

record documents purposes described in Section 01700 - CONTRACT CLOSEOUT.

- B. Product Data for Information:
  - 1. The Contractor shall submit this to the Engineer.
- C. Product Data for Project Closeout:
  - 2. The Contractor shall submit this to the Engineer during and after project completion.
- D. The Contractor shall submit the number of copies, which the Contractor requires, plus two copies, which will be retained by the Engineer.
- E. The Contractor shall mark each copy to identify applicable products, models, options, and other data. He shall supplement manufacturers' standard data to provide information specific to this Project.
- F. The Contractor shall indicate Product utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
- G. After review the Contractor shall distribute Product data in accordance with the Submittal Procedures article above and provide copies for record documents described in Section 01700 - CONTRACT CLOSEOUT.

### **11.1.7 Reports and Records**

- A. The Contractor shall prepare and submit Progress Reports in a form approved by the Engineer in soft and hard copy. Work activities and procurement reports should be referenced where relevant to the approved Contractor's Schedule.
- B. Attendance records shall be submitted monthly or when requested in an agreed format with the Engineer.
- C. The Contractor shall prepare and submit Monthly Health & Safety Report in a form approved by the Engineer in soft and hard copy. The Report shall include all incidents and near misses and the results of inspections made and details of the staff involved and reporting requirements in accordance with Section 01540.
- D. The Contractor shall prepare and submit Monthly QA/QC Report in a form approved by the Engineer in soft and hard copy and in accordance with the