

SECTION 01 78 39 PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 MAINTENANCE OF DOCUMENTS AND SAMPLES

- A. Record Documents consist of As-Built Project Drawings, Shop Drawings, Coordination Drawings (layout drawings), Specifications, and Addenda with all as-built information recorded on them, and Record Drawings that incorporate all as-built information.
- B. Store Project record documents and samples in the Contractor's office separate from documents used for construction.

1.2 RECORD DOCUMENTS

A. As-Built Project Drawings

- 1. Maintain on Project site at all times in an approved location and in a clean, dry legible condition, 1 set of Project Drawings and 1 set of all Shop Drawings. These documents shall be used to record as-built conditions on a day-to-day basis, and shall be kept current, and shall be available for inspection by the University's Representative during normal working hours.
- 2. Track changes to the Documents in blue ink.
- 3. Record the following types of information on record drawings:
  - a. Location of Work buried under or outside the building, such as plumbing and electrical lines and conduits. Provide horizontal and vertical dimensions from fixed points. Record all locations of underground Work, points of connection, valves, manholes, catch basins, capped stubouts, invert elevations, etc.
  - b. Locations of all significant Work concealed inside the building, the locations of which were changed from those shown on the Drawings.
  - c. Locations of all items, not necessarily concealed but varying from the locations shown on the Drawings.
  - d. All changes in size, location, and other features of installation not shown on Drawings.
  - e. Sufficient information such that Work concealed in the building may be located with reasonable ease and accuracy. This may be accomplished by dimension or by stating the relationship to the spaces in the building near which the Work was installed. The University's Representative's decision on what constitutes sufficient information shall be final.
  - f. All electrical and control installations to indicate terminal points, wire numbers/circuit numbers, panel designations, device identification, and sequence of operations.
  - g. Record existing below-grade utilities if they are exposed by the project or are located within the Project boundary on the record drawings.
  - h. All changes shall be sketched or referenced directly on the record documents. If changes to the documents are issued via Addenda, RFI, Field Order, Letter of Instruction, or Change Order and include a detailed sketch, attach the sketch directly to the record documents.
- 4. Additional Drawings shall be provided as required to properly describe changes.

B. Specifications and Addenda

- 1. Record the following:
  - a. Manufacturer, trade name, catalog number, and supplier of each product and item of equipment actually installed.
  - b. Changes made by Addenda, Change Order or Field Order, and clarifications and interpretations made by Letter of Instruction.

C. Coordination Drawings

- 1. Maintain the Coordination Drawings required by [Division 21-Fire Suppression, Division 22-Plumbing, Division 23-Heating, Ventilating, and Air-Conditioning (HVAC), Division 26-Electrical and Division 27-Communications and Division 28-Electronic Safety and Security of] the

Specifications similar to the requirements for the Project drawings noted above. These layout drawings are not shop drawings as defined by the General Conditions, but, together with shop drawings or layout drawings of all other affected Sections, are used to check, coordinate, and integrate the Work of the various Sections.

For Design Build projects insert the following:

D. Record Drawings

1. Record drawings shall be made from the As-Built Drawings, incorporating all revisions and changes made via Addenda, Change Order and information and other data, in accordance with Exhibit 45. All changes must be transferred to the original CAD digital files of the Drawings, to reflect a true "As-Built" condition. The digital files and plots shall be labeled "RECORD DRAWING" with the appropriate date. Design Builder shall provide one set of Bond prints, and electronic sets on compact disk formatted in Adobe Acrobat (.pdf), and AutoCad (.dwg) with drawings in Plot File (.plt) format with file titles to match the sheet numbers; "bind" all plot sheets.

1.3 SUBMITTAL OF PRELIMINARY RECORD DOCUMENTS.

- A. Upon completion of the site underground work the submit on compact disk a digital color scanned copy of the Civil Drawings in pdf format to the University's Representative. Submit in accordance with Section 01 33 23 Shop Drawings, Product Data and Samples

1.4 SUBMITTAL OF FINAL PROJECT RECORD DOCUMENTS

- A. Upon completion of the Work, the record documents shall be certified by the Contractor to represent the true, as-built conditions and submitted to the University's Representative.
- B. Submittal and acceptance of complete and final Project Record Documents is a prerequisite for issuance of the Certificate of Substantial Completion.
  1. For Work included in the Certificate of Substantial Completion, submit complete and final Project Record Documents a minimum of 14 days prior to the date of Substantial Completion.
  2. For Work excluded from the Certificate of Substantial Completion, submit a minimum of 14 days prior to the date of acceptance of the Work.
- C. Submit the final Record Documents in accordance with Section 01 33 23 Shop Drawings, Product Data, and Samples.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION 01 78 39