

## **DIVISION 1 GENERAL REQUIREMENTS**

### **SECTION 01 78 39 PROJECT RECORD DOCUMENTS**

#### **PART 1 - GENERAL**

##### **1.1 SUMMARY**

- A. Maintain one record copy of each of the following at the site for the Owner:
  - 1. Contract Drawings, Specifications, Addenda, Change Orders, and other modifications marked currently to record changes made during construction.
  - 2. Reviewed submittals including shop drawings, product data, and samples.
- B. In addition to the record copies stated above and applicable items required by the General Conditions, maintain one record copy of each of the following at the site for the Owner:
  - 1. RFI's.
  - 2. RFI log.
  - 3. Addenda log.
  - 4. Submittal log.
  - 5. Inspection reports and log.
  - 6. Original Building Department or DPW permits and signed job cards.
  - 7. Site visitor log.
  - 8. Accident reports.
- C. Documents shall be kept in an approved location and maintained in a clean, dry, legible condition and shall not be used for construction purposes.
- D. The Contractor shall advise the Architect of changes and deviations made during construction.
- E. Make documents available at all times for review by Architect and Owner. Such review shall not relieve the Contractor of his responsibilities for the accuracy or completeness of the information recorded.
- F. Comply with related requirements of Document General Conditions, Special Conditions, and individual Specification Sections.
- G. Related Sections:
  - 1. Closeout Procedures: Section 01 33 00; submittals.

##### **1.2 RECORDING**

- A. Label each document "PROJECT RECORD."
- B. Do not permanently conceal any work until required information has been recorded.
- C. Drawings:
  - 1. Make day-to-day changes and notations on a specially designated complete set of black-line prints as the work proceeds.

2. Markings and notations shall be neatly and accurately made, using nonfading, clear, permanent markings. Use contrasting colors for different disciplines of work and where required for clarity.
  3. Drawings shall be marked to indicate:
    - a. Measured depths of various elements of foundation in relation to survey or other approved datum.
    - b. Measured horizontal and vertical locations of underground utilities and appurtenances referenced to permanent surface improvements.
    - c. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of structure.
    - d. Variations in layout of buildings and improvements, including grading, steps, retaining walls, and similar features.
    - e. Field changes of dimensions and detail.
    - f. Changes made by Change Order or Construction Change Directive.
    - g. Significant details not shown on the original Contract Drawings.
  4. Upon completion of the Work, all changes and notations shall be neatly and accurately transferred by the Contractor to a complete set of reproducible Drawings, as originally issued for construction, obtained from the Owner.
    - a. Where the Architect's Drawings are not of sufficient size and detail, the Contractor shall furnish its own drawings for incorporation of details and dimensions.
    - b. Each sheet of record drawing transparencies shall be signed and certified by the Contractor as to their correctness and turned over to the Owner.
  5. Record drawings are specifically required for the following work:
    - a. Electrical (include exterior lighting, sound, fire, and all other related work).
    - b. Plumbing.
    - c. Storm, sanitary, and site drainage.
    - d. Irrigation.
- D. Specifications:
1. On a complete set of the Project Manual, legibly mark each Specification Section to record:
    - a. Manufacturer, trade name, catalog number, color designation (if applicable), and supplier of each product and item of equipment actually installed. Where selection of manufacturers is offered, indicate which manufacturer's product was installed.
    - b. Changes made by Addendum, Change Order, or Construction Change Directive.
    - c. Other matters not originally specified.
- 1.3 INTERIM REVIEW
- A. Project Record Documents are subject to review at time of review of payment request.
  - B. If Record Documents are not properly maintained, Owner may withhold all or a portion of payment to Contractor.
- 1.4 SUBMITTALS
- A. At completion of work under the Contract, deliver Record Documents to Architect.
  - B. Partial submittals are not acceptable, unless requested by Architect.

- C. Submit documents to Architect prior to claim for final Application for Payment.
- D. Accompany submittal with transmittal letter, in duplicate, containing:
  - 1. Date.
  - 2. Title of Work.
  - 3. Contractor's name and address.
  - 4. Title of each Record Document.
  - 5. Certification that each document, as submitted, is complete and accurate.
  - 6. Signature for Contractor or its authorized representative.

**END OF SECTION**

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