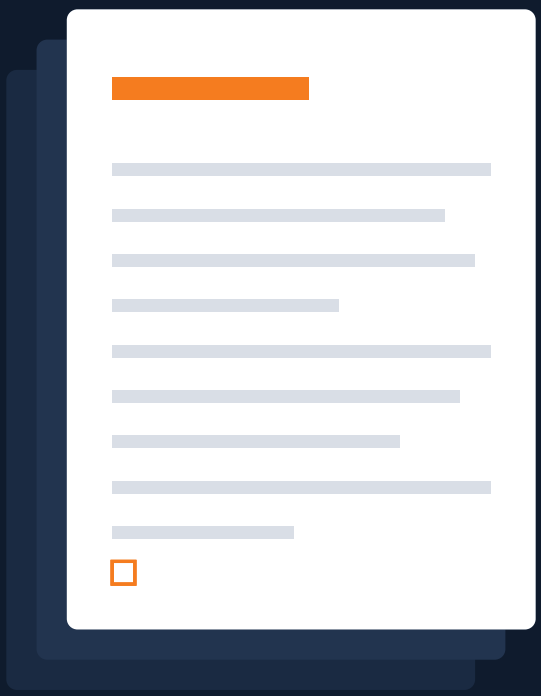
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FREE TEMPLATE

CONSTRUCTION

Submittal Log

Tracks every submittal's status for procurement planning and lead-time management.

INTENDED USERS

PMs, Document Controllers

TYPICAL USE CASE

Procurement planning, lead-time management

About this template

The Submittal Log lists every required submittal with its due date, review status and material lead time, so long-lead items are approved early enough to protect the schedule. Update it after every submission and response.

Detail	
Intended users	PMs, Document Controllers
Typical use case	Procurement planning, lead-time management

How to use it

- Replace every *[grey bracketed placeholder]* with your own details.
- Delete the orange **Guidance** boxes and green **Example** boxes before you publish or circulate it.
- Add or remove table rows as needed; keep the section order so readers can find things quickly.

Document Control

Project name		**Project no.**	
Document controller		**Last updated**	

01 Status Key

Code	Status
A	Approved
AN	Approved as noted
R&R	Revise and resubmit
REJ	Rejected
P	Pending review

02 Submittal Log

GUIDANCE *Work back from the install date: required-on-site minus lead time minus review time gives the submit-by date.*

No.	Spec	Description	Sub	Submit by	Sent	Back	Status	Lead time	On site by

03 Long-Lead Items

Item	Lead time	Order by	Status

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