

SECTION 01 78 39

PROJECT RECORD DOCUMENTS

Notes: This Section is intended to include procedural requirements for the maintenance and submittal of record documents specified in individual sections of the Project Manual.

Consult with Owner to establish requirements.

PART 1 GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Maintenance of Record Documents and Samples.
- B. Submittal of Record Documents and Samples.

1.02 RELATED REQUIREMENTS

- A. Section 01 70 10 - Surveying and Field Engineering.
- B. Section 01 33 23 - Shop Drawings, Product Data and Samples.
- C. Section 01 77 00 - Contract Closeout Procedures.
- D. Individual Technical Specifications Sections: Manufacturer's certificates and certificates of inspection.

1.03 MAINTENANCE OF DOCUMENTS AND SAMPLES

- A. Follow requirements of project General Conditions and other General Requirement Sections for Contract Documents at the Site.
- B. Store Record Documents and samples in Field Office apart from documents used for construction. Provide files, racks and secure storage for Record Documents and Samples.
- C. Label and file Record Documents and samples in accordance with Section number listings in Table of Contents of this Project Manual. Label each document 'PROJECT RECORD' in neat, large printed letters.
- D. Maintain Record Documents in clean, dry and legible conditions. Do not use Record Documents for construction purposes.
- E. Keep Record Documents and Samples available for inspection by Owner and the Professional.

1.04 AS-BUILT INFORMATION

- A. Record information on a set of opaque drawings and in a copy of a Project Manual, as specified in the General Conditions.
- B. Provide felt tip marking pens, maintaining separate colors for each major system, for recording information.

- C. Record information concurrently with construction progress. Do not conceal any work until required information is recorded.
- D. Contract Drawings and approved Shop Drawings: Legibly mark each item to record actual construction, including:
 - (1) Measured depths of elements of foundation in relation to finish grade or first floor datum.
 - (2) Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
 - (3) Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of construction.
 - (4) Field changes of dimensions and details.
 - (5) Changes made by Addenda or Change Order(s) (if any).
 - (6) Details not on original Contract Drawings.
 - (7) References to related Shop Drawings and Modifications.
- E. Specifications: Legibly mark each item to record actual construction, including changes made by Addenda and Change Order.
- F. Other Documents: Maintain [manufacturer's certification,] [inspection certifications,] [field test records,] and [_____] required by individual Specification Sections.

The Professional to include all appropriate data sheets

1.05 SUBMITTALS

- A. At Substantial Completion, deliver Record Documents and samples under provision of Section 01 77 00, excluding as-built drawings/specifications as stated below.
- B. Transmit with cover letter in duplicate, listing: (1) Date; (2) Project Title and Number; (3) Builder's name, address and telephone number; (4) Number and Title of each Record Document; (5) One copy of all approved shop drawings; (6) copy of approved shop drawing log;
- C. Submittal of as-built drawings/specifications shall be after resolution of the punch list items are complete. One original marked up set and one complete copy of each shall be provided.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION