

SECTION 01720 –PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 REQUIREMENTS INCLUDED

- A. Maintain a complete and accurate log of control and survey work on site as work progresses.
- B. Throughout the Project duration maintain, on site, one set of the following record documents; record actual revisions to the work:
 - 1. Contract Drawings
 - 2. Electronic AutoCAD drawing files for Contract Drawing and Shop Drawings
 - 3. Project Specifications
 - 4. Addenda
 - 5. Change Orders and other modifications to the Contract Drawings
 - 6. Reviewed and approved shop drawings, product data, and samples
 - 7. Written interpretations and clarifications
 - 8. Field orders or written directives or instructions
 - 9. Field test reports
 - 10. Construction photographs

1.2 RELATED REQUIREMENTS

- A. Section 01050: Field Engineering.
- B. Section 01340: Shop Drawings, Working Drawings and Samples.
- C. Section 01380: Construction Photographs.

1.3 MAINTENANCE OF DOCUMENTS AND SAMPLES

- A. Store documents and samples in Contractor's field office apart from documents used for construction.
 - 1. Provide files and racks for storage of documents.
 - 2. Provide locked cabinet or secure storage space for storage samples.
- B. File documents and samples in accordance with CSI/CSC format.
- C. Maintain documents in a clean, dry, legible condition and in good condition and in good order. Do not use record documents for construction purposes.
- D. Make documents and samples available at all times for inspection by the Engineer.
- E. As a prerequisite for monthly progress payments, the Contractor is to exhibit the currently updated "record documents" for review by the Architect/Engineer and Owner.

1.4 MARKING DEVICES

- A. Provide felt tip marking pens for recording information in the color code designated by the Architect/Engineer.

1.5 RECORDING

- A. Label each document "PROJECT RECORD" in neat large printed letters.
- B. Record information concurrently with construction progress.
 - 1. Do not conceal any work until required information is recorded.
- C. Drawings: Legibly mark to record actual consideration:
 - 1. Depth of various elements of foundation in relation to finish first floor datum
 - 2. All underground piping with elevations and dimensions. Changes to piping location. Horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements. Actual installed pipe material, class, etc.
 - 3. Location of internal utilities and appurtenances concealed in the construction, referenced to visible and accessible features of the structure
 - 4. Field changes of dimension and detail
 - 5. Changes made by Field Order or by Change Order
 - 6. Details not on original contract drawings
 - 7. Equipment and piping relocations
 - 8. Major architectural and structural changes including relocation of doors, windows, etc.
 - 9. Architectural schedule changes according to Contractor's records and shop drawings
 - 10. Bronze tablet plaque revisions according to actual installation
 - 11. With reference to electrical work the exact routing of conduit runs shall be shown on these drawings.
 - 12. Prior to contract closeout, this data shall be recorded to scale, by a competent draftsman on AutoCAD contract drawings. The AutoCAD drawings will be furnished to the Contractor by the Architect/Engineer, but the cost shall be borne by the Contractor. Where changes are to be recorded, the AutoCAD drawings will be re-named and changes made and marked "As-Built." Where the work was installed exactly as shown on the contract drawings the AutoCAD drawings shall not be disturbed other than being marked "As-Built." In showing the changes the same legend shall be used to identify stormwater structure, piping etc., as was used on the contract drawings. The Contractor shall review and sign the approved As-Built drawings and ascertain that all data furnished on the

drawings are accurate and truly represent the work as actually installed. The AutoCAD drawings including those unchanged and changed shall be submitted to the Architect/Engineer when completed, together with two sets of "As-Built" prints and an electronic copy burned to a CD for review and forwarding to the Owner.

D. Specifications and Addenda: Legibly mark each Section to record:

1. Manufacturer, trade name, catalog number, and Supplier of each Product and items of equipment actually installed.
2. Changes made by Field Order or by Change Order.

E. Shop Drawings (after final review and approval):

1. One set of record shop drawings for each process equipment, piping, (including casings) electrical system and instrumentation system.

F. Certified site survey and line elevations and stationing at 10 foot increments per Section 01050 by a Registered Land Surveyor.

1.6 SUBMITTAL

A. At Contract close-out, deliver Record Documents to the Engineer for the Owner.

B. Accompany submittal with transmittal letter in duplicate, containing:

1. Date
2. Project title and number
3. Contractor's name and address
4. Title and number of each Record Document
5. Signature of Contractor or his authorized representative

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01720