

SECTION 01 78 39

PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes requirements for maintenance and submittal of Project Record Drawings and As-Builts.
- B. Related Sections:
 - 1. Section 01 20 00 – Price and Payment Procedures
 - 2. Section 01 33 00 – Submittal Procedures
 - 3. Section 01 77 00 – Closeout Procedures

1.2 REQUIREMENTS

- A. Keep an accurately marked, up-to-date set Record Drawings for the work actually installed. Accurately indicate on Record Drawings all site conditions, locations of utilities, work scope changes, changes in dimensions, locations, and elevations of the work, and changes in details as specified herein and as approved by the City Representative. Contractor shall keep the Record Drawings current as the work is performed.
 - 1. Record Drawings shall be subject to inspection and approval by the City Representative at any time within the duration of the Contract.
 - 2. Such review by the City Representative shall not relieve Contractor of its responsibility for keeping the Record Drawings current and complete.
- B. If the Record Drawings are not kept current, or are not furnished as specified in Price and Payment Procedures Section, then progress payments, and if necessary, final payment will be withheld. Furnishing of Record Drawings shall be done as incidental work.
- C. Prior to acceptance of the work, furnish to the City Representative the Final Record Drawings, or As-Builts, showing all changes in the Contract Drawings neatly in red ink and certified by the City Representative.

1.3 QUALITY ASSURANCE

- A. The City Representative will provide Contractor with a set of base drawings, or conformed prints, if any, with "Record Drawings" stamp for the City inspector's certification of corrections.
- B. Delegate responsibility for maintenance, coordination, and accuracy of the Record Drawings to one person on Contractor's staff.
- C. Record all changes and work progress on the stamped Record Drawings which will be inspected monthly by the City Representative.
- D. Accuracy of Record Drawings shall be such that future searches for items shown on the Contract Documents may rely on information obtained from the approved Record Drawings.
- E. The City Representative will check, initial, and date the Record Drawings upon submittal

with Progress Payments to verify the accuracy and completeness of the recorded changes.

- F. The City Representative will sign the corrected Record Drawings to indicate that he or she has reviewed the corrections for completeness.

PART 2 - PRODUCTS

2.1 RECORD DOCUMENTS

- A. Promptly following receipt of the Notice to Proceed, secure from the City Representative the number of copies of Contract Documents as specified in Section 00 73 00, including a full-size set of the Base Contract Drawings to be used as Project Record Drawings or As-Built Drawings.

PART 3 - EXECUTION

3.1 MAINTENANCE OF RECORD DRAWINGS

- A. Store Record Drawings apart from documents used for performing the work; keep in a dry, legible condition, and in good order. Label each document "RECORD DRAWINGS - JOB SET" in large, neatly printed letters. Do not use Record Drawings for construction at the job site.
- B. Record neatly on the Record Drawings all changes made by clarifications, Change Orders, Requests for Information, and other Modifications to the Contract Documents; and changes to reflect the actual existing conditions and utility locations references to permanent accessible features of work
 1. Clearly describe changes on Record Drawings by note as required.
 2. Date all entries, calling attention to the entry by a "cloud" drawn around the area or areas affected.
 3. Record in each Specification Section the manufacturer, trade name, catalog number, and supplier of each product and equipment item incorporated into the Work.
- C. Furnish a copy of the final shop drawings which have been updated to show actual conditions. Furnish additional drawings as necessary to record deviations from the sizes, locations, and other features of the work and to locate piping, conduit, ductwork, and similar elements of utility installations by dimensions referenced to permanent accessible features of the work.
- D. Show on the job set of Record Drawings, by dimension accurate to within one inch, the centerline of each run of conduits, circuits, piping, ducts, and similar items which are shown schematically on the Contract Drawings but where the final physical arrangement is determined by Contractor, subject to the City Representative's approval.
 1. The City Representative will issue a written waiver of the requirements for conversion of schematic layouts where, in the City Representative's judgment, such conversion serves no useful purpose.
- E. Keep Record Drawings up to date during the entire progress of the work, and submit to the City with Progress Payments as specified in Application for Payments Section. Updates shall be accurate and current and be done at the time work is performed.

3.2 CHANGE ORDER DRAWINGS

- A. The City will issue to the Contractor one set of drawings, if any, associated with change orders issued. The Contractor shall be responsible for reproducing sufficient copies of the drawings for its subcontractors.
- B. The Contractor shall also update and include the revised or newly issued drawings as part of the Record Drawings. The work of reproducing and issuing change order drawings and updating of Record Drawings shall be done as incidental work.

3.3 AS-BUILT DRAWINGS

- A. Contractor shall prepare a separate set of As-Built drawings that will show the final completed work based on the Record Drawings. Prior to start of transfer of recorded data thereto, secure the City Representative's approval of the Record Drawings.
- B. Carefully transfer changed data shown on the job set of Record Drawings to the corresponding drawings, coordinating the changes as required.
- C. Make changes in red pencil neatly, legibly, correctly and consistently.
- D. Sign and date the completed As-Built Drawings and submit them to the City Representative for review prior to final payment as specified in Section 01 77 00 – Closeout Procedures.
- E. If the As-Built Drawings are not approved by the City Representative, Contractor shall make necessary revisions and submit a revised set of As-Built Drawings to the City Representative.
- F. Upon receiving approval of as-built drawings and prior to final payment, the Contractor shall have the final set scanned as follows:
 - 1. Each drawing shall be color scanned, 400 DPI, and saved to a CD;
 - 2. Each pdf file shall be numbered with prefix "SHT-01-" followed by the drawing number;
 - 3. The CD shall be placed in a jewel case with a label indicating project name, contract number, "As-Built Drawings", and date;
 - 4. The contractor shall submit (6) copies of the CD and originals as part of Closeout procedures as specified in Section 01 77 00.
- G. Furnishing of the final approved Project Record Drawings, including required revisions and resubmittal, shall be done as Incidental Work.
- H. If the As-Built Drawings are not furnished when specified, the final payment will be withheld.

END OF SECTION