

SPECIFIER SHALL REMOVE COMMENTS IN BOLD ITALIC TEXT PRIOR TO SUBMITTING.

SECTION 01 78 39

PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for Project Record Documents (As-Built).

1.2 SUBMITTALS

- A. Record Drawings: Submit copies of Record Drawings as follows:
 - 1. Initial Submittal: Submit to the AOR one (1) set of plots from corrected CAD Drawings and one copy of the original marked-up Record Prints. Architect will provide comment as to whether general scope of changes, additional information recorded, and quality of drafting are acceptable. Architect will return plots and prints to the Contractor for use in organizing the final submittal.
 - 2. Final Submittal: Submit one set of original marked-up Record Prints, two sets of reproductions of the marked up Record Prints, one set of CD-ROM(s) containing Record CAD Drawing files, and one set of Record CAD Drawing plots. Plot and print each Drawing, whether or not changes and additional information were recorded.
 - a. Submit all copies to the Board Authorized Representative with a transmittal indicating compliance with requirements for Project Record Documents. Board Authorized Representative will be responsible for distribution to the appropriate parties, including the end user.
- B. Record Specifications: Submit one (1) copy of Project's Specifications, including addenda and contract modifications.
- C. Record Product Data: Submit one (1) copy of each Product Data submittal.
 - 1. Where Record Product Data is required as part of operation and maintenance manuals, submit marked-up Product Data as an insert in the manual instead of submittal as Record Product Data.

1.3 DEFINITIONS

- A. Record Documents: Documents submitted by a contractor or subcontractor to show the construction of a particular structure or work as actually completed. Record documents are also referred to as "as-builts".

PART 2 - PRODUCTS

2.1 RECORD DRAWINGS

- A. Record Prints: 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 it. 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 below first floor.
 - 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 Change Order or Construction Change Directive.
 - k. Changes made following Architect's written orders.
 - l. Details not on the original Contract Drawings.
 - m. Field records for variable and concealed conditions.
 - n. 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 Contract Drawings.
 4. 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.
 5. Mark important additional information that was either shown schematically or omitted from original Drawings.
 6. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.
- B. Record Prints: Immediately before inspection for Preliminary Acceptance, review marked-up Record Prints with Architect and Board Authorized Representative. When authorized, prepare a full set of corrected prints of the Contract Drawings and Shop Drawings.
1. Incorporate changes and additional information previously marked on Record Prints. Erase, redraw, and add details and notations where applicable.

2. Refer instances of uncertainty to Architect through Board Authorized Representative for resolution.
 3. The Board will furnish Contractor one set of transparencies of the Contract Drawings for use in recording information.
 4. Print the Contract Drawings and Shop Drawings for use as Record Transparencies. Architect will make the Contract Drawings available to Contractor's print shop.
- C. Record CAD Drawings: Immediately before inspection for Preliminary Acceptance, review marked-up Record Prints with Architect and Board Authorized Representative. When authorized, prepare a full set of corrected CAD Drawings of the Contract Drawings, as follows:
1. Format: Same CAD program, version, and operating system as the original Contract Drawings.
 2. Incorporate changes and additional information previously marked on Record Prints. Delete, redraw, and add details and notations where applicable.
 3. Refer instances of uncertainty to Architect through Board Authorized Representative for resolution.
 4. Architect will furnish Contractor one electronic set of CAD Drawings of the Contract Drawings for use in recording information.
 - a. Architect makes no representations as to the accuracy or completeness of CAD Drawings as they relate to the Contract Drawings.
 5. Drawings shall include all referenced files, (font files, menus, shape files, x-refs, etc.) and strictly adhere to the current published CPS guidelines for layering standards.
 6. In addition to editable drawing files (dwg, dxf) Provide a complete set of plot files (PLT-FILES) in Hewlett Packard Graphics Language (HPGL) format.
- D. Newly Prepared Record Drawings: Prepare new Drawings instead of preparing Record Drawings where Architect determines that 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. Consult with Architect and Board Authorized Representative for proper scale and scope of detailing and notations required to record the actual physical installation and its relation to other construction. Integrate newly prepared Record Drawings into Record Drawing sets; comply with procedures for formatting, organizing, copying, binding, and submitting.
- E. Format: Identify and date each Record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.
1. Record Prints: Organize Record Prints and newly prepared Record Drawings into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.
 2. Record CAD Drawings: Organize CAD information into separate electronic files that correspond to each sheet of the Contract Drawings. Name each file with the sheet identification. Include identification in each CAD file.
 3. Identification: As follows:

- a. Project name.
- b. Date.
- c. Designation "PROJECT RECORD DRAWINGS."
- d. Name of Architect and Board Authorized Representative.
- e. Name of Contractor.

2.2 RECORD SPECIFICATIONS

EDIT THE FOLLOWING PARAGRAPH AS REQUIRED AND REMOVE BRACKETS

- A. Preparation: Mark Specifications to indicate the actual product installation where installation varies from that indicated in Specifications, addenda, and contract modifications.
 1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
 2. Mark copy with the proprietary name and model number of products, materials, and equipment furnished, including substitutions and product options selected.
 3. Record the name of the manufacturer, supplier, installer, and other information necessary to provide a record of selections made.
 4. For each principal product, indicate whether Record Product Data has been submitted in operation and maintenance manuals instead of submitted as Record Product Data.
 5. Note related Change Orders, Record Drawings, [and] [Product Data] where applicable.

2.3 RECORD PRODUCT DATA

EDIT THE FOLLOWING PARAGRAPH AS REQUIRED AND REMOVE BRACKETS

- 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 Drawings, [and] [Product Data] where applicable.

2.4 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.

PART 3 - EXECUTION

3.1 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 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 Architect's and Board Authorized Representative's reference during normal working hours.

END OF SECTION