DIVISION 1 – GENERAL REQUIREMENTS
SECTION 01 78 39 – PROJECT RECORD DOCUMENTS

PART 1 – GENERAL

1.01   SUMMARY

A.   Section Includes

    1.   Administrative and procedural requirements for Project Record Documents.

    2.   Record Drawings.

    3.   Record Product Data.

B.   Drawings, Details and Specifications.

C.   The Authority's Rules and Regulations and Policies.

1.02   SUBMITTALS

A.   Submit in accordance with requirements of Section 01 33 00.

B.   Submit Record Documents prior to request for substantial completion inspection and comply with the following:

    1.   Record Drawings: Submit one set of marked-up Record Drawings.

    2.   Record Product Data & Shop Drawings: Submit one copy of each approved Product Data and Shop Drawing submittal as an insert in the Operation and Maintenance Manual.

PART 2 – PRODUCTS

2.01   RECORD DRAWINGS

A.   These specifications outline the requirements for the development of record drawings by the field Contractor.   For Developer constructed extensions, comply with the Authority's Policy, Sewer Extension Agreement and the Authority's Checklist for As-Built Drawings.

B.   Record Drawings: Maintain one set of blue- or black-line white prints of the Contract Drawings and Shop Drawings.

    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. Record and check the markup before enclosing concealed installations.

2.   Content: Types of items requiring marking include, but are not limited to, the following:

    a.   Dimensional changes to Drawings.

    b.   Revisions to details shown on Drawings.

    c.   Depths of foundations in relation to plant datum.

    d.   Locations and depths of underground utilities.

    e.   Revisions to routing of piping and conduits.

    f.   Revisions to electrical circuitry.

    g.   Actual equipment locations.

    h.   Duct size and routing.

    i.   Locations of concealed internal utilities.

    j.   Changes made by Addendum, Field Order, Change Order or Work Change Directive.

    k.   Details not on the original Contract Drawings.

    l.   Field records for variable and concealed conditions.

    m.   Record information on the Work that is shown only schematically.

3.   Mark the 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 Record Drawings.

4.   Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.

5.   Mark important additional information that was either shown schematically or omitted from original Drawings.

6.   Note Addendum numbers, Field Order numbers, Work Change Directive numbers, Change Order numbers, and similar identification, where applicable.

C.   Newly Prepared Record Drawings: Prepare new Drawings where neither the original Contract Drawings nor Shop Drawings are suitable to show actual installation.

1.   New Drawings may be required when a Change Order is issued as a result of accepting an alternate, substitution, or other modification.

2.   Integrate newly prepared Record Drawings into Record Drawing sets; comply with procedures for formatting, organizing, copying, binding, and submitting.

D.   Format: Identify and date each Record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.

1.   Cross out Engineer's title block and seal from all sheets and stamp all sheets with name of Contractor.

2.   Record Drawings: Organize Record Drawings into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.

2.02   RECORD PRODUCT DATA

A.   Preparation: Mark Product Data to indicate the actual product installation.

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 Addenda, Field Orders, Work Change Directives, and Change Orders where applicable.

2.03   MISCELLANEOUS RECORD SUBMITTALS

A.   Assemble miscellaneous records required by other Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of the Work. Bind or file miscellaneous records and identify each, ready for continued use and reference. Miscellaneous records include the following:

1.   Material and equipment test and inspection reports.

2.   Equipment and material delivery slips.

PART 3 – EXECUTION

3.01 RECORDING AND MAINTENANCE

A.   Recording: Maintain one copy of following 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 Project.

    1.   Drawings.

    2.   Project Manuals.

    3.   Addenda.

    4.   Change Orders, Work Change Directives, and Field Orders.

    5.   Reviewed shop drawings, product data, and samples.

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 Engineer's reference during normal working hours. Contractor shall bring Project Record Documents to Progress Meetings for Engineer's review.

END OF SECTION