

## SECTION 01 78 39

### PROJECT RECORD DOCUMENTS

#### PART 1 GENERAL

##### 1.01 PROJECT RECORD DOCUMENTS

- A. The Contractor shall maintain at the job site one record copy of Contract Drawings, Specifications, Addenda, approved Shop Drawings, Change Orders, and any other modifications to the Contract, field test records and other approved documents submitted by the Contractor in compliance with specification requirements.
- B. These Documents shall be accurately marked with all changes made during construction. As-built notes shall be marked with pencil (or ink) of contrasting color.
- C. Project record documents shall be stored apart from as-built documents used for construction. Do not use record documents for construction purposes. Maintain documents in clean, legible condition. Project record documents shall be available at all times for review of the Architect or Owner.
- D. Project Record Drawings shall be corrected to reflect the true site number and building name (where these items have changed since the issue of bid documents).

##### 1.02 RECORDING

- A. Label each document "PROJECT RECORD COPY" in 2" print. Keep record documents current. Do not permanently conceal any work until required information has been recorded.
- B. Contract Drawings: legibly record the following:
  - 1. Field changes of dimension and detail made during construction process.
  - 2. Change made by Change Order or Field Order.
  - 3. Details not on original Contract Drawings.
  - 4. Horizontal and vertical location of underground utilities and appurtenances referenced to permanent surface improvements.
  - 5. Location of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of structure.
  - 6. Depths of various elements of foundation in relation to first floor level.
  - 7. Location of all valves and cleanouts.
- C. Closeout Survey Information:
  - 1. Contractor shall obtain the services of a certified land surveyor to provide verified locations of all major buried utilities measured from property corners. Surveyor shall record depth of utility at definitive points such as building entry and connection to primary utility service to the site.
  - 2. Provide buried utility information in AutoCAD format prepared by the surveyor.
  - 3. Deliver Closeout Survey information with other closeout documents.

##### 1.03 SHOP DRAWINGS:

- A. Maintain as record drawings:
  - 1. Legibly annotate shop drawings to record changes made after review.
  - 2. At completion of the project, the as-built noted set of documents shall be turned over to the Architect. The Architect will utilize this information along with other available data in preparing the "Record Drawings" for the project.
- B. Refer to Divisions 23 - Mechanical, and Division 27 - Electrical for supplemental requirements for Project Record Documents.

**1.04 SUBMITTALS**

- A. Where projects include multiple properties, the Contractor shall separate all Record Document by property for submittal.
- B. Upon completion of the Project, submit one (1) copy of Project Record Documents to the Architect for review. Record Documents should include:
  - 1. Warranties (dated the date of project acceptance).
  - 2. Operating and Maintenance Manuals (see Section 01 78 23)
  - 3. “As-Built” Drawings marked to reflect changes made during construction.
  - 4. List of Suppliers/Manufacturers
- C. Upon approval of the submitted documents, the Contractor shall submit (1) complete sets of project record documents: separate set per building if multiple buildings to the Architect for delivery to DPS.
  - 1. Separate sets per building for architect to be delivered to DPS.
  - 2. See section 01 33 00 - Submittals
- D. The Architect shall provide complete Record Drawing sets and deliver drawings and other record documents to DPS at the end of the project. (See 01 77 00 Closeout Procedures)

**END OF SECTION 01 78 39**