



Instructions

The instructions presented in this document shall be followed by all Third Party Contractors regarding the Submittal Cover Sheet - Signals. The Submittal Cover Sheet – Signals is used to document and track all submittals (Product and Design) on signal engineering projects. The Submittal Cover Sheet – Signals includes a description of each submittal, along with specification and drawing references, and approval signatures and dates. All submittals and their status are recorded and tracked in the Submittal Log – Signals, which is maintained by Metra’s Construction Manager.

Third Party Contractors shall insert their own company logo in place of the Metra logo in the upper left-hand corner of the form.

This form, and any associated documentation, shall be turned over to Metra as a part of the project closeout. All documents shall be scanned and submitted to Metra via an electronic storage method as specified by Metra.

Follow the directions on the subsequent pages for entering data into the Submittal Cover Sheet - Signals. The Submittal Cover Sheet - Signal form has text form fields that have maximum length restrictions. If additional sheets are needed, see the notes below.

Notes:

1. To insert the Third Party logo, doubleclick on the Metra logo in the Header, delete the Metra logo, click the Insert tab on the top of the tool bar, click Pictures, find your logo, click insert, then size as appropriate.
2. The Submittal Cover Sheet - Signal is a one (1) page form. Additional sheets may be attached to the Submittal Cover Sheet - Signal, if necessary. Any additional sheets attached to the Submittal Cover Sheet - Signal shall clearly identify the Project, Metra Project number, Contract number, and Submittal number.
3. Use the Tab key to navigate to each text form field.
4. The general layout of the form has been established by Metra and shall not be altered by the Third Party Contractor.



Instructions

Notes	Description
Note 1	Enter the submittal date.
Note 2	Enter the name of Metra's Project Manager.
Note 3	Enter the name of the Third Party Contractor.
Note 4	Enter the Contract number.
Note 5	Enter the name of the project.
Note 6	Enter the Project Number or PPN (Project Package Number applies to Capital Delivery Projects)
Note 7	Check whether the submittal is a Product or Design submittal. Enter the applicable submittal number.
Note 8	Enter a description of the submittal item(s).
Note 9	Enter the discipline. (Signal/Engineering)
Note 10	Enter the related specification section number(s).
Note 11	Enter the related IDOT specification article and paragraph numbers, if applicable.
Note 12	Enter the related drawing number(s) and detail(s).
Note 13	Enter the location and/or use of the submitted item(s).
Note 14	Provide the applicable approval signatures for the Contractor, Subcontractor, Sub-subcontractor, and Supplier/Manufacturer.
Note 15	Provide the applicable approval dates for the Contractor, Subcontractor, Sub-subcontractor, and Supplier/Manufacturer.
Note 16	Check the appropriate box for approval, approved as noted, or disapproval of the submittal. [To be done by Metra Signal/Engineering]
Note 17	Enter any comments related to the submittal. This is optional.
Note 18	Provide a signature for the Metra Project Manager. [To be done by Metra Signal/Engineering]
Note 19	Provide a date for when the Metra Project Manager signed off on the Submittal Cover Sheet – Signal. [To be done by Metra Signal/Engineering]

