Submittal log template

A submittal log: every shop drawing, product data and sample the specs require, with the spec section, who submits it, when it is due, when it went to the architect, the review result and the days it has been in review.

Project _____ **Job no.** _____ **Prepared by** _____ **Date** _____ **Page** _____

No.	Spec section	Description	Type ▾	Responsible sub	Required on site	Lead time (days)	Submit by	Date submitted	Date returned	Status ▾	Rev	Days in review	At risk

▾ pick one of the listed options · shaded columns are calculated (the Excel version fills them in for you)

Excel version with formulas and drop-downs: constructelligence.co/templates/submittal-log-template

Filled-in example

Every example row as it reads once complete. Use it as a sample to check your own against.

No.	Spec section	Description	Type ▾	Responsible sub	Required on site	Lead time (days)	Submit by	Date submitted	Date returned	Status ▾	Rev	Days in review	At risk
001	*08 71 00*	*Door hardware*	*Product data*	*Summit Doors*	*Jan 11, 2027*	*42*	*Nov 16, 2026*	*Sep 10, 2026*	*Sep 24, 2026*	*Revise & resubmit*	*0*	*14*	
002	*09 21 16*	*Gypsum board*	*Product data*	*Metro Interiors*	*Nov 30, 2026*	*10*	*Nov 6, 2026*	*Sep 14, 2026*	*Sep 25, 2026*	*Approved*	*0*	*11*	
003	*22 42 00*	*Plumbing fixtures*	*Product data*	*Eastline Plumbing*	*Dec 14, 2026*	*35*	*Oct 26, 2026*	*Sep 21, 2026*		*In review*	*0*	*11*	

How to fill it in

1. Build the log from the specifications: one row per submittal each section requires.
2. Enter the date each item is required on site and its lead time; 'Submit by' works back from them, allowing 14 days for review.
3. Record dates submitted and returned, the review action and the revision.
4. Filter At risk each week — anything not approved with too little time left for review and delivery.

Options for the ▾ columns

- **Type:** Shop drawings / Product data / Samples / Mock-up / Calculations / Certificates / O&M manual
- **Status:** Not submitted / In review / Approved / Approved as noted / Revise & resubmit / Rejected

Excel version with formulas and drop-downs: constructelligence.co/templates/submittal-log-template