

## SECTION 01720

### PROJECT RECORD DOCUMENTS

#### PART 1 - GENERAL

##### 1.1 DESCRIPTION

###### A. Work Included:

1. Throughout progress of the Work of this Contract, maintain an accurate record of all changes in the Contract Documents, as described in Article 3.1 below.
2. Upon completion of the Work of this Contract, transfer the recorded changes to a set of Record Documents, as described in Article 3.2 below.

###### B. Related Work Described Elsewhere:

1. Submittals: Section 01300

##### 1.2 QUALITY ASSURANCE

A. General: Delegate the responsibility for maintenance of Record Documents to one person on the Contractor's staff as approved in advance by the Design Professional.

B. Accuracy of Records: Thoroughly coordinate all changes within the Record Documents, making adequate and proper entries on each page of Specifications and each sheet of Drawings and other Documents where such entry is required to properly show the change. Accuracy of records shall be such that future searches for items shown in the Contract Documents may reasonably rely on information obtained from the approved Record Documents.

C. Timing of Entries: Make all entries within 24 hours after receipt of information.

##### 1.3 SUBMITTALS

A. General: The Design Professional's approval of the current status of Record Documents will be a prerequisite to his approval of requests for progress payment and request for final payment under the Contract.

B. Progress Submittals: Prior to submitting each request for progress payment, secure the Design Professional's approval of the Record Documents as currently maintained.

C. Final Submittal: Prior to submitting request for final payment, submit the final Record Documents to the Design Professional and secure his approval.

##### 1.4 PRODUCT HANDLING

A. Use all means necessary to maintain the job set of Record Documents completely protected from deterioration and from loss and damage until completion of the Work and transfer of the recorded data to the final Record Documents. In the event of loss of recorded data, use all means necessary to secure the data to the Design Professional's approval; such means shall include, if necessary in the opinion of the Design Professional, removal and replacement of concealing materials and, in such case, all replacements shall be to the standards originally specified in the Contract Documents.

#### PART 2 - PRODUCTS

##### 2.1 RECORD DOCUMENTS

A. Job Set: Promptly following award of Contract, secure from the Design Professional, at no charge to the Contractor, one complete set of all documents comprising the Contract.

## PART 3 - EXECUTION

### 3.1 MAINTENANCE OF JOB SET

- A. Identification: Immediately upon receipt of the job set described in Paragraph 2.1A above, identify each of the documents with the title "RECORD DOCUMENTS - JOB SET".
- B. Preservation:
  - 1. Considering the Contract completion time, the probable number of occasions upon which the job set must be taken out for new entries and for examination, and the conditions under which these activities will be performed, devise a suitable method for protecting the job set to the approval of the Architect.
  - 2. Do not use the job set for any purpose except entry of new data and for review by the Architect, until start of transfer of data to final Record Documents.
  - 3. Maintain the job set at the site of Work as that site is designated by the Architect.
- C. Making Entries on Drawings: Using an erasable colored pencil (not ink or indelible pencil), clearly describe the change by note and by graphic line, as required. Date all entries. Call attention to the entry by a "cloud" around the area or areas affected. In the event of overlapping changes, different colors may be used for each of the changes.
- D. Making Entries on Other Documents:
  - 1. Where changes are caused by directives issued by the Architect, clearly indicate the change by note in ink, colored pencil, or rubber stamp.
  - 2. Where changes are caused by Contractor-originated proposals approved by the Architect, including inadvertent errors by the Contractor which have been accepted by the Architect, clearly indicate the change by note in erasable colored pencil.
  - 3. Make entries in the pertinent documents as approved by the Architect.
- E. Conversion of Schematic Layouts:
  - 1. In most cases on the drawings, arrangement of conduits and circuits, piping, ducts, and other similar items, is shown schematically and is not intended to portray precise physical layout. Final physical arrangement is as determined by the Contractor, subject the Architect's approval. However, design of future modifications of the facility may require accurate information as to the final physical arrangement of items which are shown only schematically on the drawings.
  - 2. Show on the job set of Record Drawings, by dimension accurate to within 1", the center line of each run of items such as are described in Paragraph E.1 above. Clearly identify the item by accurate note such as "cast iron drain", "galv. water", etc. Show by symbol or note, the vertical location of the item ("under slab", "in ceiling plenum", "exposed", etc.). Make all identification sufficiently descriptive that it may be related reliably to the specifications.
  - 3. The Architect may waive the requirements for conversion of schematic data where, in the Architect's judgment, such conversion serves no beneficial purpose. However, do not rely upon waivers being issued except as specifically issued in writing by the Architect.
  - 4. Timing of Entries: Be alert to changes in the work from how it is shown in the Contract Documents. Promptly, and in no case later than 24 hours after the change has occurred and been made known to the Contractor, make the entry or entries required.
  - 5. Accuracy of entries: Use all means necessary, including the proper tools for measurement, to determine actual locations of the installed items.

### 3.2 FINAL RECORD DOCUMENTS

- A. General: The purpose of the final Record Documents is to provide factual information regarding all aspects of the work, both concealed and visible, to enable future modification of design to proceed without lengthy and expensive site measurement, investigation, and examination.
- B. Approval of Recorded Data Prior to Transfer: Following receipt of the sepia transparencies described in Paragraph 2.1B above, and prior to start of transfer of recorded data thereto, secure a review by the Architect of all recorded data. Make all required revisions.
- C. Transfer of Data to Drawings: Carefully transfer all change data shown on the job set of Record Drawings to the corresponding sepias, coordinating the changes as required, and clearly indicating at each affected detail and other drawing the full description of all changes made during construction and the actual location of items described in Paragraph E.3 above. Call attention to each entry by drawing a "cloud" around the area or areas affected. Make all change entries on the sepias neatly, consistently, and in ink or crisp black pencil.
- D. Transfer of Data to Other Documents: If the Documents other than Drawings have been kept clean successfully during progress of the Work, and if entries have been sufficiently orderly thereon to the approval of the Architect, the job set of those documents (other than drawings) will be accepted by the Architect as final Record Documents for those Documents. If any such Document is not so approved by the Architect, secure a new copy of that document from the Architect as the Architect's usual charge for reproduction; carefully transfer the change data to the new copy and to the approval of the Architect.
- E. Review and Approval: Submit the completed total set of Record Documents to the Architect as described in Paragraph 1.3C above. Participate in review meeting or meetings as required by the Architect, make all required changes in the Record Documents to the Architect.

**END OF SECTION**