

SECTION 01720 - PROJECT RECORD DOCUMENTS

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PART 1 – GENERAL

1.01 WORK INCLUDED

- A. Maintain at the site for the City one (1) record copy of:
 - 1. Drawings, marked to indicate changes during construction
 - 2. Specifications
 - 3. Addenda
 - 4. Change Orders and other modifications to the Contract
 - 5. City's Field Orders or written instructions
 - 6. Reviewed Shop Drawings, Product Data, and Samples
 - 7. Field Test Records
 - 8. Pertinent product operating and maintenance data

1.02 RELATED REQUIREMENTS

- A. Section 01340, "*Submittals*"
- B. Section 01600, "*Materials*"
- C. Section 01730, "*Operating and Maintenance Data*"

PART 2 - PRODUCTS

Not used

PART 3 - EXECUTION

3.01 MAINTENANCE OF DOCUMENTS AND SAMPLES

- A. The Contractor shall store documents and samples in Contractor's main office in a separate area apart from documents used for construction.
 - 1. Provide files and racks for storage of documents.
 - 2. Provide locked cabinet or secure storage space for storage of samples.

- B. The Contractor shall maintain documents in a clean, dry, legible condition and in good order, and shall not use record documents for construction purposes.
- C. The Contractor shall make documents and samples available at all times for inspection by the City, and shall bring documents and samples to the job site on demand.

3.02 MARKING DEVICES

- A. The Contractor shall use colored pen or pencil for recording as-built information on record print set. Color(s) shall be designated by the City.

3.03 RECORDING

- A. The Contractor shall:
 - 1. Label each document "PROJECT RECORD" in neat large printed letters.
 - 2. Record information concurrently with construction progress.
 - a. Do not conceal any work until required information is recorded.
 - b. Completely, accurately, and legibly record, to the satisfaction of the City, all deviations in construction, especially pipe and conduit locations, and any deviations caused by Change Orders.
 - c. Locations and changes shall be done in a neat, legible manner and in accordance with the City's instructions. Use additional copies of prints, as necessary, to insure legible recording of data. The project record prints shall be available at the job site at all times.
- B. Drawings - Legibly mark to record actual construction:
 - 1. Depths of various elements of foundation in relation to finish first floor datum.
 - 2. Horizontal and vertical locations of underground utilities and appurtenances referenced to permanent surface improvements.
 - 3. Location of internal utilities and appurtenances concealed in the construction, referenced to visible and accessible features of the structure.
 - 4. Field changes of dimension and detail.
 - 5. Changes made by Change Order.
 - 6. Changes made by verbal order(s) pending written change order(s) Change Order.
 - 7. Details not on original Contract Drawings.

- C. Specifications and Addenda - Legibly mark each Section to record:
 - 1. Manufacturer, trade name, catalog number, and supplier of each product and item of equipment actually installed.
 - 2. Changes made by Field Order or by Change Order.
 - 3. Changes made by verbal order(s) pending written change order(s) Change Order.
- D. Periodic payments to the Contractor may be withheld until the City verifies that all as-built information to date has been properly recorded on project record documents.

3.04 SUBMITTALS

- A. At Contract closeout, deliver original Record Documents to the City.
- B. Accompany submittal with transmittal letter, in duplicate, containing:
 - 1. Date
 - 2. Project title and number
 - 3. Contractor's name and address
 - 4. Title and number of each Record Document
 - 5. Signature of Contractor or his authorized representative

End of Section