

SECTION 01 78 39 - PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.01 SUMMARY

- A. This section includes administrative and procedural requirements for Project Record Documents, including the following:
 - 1. Record Drawings (As-Builts)
 - 2. Record Product Data
- B. Related Sections:
 - 1. Section 01 77 00 - Project Closeout

1.02 SUBMITTALS

1.03 RECORD DRAWINGS: COMPLY WITH THE FOLLOWING:

- A. Record Drawings - number of copies:
 - 1. Punch-list Inspection: Submit one marked-up (red-lined) Record Drawings to the Architect and Owner's Representative at the start of the Punch-list Inspection for review. Any noted deficiencies are to be corrected prior to the Final Inspection.
 - 2. Final Inspection: Submit three marked-up (red-lined) Record Drawings and three electronic CD copies containing all drawings in PDF format to the Owner at the start of the Final Inspection. Failure to provide the Record Prints (hard copy and/or CD), in the required quantities at the start of the Final Inspection, may result in the Owner immediately terminating the Final Inspection.
- B. Record Project Data - number of copies:
 - 1. Punch-list Inspection: Submit one set of Record Product Data for each item to the Architect and Owner's Representative at the start of the Punch-list Inspection for review. Any noted deficiencies are to be corrected prior to the Final Inspection.
 - 2. Final Inspection: Submit three sets of corrected, bound Record Product Data and three electronic CD copies containing all Record Product Data in PDF format to the Owner at the start of the Final Inspection. Failure to provide the Record Product Data (hard copy and/or CD), in the required quantities at the start of the Final Inspection, may result in the Owner immediately terminating the Final Inspection.

PART 2 - PRODUCTS

2.01 RECORD DRAWINGS

- A. Record Prints: Maintain one set of black-line white prints of the Contract Drawings and Shop Drawings at Project Site.
 - 1. Preparation: Mark Record Prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to prepare the marked-up Record Prints.
 - a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
 - b. Accurately record information in an understandable drawing technique.
 - c. Record data as soon as possible after obtaining it. Record and check the markup before enclosing concealed installations.
 - d. Content: Types of items requiring marking include, but are not limited to, the following:
 - 1) Dimensional changes to Drawings
 - 2) Revisions to details shown on Drawings
 - 3) Depths of foundations below first floor
 - 4) Locations and depths of underground utilities
 - 5) Revisions to routing of piping and conduits
 - 6) Revisions to electrical circuitry
 - 7) Actual equipment locations
 - 8) Duct size and routing
 - 9) Locations of concealed internal utilities
 - 10) Changes made by Change Order or Construction Change Directive

- 11) Changes made following Contract Modifications
 - 12) Details not on the original Contract Drawings
 - 13) Field records for variable and concealed conditions
 - 14) Record information on the Work that is shown only schematically
 - 15) Changes made by Addenda
 - 16) Changes/Clarifications made by Contract Directive
 - 17) Changes made by approved Shop Drawings
- e. Mark Contract Drawings or Shop Drawings, whichever is most capable of showing actual physical conditions, completely and accurately. If Shop Drawings are marked, show cross-reference on the Contract Drawings and physically append the Shop Drawings to final Record Drawings.
 - f. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at the same location.
 - g. Mark important additional information that was either shown schematically or omitted from original Drawings.
 - h. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, Addendum number(s), and similar identification, where applicable.
- B. Record Drawings: When authorized, prepare a full sets of drawings of the corrected Contract Drawings, and record copy of all Shop Drawings.
1. Incorporate changes and additional information previously marked on Record Prints. Erase, redraw and add details and notation where applicable.
 2. Refer instances of uncertainty to Architect for resolution.
 3. Architect will furnish Contractor one set of Contract Drawings in electronic format, or .pdf files, for use in recording information.
 4. Print the Contract Drawings and Shop Drawings for use as Record Drawings.
- C. Format: Identify and date Record Drawing; include the designation "PROJECT RECORD DRAWING (AS-BUILTS)" in prominent location on the cover sheet.
1. Record Drawings: Organize into bound sets. Place Drawings in durable tube-type drawing containers with end caps. Mark end cap of each container with identification. If container does not include a complete set, identify Drawings included.
 2. Identification: As follows:
 - a. Project name
 - b. Date
 - c. Designation "PROJECT RECORD DRAWINGS (AS-BUILTS)"
 - d. Name of Architect
 - e. Name of Contractor

2.02 RECORD PRODUCT DATA

- A. Preparation: Mark Product Data to indicate the actual product installation where installation varies substantially from that indicated in Product Data submittal.
1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
 2. Include significant changes in the product delivered to Project site and changes in manufacturer's written instructions for installation.
 3. Note related Change Orders, Record Specifications, and Record Drawings where applicable.

PART 3 - EXECUTION

3.01 RECORDING AND MAINTENANCE

- A. Recording: Maintain one copy of each submittal during the construction period for Project Record Document purposes. Post changes and modifications to Project Record Documents as they occur; do not wait until the end of the project.
- B. Maintenance of Record Documents and Samples: Store Record Documents and Samples in the field office apart from the Contract Documents used for construction. Do not use Project Record Documents for construction purposes. Maintain Record Documents in good order and in a clean, dry, legible condition, protected from deterioration and loss. Provide access to Project Record Documents for Owner's and Architect's reference during normal working hours.

END OF SECTION