



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 project closeout. All documents shall be scanned, copied to a CD or thumb drive and submitted to Metra electronically.

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 Metra's project number. |
| 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] |



Date of Submittal: [Note 1](#)

Project Manager: [Note 2](#)

Contract No: [Note 4](#)

Project No: [Note 6](#)

Contractor: [Note 3](#)

Project: [Note 5](#)

Product Submittal: [Note 7](#)

Design Submittal:

Description of Submittal Item(s): [Note 8](#)

Discipline: [Note 9](#)

Related Specification Section No.: [Note 10](#)

Related IDOT Spec. Article and Paragraph(s) Nos.: [Note 11](#)

Related Drawing No. / Detail: [Note 12](#)

Location / Use of Submitted Item: [Note 13](#)

Approval Dates

- Contractor: _____ [Note 14](#) _____ [Note 15](#)
Date
- (Subcontractor): _____
Date
- (Sub-subcontractor): _____
Date
- (Supplier/Manufacturer): _____
Date

Metra Signal/Engineering [Note 16](#)

- "Approved"
- "Approved as Noted"
- "ReSubmit"
- "Disapproved"

Comments:
[Note 17](#)

Signed: _____ [Note 18](#)
Metra Project Manager

_____ [Note 19](#)
Date