

SECTION 16200

SUBSTITUTION REQUEST FORM

No substitutions will be considered without this completed substitution request form and supporting documentation. Substitutions made without completion of this form will be considered defective work as stated in AIA A201.

Date: _____ Number: _____

Re: Request for Substitution

The Contractor proposes the following substitution in accordance with the requirements of the Contract Documents:

Scope of Substitution _____

Specification Reference _____

Drawing Reference _____

Reason for Proposed Substitution _____

Benefit to Owner _____

Impact on Project Cost _____

Impact on Project Schedule _____

Impact on Guarantees and Warranties _____

Coordination and Compatibility Required with Adjacent Materials and System _____

List Deviations
From Specified
Requirements

Attachments: Attach supporting documentation sufficient for Architect to evaluate substitution.
Substitution Request Forms submitted without adequate documentation will be returned without review.

Attachments

Response Date: List date by which response by Architect is requested to maintain project schedule and
allow sufficient time for inclusion of proposed substitution.

Response Date

Submitted By

Firm and Address

Signature below signifies acceptance of responsibility for accuracy and completeness of information
included in this Substitution Request Form.

Authorized Signature

ARCHITECT'S RESPONSE

Notations listed below shall have same meaning as on Architect's approval stamp. Clarifications to or changes in project schedule or time shall be processed using standard project forms.

- Architect's Response _____ Approved
- _____ Approved as Corrected
- _____ Revise and Resubmit
- _____ Rejected
- _____ Returned Without Review

Remarks

Date

Signed

END OF FORM