



2024

ard specification, all submittals will be uploaded and reviewed through Centerline. Specific clients m
e will not be used during the Construction Administration process. A contractor may choose to use a
ll required to use Centerline.

als should be received and responded to through Centerline. The Project Manager is responsible for
markups to the contractor. Follow the instructions below on how to respond to a submittal in Centerlin

ubmittals section of the Construction module in Centerline. A dashboard houses all submittals and dis
ubmission Date, Actual Date Submitted, the person Currently Responsible, due date, Status, date Ret

[GHC Centerline Training Project](#) > [Submittals](#)

Need

Submittals

submittals in your published specifications.
o create submittal placeholders for these items?
nittal placeholders from the Submittals page at any time.

SUBMITTAL PLACEHOLDERS BEFORE PUBLISHING

Submittals EDIT CREATE PLACEHOLDER PACKAGE DELETE + FILE

SUBMITTAL #	DESCRIPTION	ANTICIPATED INITIAL SUBMISSION DATE	ACTUAL DATE SUBMITTED	CURRENTLY RESPONSIBLE	DUE	STATUS
0-01	Division 00 Test Submittal	01/25/2024	N/A	Grace Hebert Curtis Architects, LLC Luann Hecht	01/16/2024	Approved Submitted
0-01	Castinplace Concrete Slab on Grade	12/15/2023	12/01/2023	Grace Hebert Curtis Architects, LLC Project Manager	05/03/2024	Unclassified

				GHC		
0-01	Metal Stairs Metal Stair Shop Drawings	01/22/2024	01/08/2024	Consultant Training Consultant GHC, Christie Chapman, Andrea Bowman	10/25/2024	Unc
3-01	Overhead Coiling Doors Product Data and Shop Drawings	12/17/2023	12/03/2023	Not Assigned	N/A	Rev Cor

the "Architect Administrator" (designated in the Construction Management section) as the responsible manager will receive an autogenerated email from Centerline notifying them that the ball is in their court. To receive notifications in real-time, it is the PM's responsibility to check Centerline daily at a minimum. The interface includes a description, current file attachment, comments, summary information, notification list, associated documents, and a list of submittals.

object > Submittals > Submittal 101400-01 Signage – Signage PD & SD

Need Help?

Signage – Signage PD & SD

CLOSEOUT EXPORT WITHDRAW DELETE

COMMENT

Centerline

Keep an eye on this project.

Assign Consultant or Review

ASSIGN TO CONSULTANT

REVIEW & MARKUP

BLUEBEAM STUDIO SETUP

COMPLETE
DUE 02/02/2024
3

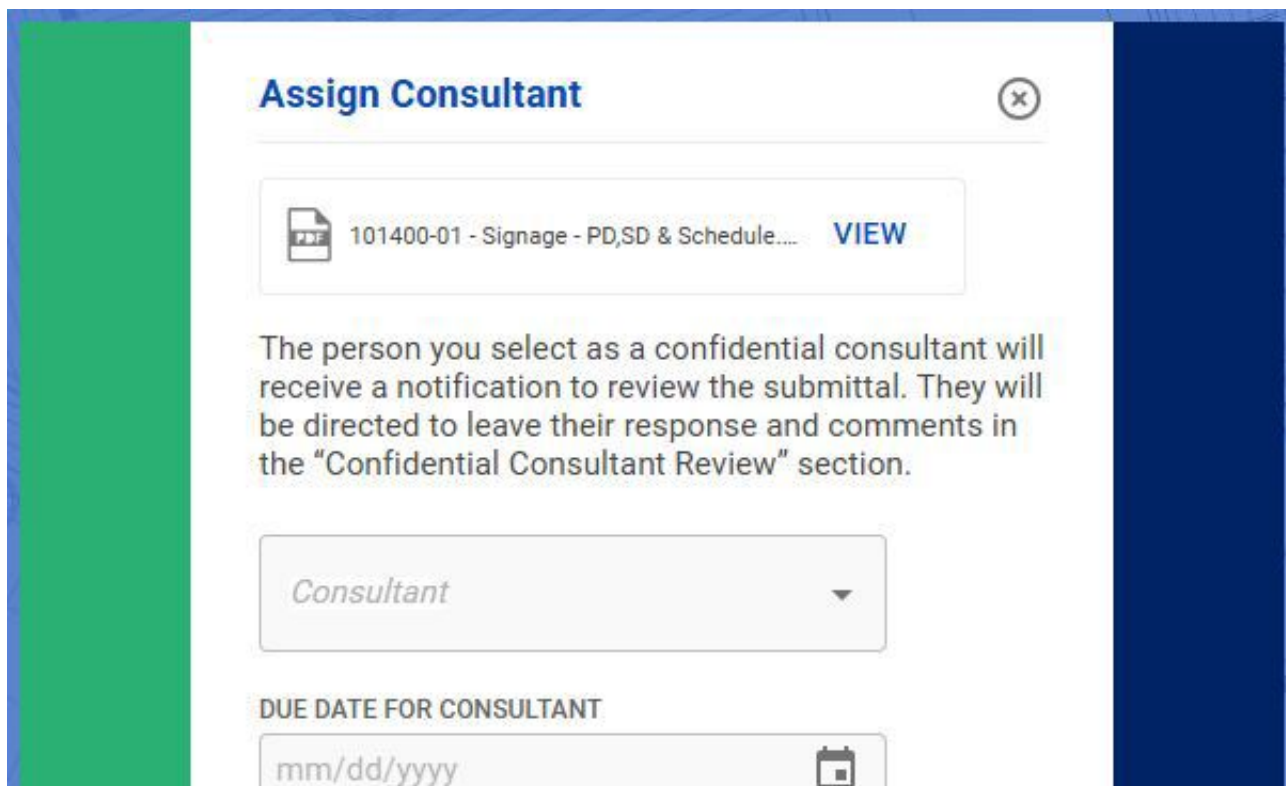
SUBMIT FOR REVIEW
FINISHED 01/19/2024

Signage – Signage PD & SD Supporting Items

DELETE

Do a preliminary review of the submittal to check for proper formatting, contractor's stamp, and any other details that meet those requirements, click the green "Assign to Consultant" button to assign this submittal to an individual person to assign the submittal. Click the calendar button to assign a due date for internal review. This tool is located in the Construction Management section. It is recommended to assign internal deadlines of 1 week or less to allow time to go back and forth that may be necessary with the engineers/consultants. Always let the engineers and consultants know when the review is set clearly. Type in comments, if needed, for the assigned person. Click the green "Assign to Consultant" button. Managers use this tool to assign responsibility within GHC project teams as well as outside consultants and assign responsibility to an individual team member.

Multiple project team members can be assigned to review a submittal at the same time. The goal is to not waste time before the next starts. If a submittal is even tangentially associated with an engineering discipline, include the response of "this isn't for me" than waste time adding them to the submittal later or missing something



SUBMIT FOR REVIEW
 FINISHED 01/19/2024

COMMENTS FOR CONSULTANT

Comments...

✕ CANCEL

ASSIGN TO CONSULTANT

COMPLETE
 DUE 02/02/2024
3

information will show up in the Confidential Consultant Review area just below the previous assignm

Signage – Signage PD & SD

CLOSEOUT EXPORT WITHDRAW DELETE

EMENT

Center

ns here.
keep an eye

➔

SUBMIT FOR REVIEW
 FINISHED 01/19/2024

Assign Consultant or Review ✕

Previously assigned consultant: Architect GHC

ASSIGN TO CONSULTANT

REVIEW & MARKUP

BLUEBEAM STUDIO SETUP

COMPLETE
 DUE 11/08/2024
3

Confidential Consultant Review 0

visible to the General Contractor or Subcontractors

FILE	REVIEWER ACTION	RESPONSE	COMMENTS	DATES	ARC
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https://milo.grace-design.com/page/175/submittal-review

Page 4 of 9

Awaiting Review

+ REVIEW

N/A

0

ASSIGNED	10/30/2024
DUE INTERNAL	11/04/2024
RETURNED	N/A

St

will receive an email notification. Click the "+Review" button to open the Confidential Review dialogu

Submittal 101400-01 Confidential Review



Reviewing: 101400-01 - Signage - ... [VIEW](#)

DOWNLOAD

UPLOAD

OR

MARKUP IN BLUEBEAM REVU

OR

JOIN BLUEBEAM STUDIO SESSION

TIP:

Markups added in Bluebeam are automatically shared among all reviewers of this file.

Downloading the file for offline review will create a new version of the file which is visible to all reviewers after upload. However, this marked-up version may have to be manually combined with other reviews by the architect before return to contractor.

Review in progress

Review complete, return to architect

Recommended action

Comments...

SAVE (IN PROGRESS SELECTED)

document to review offline, upload a response document, or download a link to markup in Bluebeam R

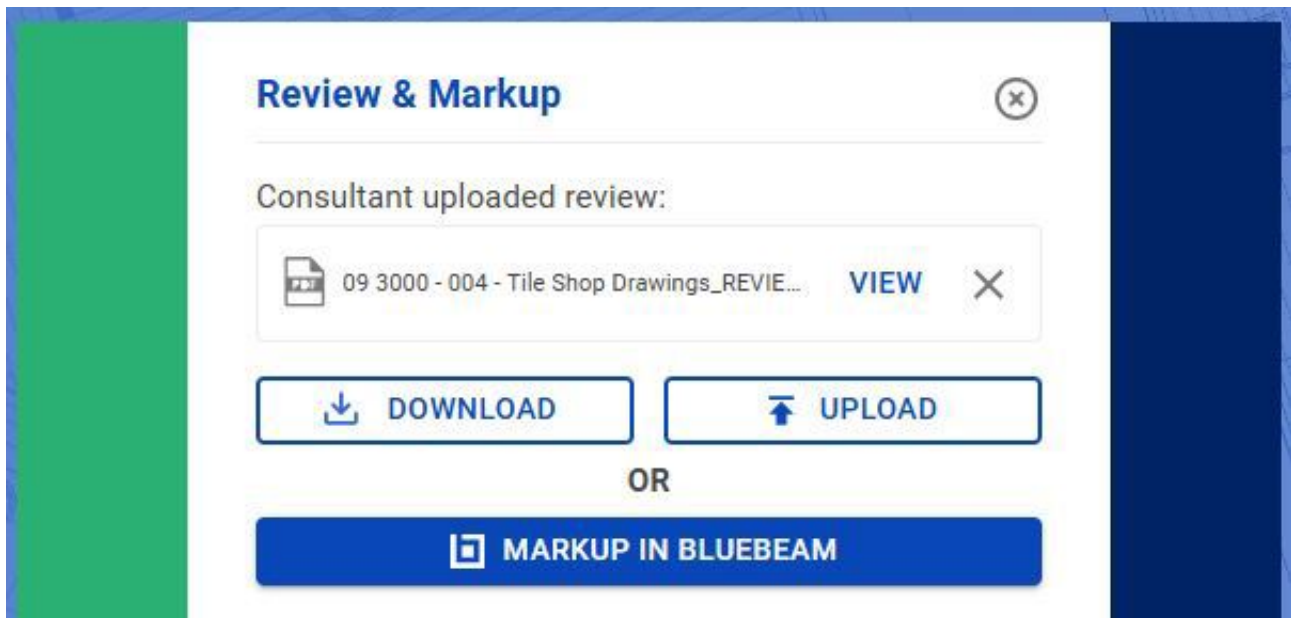
document to review online, upload a response document, or download a link to markup in Bluebeam. Then return to architect. Then select a Recommended action from the dropdown menu choosing either Amendments, See Transmittal Comments, or Submit Specified Item. When complete, click on the blue "Submit" button. Once submitted, the Project Manager will receive an email notification and they will become the responsible party. In the Architect Action dropdown area the PM can select Accept, Return for Consultant Review

Internal Consultant Review 0

Visible to the General Contractor or Subcontractors

	REVIEWER ACTION	RESPONSE	COMMENTS	DATES	
000 - 004 - Tile Shop Drawings_2024@ 1:00PM	VIEW DOWNLOAD	Complete	Revise & Resubmit	0 ASSIGNED DUE INTERNAL RETURNED	12/02/2024 12/07/2024 09/16/2024
		Canceled	N/A	0 ASSIGNED DUE INTERNAL CANCELED	09/16/2024 09/20/2024 09/16/2024

After the review is complete, reload and the response document will appear in the top Consultant Review section. The Project Manager will receive a notification when the review is complete and then click the blue "Complete Review" button. The submittal markups will be saved to the project.



Review in Progress
 Review Complete

Action Taken

Revise & Resubmit

Consultant Comments: -

No comments to display.

Comments...

SUBMIT FOR REVIEW
 FINISHED 12/01/2023

COMPLETE
 DUE 09/26/2024

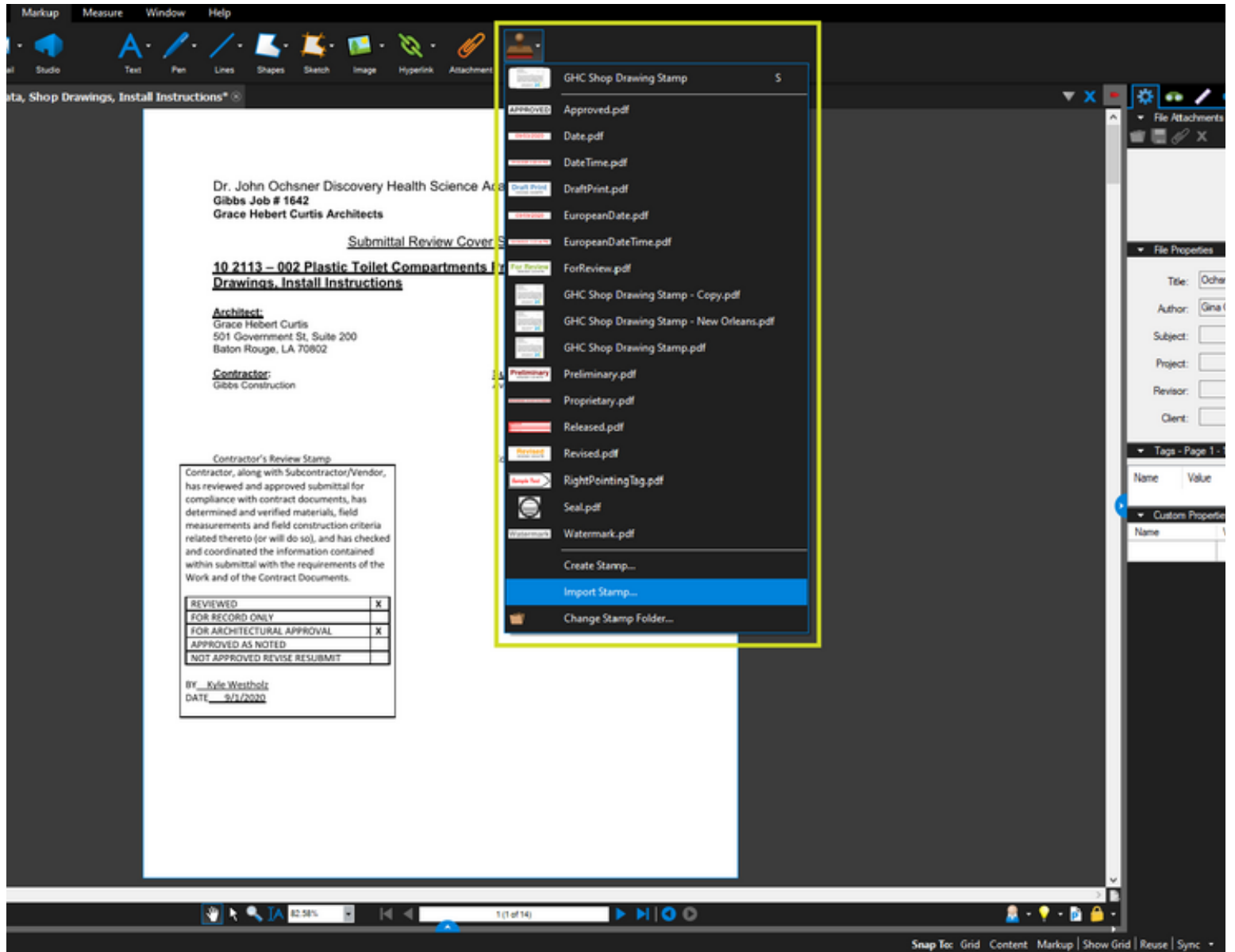
and with the response provided they can select Return for Consultant Review and the responsibility will shift back to the contractor and the process repeats until the PM is satisfied with the response.

When selecting Revise & Resubmit or Submit Specified Item, Centerline will automatically generate a placeholder for a submittal. If a submittal is Rejected or Revise and Resubmit (and the revisions are substantial) it is recommended that the Project Manager, design team member and the subcontractor to discuss the revisions and add clarity to the expectations. Prolonged review time can be detrimental to the schedule.

Submittals should be marked as No Exceptions Taken unless the submittal is simplistic and abundantly clear. There are like

How to Add a Stamp in Bluebeam

by clicking [this link](#). Save the file to following location, C:\ProgramData\Bluebeam Software\Bluebeam Software\Stamps. Then click on the stamp icon and navigate to the "Import Stamp" option.



available under the dropdown list under the stamp icon. To set the proper "GHC Shop Drawing Stamp" as the default in the settings tab.



John Ochsner Discovery Health Science Academy
Job # 1642
Hebert Curtis Architects

Submittal Review Cover Sheet

113 - 002 Plastic Toilet Compartments Product Data, Shop Drawings, Install Instructions

rcd:
Hebert Curtis
Government St, Suite 200
Baton Rouge, LA 70802

Contractor:
Construction

Subcontractor:
Avastone

Contractor's Review Stamp
I, _____, as _____, representing _____, have reviewed the submittal along with Subcontractor/Vendor, and approved submittal for use with contract documents, has not verified materials, field tests and field construction criteria to (or will do so), and has checked the information contained herein with the requirements of the Contract Documents.

	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
STRUCTURAL APPROVAL	<input checked="" type="checkbox"/>
AS NOTED	<input type="checkbox"/>
VED REVISE RESUBMIT	<input type="checkbox"/>

11/3/20
2020

Consultant's Review Stamp

NO EXCEPTIONS TAKEN
AMEND AS NOTED
REVISE & RESUBMIT
RESUBMIT SPECIFIED ITEM
SEE DRAUGHTSMAN'S COMMENTS

DATE: _____

REVIEW IS FOR GENERAL COMPLIANCE WITH THE DESIGN CONCEPT OF THE PROJECT AND GENERAL COMPLIANCE WITH THE INFORMATION GIVEN IN THE CONTRACT DOCUMENTS. CONTRACTOR IS RESPONSIBLE FOR DIMENSIONS, DETAILS OF CONSTRUCTION, QUANTITIES, COORDINATION WITH OTHER TRADES, ERRORS & OMISSIONS. REVIEW IS SUBJECT TO CHANGES TO CONTRACT REQUIREMENTS & DOES NOT AUTHORIZE CHANGES TO CONTRACT REQUIREMENTS UNLESS SPECIFICALLY STATED IN A SEPARATE LETTER OR CHANGE ORDER.

Hebert Curtis Architects, LP/PC
300 Government Street, Suite 200
Baton Rouge, Louisiana 70802
Phone: 225.238.2294 Fax: 225.238.2279



Stamp Properties

Author: Jacob Theriot
Subject: GHC Shop Drawing Stamp

Modified: 9/3/2020 3:53:06 PM
 Lock [Recycle](#)

Appearance

Color: ■
Fill Color:
Change Colors...
Opacity: 100
Blend Mode: Normal (none)
Line Width: 0.00
Style: _____

Stamp Selection
C:\ProgramData\Bluebeam Software\Bluebeam Revu\...
DraftPrint.pdf
EuropeanDate.pdf
EuropeanDateTime.pdf
ForReview.pdf
GHC Shop Drawing Stamp - New Orleans.pdf
GHC Shop Drawing Stamp.pdf

Add... Modify... Delete

Layout

X: 4.2820 Inches
Y: 5.5642 Inches
Document Width: 3.8087 Inches
Document Height: 3.0000 Inches
Rotation: 0°
Scale: 100.00%

Options
Add to My Tools
Set as Default