



Ontario Association of Architects



Joint Best Practice Statement Shop Drawing Schedule

Issued September 27, 2010

This document is issued jointly by the Ontario Association of Architects and the Ontario General Contractors Association and provides information relative to best practices in regard to schedule for shop drawings.

At the commencement of the work, the Contractor and the Consultant shall prepare, for the joint review and acceptance by the Consultant and the Contractor, a schedule of the dates for the submission and return of shop drawings and other submittals where called for in the Specifications (which in no event will be more than 10 working days following submission and 10 working days following any resubmission or such other period as may mutually agreed upon by the Contractor and Consultant) in order that there is no impact on the construction schedule.

The shop drawing and other submittals schedule shall provide for the submission of shop drawings and other submittals in an orderly sequence and sufficiently in advance to allow for the Consultant's proper review and so as to cause no delay to the Work. If at any time the Contractor submits an unusually large number of shop drawings and other submittals not contemplated by the schedule, such that the Consultant cannot process these within the time permitted in the schedule, the Consultant will, within 5 working days of receipt of such drawings and other submittals, provide the Contractor with an estimate of time necessary for processing such shop drawings and other submittals.

The Contractor shall periodically resubmit the schedule to correspond to any changes in the construction schedule for the joint review and acceptance by the Consultant and the Contractor.

Enquiries should be directed to:

Ontario Association of Architects
111 Moatfield Drive
Don Mills, Ontario
M3B 3L6
Phone: (416) 449-6898
Fax: (416) 449-5756
www.oaa.on.ca

Ontario General Contractors Association
703 – 6299 Airport Road
Mississauga, Ontario
L4V 1N3
Phone: (905) 671-3969
Fax: (905) 671-8212
www.ogca.ca