Section 07 21 00 - THERMAL INSULATION

PART 1 - GENERAL

1.1 ACTION SUBMITTALS

1. Type: Each letter listed below the “Action Submittals” header represents the contents of **one** submittal. Anything before the colon (:) will be read as the submittal type, and needs to match a type in Procore. Anything after the colon (:) will be read as the description of the submittal. If Procore doesn’t recognize the type it will be treated as “Other.”
2. Product Manual: ‘Product Manual’ is one of a number of default submittal types automatically set up in Procore. To review Procore’s default submittal types and create custom types, navigate to the company admin tool, and under “Tool Settings” click “Submittals.”

1. Plans:
2. Delineate multi-component descriptions by using indented numbers.
3. The resulting submittal will feature this numbering convention in its description.
4. Prints: If the specifications in question require a collaborative approach, best practices are to either share access via Google Docs or explore manual emailed distribution to share with stakeholders. **Avoid utilizing online PDF compilers or generators as they can interfere with Procore’s ability to read the specifications**.
5. Other: This template features the ideal formatting for specifications being used to generate a submittal builder. Utilize simple sans-serif fonts such as Helvetica or Arial. Avoid use of custom fonts. Avoid enabling security settings on PDFs. PDFs should be vector files rather than raster files. Generally, saving from a program like Microsoft Word or Google Docs will generate vector PDFs automatically. A PDF that was generated via scanner, for example, will be a raster PDF and will not yield any results for Procore’s OCR. For more information on ideal specification formatting, please see this support article: <https://support.procore.com/faq/how-can-i-improve-the-accuracy-of-specification-section-identification>