

**SUBCONTRACTOR SUBMITTAL ROUTING FORM**

**PROJECT INFORMATION**

Subcontractor: \_\_\_\_\_ Submittal No.: \_\_\_\_\_

Subcontract No.: \_\_\_\_\_ Date: \_\_\_\_\_

**SUBMITTAL INFORMATION SECTION** (One item per submittal)

# of copies      Spec/Dwg Ref.                      Description

Submittal Purpose:       Approval       Information       Material Selection       Other

**ROUTING SECTION**

Action	By	Date	Reviewed by	Comments due by
Received by ORNL Engineering PM				
Forwarded to Reviewer(s) 1. 2. 3. 4.				
Returned to ORNL Engineering PM				
Returned to Subcontractor				

**COMMENT SECTION**

Approved       Approved as noted-resubmittal not required       Approved as noted-resubmit       Not Approved - Resubmit

**DISTRIBUTION**

Recipient	Transmittal / Data	Recipient	Transmittal / Data
Subcontractor		Procurement	
Project Manager			
Construction Field Rep.			
Design			