Submit a finish and furniture submittal register within 14 days of NTP including:

- Product type.
- Spec section.
- Submittal type.
- Lead time.
- Required approval dates.
- Signoffs from Clemson's Interiors Manager and Project Manager.

3. SUBMITTAL TYPES

A. Product Data.

- Manufacturer literature.
- Performance data.
- Installation requirements.
- Maintenance and warranty information.

B. Samples

- Paint: Color chip and field applied drawdown on actual substrate.
- Carpet/LVT/Resilient Flooring: Minimum 12"x12" sample.
- Tile/Stone: Minimum of 12"x12" Sample or 3 full pieces with grout sample.
- Fabric and Upholstery: 12"x12" minimum.
- Casework/Wood Finish: Minimum 12"x12" Finish control sample.
- Wallcoverings – Minimum 24"x36" sample.
- Ceiling Types – Control sample.
- Solid Surface / Quartz / Laminate: Minimum 6" x 6".
- Window Treatments: Fabric/film sample plus hardware finish chip.

C. Shop Drawings

- Required for fabricated or coordinated elements.
- Include dimensions, finishes, and interfaces.
- Reference floor plan for location of each finish.

D. Mockups

- Required for office and cubicle furniture
- Approved mockups establish quality standards.
- As required by Facilities Interiors Manager for finishes.

4.FIELD QUALITY CONTROL

Approved samples and mockups shall be maintained on site as the control standard. Installed work shall match the approved standard. Work not matching the approved sample or mockup may be rejected and replaced at no additional cost to the University.



The checklist below is a reference showing the required deliverables that are required for finishes and furniture. Some items may not be applicable based on the scope of individual projects.

Finish and Furniture Submittal Checklist

- Correct submittal number and specification section identified.
- Product Data: Manufacturer cut sheets with exact product, model, finish, and color highlighted.
- Compliance data provided (fire rating, slip resistance, acoustics, VOCs, durability, etc., as applicable).
- Installation requirements and substrate compatibility reviewed for all applicable materials.
- Physical samples included and properly labeled.
- Sample sizes meet minimum requirements.
- Shop drawings included (if fabricated, coordinated, or layout-dependent).
- Mockup request identified (if applicable).
- Lead times and availability clearly stated.
- Maintenance and cleaning instructions included.
- Warranty information included.
- Deviations from Contract Documents clearly identified.
- Contractor internal QC review completed prior to submission.
- Furniture plan with room numbers and quantities.
- Cut sheets for all Furniture items with dimensions.
- Finish and upholstery samples for each type of furniture.
- Power/data/technology coordination details (if applicable) for each type of furnishing.
- Delivery, staging, and installation plan for all furniture.
- Furniture inventory schedule.
- Warranty and maintenance documentation for each type of furniture.
- Care and cleaning instructions for all upholsteries.

