

SECTION 01720

PROJECT RECORD DOCUMENTS

PART I - GENERAL

1.01 DESCRIPTION OF WORK

- A. Maintenance and submittal of Record Documents and samples.
 - 1. Throughout progress of the Work maintain an accurate record of changes in the Contract Documents as described in Article 3.01 below.
 - 2. Upon completion of the Work, transfer the recorded changes to a set of Record Documents as described in Article 3.02 below.

1.02 RELATED REQUIREMENTS

- A. All General Conditions, Supplements to General Conditions, any Addenda issued by the Architects are a part of this Section in the same manner as if fully written herein, and shall govern the Work of this Section, except where more stringent articles or requirements are stipulated then they shall govern this Section.
- B. The Contract Documents are complementary and what is required by any one shall be as binding as if required by all.
- C. Other requirements affecting Project Record Documents may appear in pertinent other Sections of these Specifications.

1.03 QUALITY ASSURANCE

- A. Delegate the responsibility for maintenance of Project Record Documents to one person on the Contractor's staff as approved by the Owner and Architect.
- B. Accuracy of Records:
 - 1. Thoroughly coordinate changes within the Project 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 show the change properly.
 - 2. Accuracy of records shall be such that future search for items shown in the Contract Documents may relay reasonably on

information obtained from the approved Project Record Documents.

- C. Make entries within 24-hours after receipt of information that the change has occurred.

1.04 SUBMITTALS

- A. Comply with pertinent provisions of Section 01340.
- B. The Owner's and Architect's approval of the current status of Project Record Documents may be a prerequisite for their approval of requests for progress payment and request for final payment under the Contract.
- C. Prior to submitting each request for progress payment, secure the Owner's and Architect's approval of the current status of the Project Record Documents.
- D. Prior to submitting request for final payment, submit the final Project Record Documents to the Architect and secure his approval.

1.05 MAINTENANCE OF DOCUMENTS AND SAMPLES

- A. In addition to requirements in General Conditions, maintain at the site for Owner one (1) record copy of:
 - 1. Contract Drawings.
 - 2. Specifications.
 - 3. Addenda.
 - 4. Change Orders and other modifications in the Contract.
 - 5. Reviewed shop drawings, product data and samples.
 - 6. Field test records.
 - 7. Inspection certificates.
 - 8. Manufacturer's certificates.
- B. Maintain the as-built set of Project Record Documents completely protected from deterioration and from loss and damage until completion of the Work and transfer of all recorded data to the final Project Record Documents.

- C. In the event of loss of recorded data, use means necessary to again secure the data to the Architect's approval.
 - 1. Such means shall include, if necessary in the opinion of the Architect, removal and replacement of concealing materials.
 - 2. In such cases, provide replacements to the standards originally required by the Contract Documents.

PART II - PRODUCTS

2.01 RECORD DOCUMENTS

- A. As-built Mark-up Set: Promptly following receipt of the Owner's Notice to Proceed, secure from the Architect, at no charge to the Contractor, one (1) complete set of all documents comprising the Contract. These are to be used only for this purpose and kept in the job trailer.
- B. Final Record Documents: At the end of the project, the As-built set of drawings shall be transferred into CAD files in a format as directed by the owner. The contractor shall also make one full set of reproducible zerox drawings, including related sketches, clarification drawings, etc. for submittal and approval. One set of specifications shall also be furnished which have been marked up with notations of all approved changes by reference. (e.g. CCD number, addenda number, etc.)

PART III - EXECUTION

3.01 MAINTENANCE OF AS-BUILT SET

- A. Immediately upon receipt of the as-built set described in Paragraph 2.01 (A) above, identify each of the documents with the title "PROJECT RECORD DOCUMENTS – AS-BUILT SET."
- B. Preservation:
 - 1. Considering the Contract completion, the probable number of occasions upon which the as-built 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 as-built set for the approval of the Architect.
 - 2. Do not use the as-built set for any purpose except entry of new data and for review by the Architect.

3. Maintain the as-built set at a protected location in the field office.
- C. Entries on Drawings:
1. Using ink or indelible pencil, clearly describe the changes by graphical notations and written comments as required.
 2. Date all entries. Enter CCD No., Change Order No., etc., when applicable
 3. Call attention to the entry by a "cloud" drawn around the area or areas affected.
 4. In the event of overlapping changes, use different colors for the overlapping changes.
- D. Make entries in the pertinent other documents as approved by the Architect.
- E. Conversion of schematic layouts:
1. In some cases on the Drawings, arrangements of conduits, circuits, piping, ducts and similar items is shown schematically and is not intended to portray precise physical layout.
 - a) The contractor shall mark all arrangements on the plans showing actual horizontal and vertical alignments and locations.
 2. Show on the as-built set of Record Drawings, by dimensions accurate to within one inch, the centerline of each run of items such as are described in subparagraph E-1 above.
 - a) Clearly identify the item by accurate note such as "cast iron drain", "galvanized water" and the like.
 - b) Show by symbol or note, the vertical location of the item ("under slab", "in ceiling plenum", "exposed" and the like).
 - c) Make all identification sufficiently descriptive that it may be related reliably to the Drawings and Specifications.
 3. The Architect may waive the requirements for conversion of schematic layouts where, in the Architect's judgment, conversion serves no useful purpose. However, do not rely upon waivers being issued except as specifically issued in writing by the

Architect.

3.02 FINAL PROJECT RECORD DOCUMENTS

- A. The purpose of the final Project Record Documents is to provide factual information regarding all aspects of the Work, both concealed and visible, to enable future modification of the Work to proceed without lengthy and expensive site measurement, investigation and examination.
- B. Approval of recorded data prior to reproduction:
 - 1. Prior to the start of transfer of recorded data thereto, secure the Owner's representatives and Architect's approval of all recorded data.
 - 2. Make required revisions.
- C. Transfer of data to Reproducible form:
 - 1. Review all architectural sketches, ASI comments and other modifications to ensure a complete record of the project. Areas on the drawings affected by modifications should be clearly marked on the appropriate sheets so they can be cross-referenced.
 - 2. Make changes neatly, consistently and with the proper media to assure longevity and clear reproduction.
 - 3. Get the architect's approval for the type of reproducible sheets to be utilized.
- D. Transfer of data to other documents:
 - 1. If the documents other than Drawings have been kept clean during progress of the Work, and if entries thereon have been orderly to the approval of the Architect, the as-built set of those documents other than the Drawings will be accepted as final Record Documents.
 - 2. If any such document is not so approved by the Owner's representative or the Architect, secure a new copy of that document from the Architect at the Architect's usual charge for reproduction and handling, and carefully transfer the change data to the new copy to the approval of the Architect.
 - 3. The Contractor shall review and check for accuracy the

completed Project Record Drawings and other documents and ascertain that all data furnished on the drawings and other documents are ACCURATE and truly represent the work as actually installed.

4. When manholes, boxes, underground conduits, plumbing, hot or chilled water lines, inverts, etc. are involved as part of the Work, the Contractor shall furnish true elevations and locations, all properly referenced by using the original bench mark used for the institution or for this Project.
- E. Review and Submittal:
1. Submit the completed set of Project Record Documents to the Architect as a final submittal within 20 days after substantial completion. The approval of the record set of documents is a condition precedent to final payment
 2. Participate in review meetings as required.
 3. Make required changes and promptly deliver the final Project Record Documents to the Architect.
- F. Final Submittal: After final approval, Submit the required as-builts to the architect for certification and forwarding to the Owner.

3.03 CHANGES SUBSEQUENT TO ACCEPTANCE

- A. The Contractor has no responsibility for recording changes in the Work after final completion, except for changes resulting from work performed under guarantee.

END OF SECTION