

SECTION G01720
RECORD DOCUMENTS

1.01 CONTRACTOR PROJECT RECORD DOCUMENTS

A. The purpose of the Contractor Project Record Documents is to record the actual location of the Work in place, including, but not limited to, underground lines, concealed piping within buildings, clean-out locations, concealed valves and control equipment, connections, switches, and cut-outs, and to record changes in the Work.

B. In addition to the sets of Contract Documents that are required by Contractor on the Site to perform the Work, the Contractor shall maintain at the Site one copy of all Drawings, Specifications, and Addenda, that are part of the Contract as awarded, and also Change Orders, Modifications, approved Shop Drawings, field directives, and other approved changes. These are collectively referred to as "Project Record Documents". Each of these documents shall be clearly marked "Project Record Copy" as indicated below, maintained in a clean and neat condition available at all times for inspection by the Authority and shall not be used for any other purpose during the progress of the Work.

1. Each record copy shall bear the legend "PROJECT RECORD COPY" in heavy block lettering, 1/2" high and contain the following data:

PROJECT RECORD COPY

Contractor's Name _____

Contractor's Address _____

Made by _____ Date _____

Checked by (Contractor's Agent) _____ Date _____

2. Where possible, changes from the Contract as awarded Documents shall be conspicuously encircled.

C. Contractor Project Record Documents Requirements

1. The Contractor shall mark-up the "Project Record Documents" to show:

- a. Approved changes in the Work, either by Change Order or field directive.
 - b. Location of underground Work and concealed Work.
 - c. Details not shown in the original Contract Documents.
 - d. All relocations of Work.
 - e. All changes in dimensions.
 - f. All access doors.
 - g. Actual location of all plumbing, fire protection, heating, ventilating, air conditioning, electrical, fire alarm, and security assemblies, equipment, and devices.
2. As applicable for the project, such information shall include, but shall not be limited to:
- a. Footing depth in relation to finished grade elevations.
 - b. All changes in floor elevations.
 - c. All structural changes.
 - d. All substitutions.
 - e. Elevations and locations of all underground utilities, services, or structures referenced to permanent above-ground structures or monuments.
 - f. Designation of all utilities as to the size and use of such utilities.
 - g. All invert elevations of manholes.
 - h. The location of all utilities, services and appurtenances concealed in building structures that have been installed different from that required by the Contract.
 - i. Duct sizing and routing
 - j. Revisions in electrical circuitry

- D. The Contractor shall keep the "Project Record Documents" up-to-date from day to day as the Work progresses. Appropriate documents shall be updated promptly and accurately; no Work shall be permanently concealed until all required information has been recorded.
- E. Each month, copies of these Project Record Documents will be examined by the Authority's Field Representative prior to recommending the approval of the partial payment request to ascertain that the record prints reflect the changes to date.
- F. Each of the documents shall have on it the project information required for submittals as specified in Section S01300.

1.02 FINAL RECORD DOCUMENTS

- A. Final Record Shop Drawings: If installed equipment is at variance with the respective approved Shop Drawings, the Contractor shall furnish to the Authority's Field Representative revised Shop Drawings indicating the actual completed installation one month prior to Substantial Completion.
- B. Mechanical Coordination Drawing: At the conclusion of the project, submit three copies of the final coordinated mechanical installation drawing showing the interfaces of all P&D, HVAC, and Electrical items. These drawings shall also be submitted on DVD/CD-ROM or other approved electronic media in a format acceptable to the Authority.
- C. Final Record Drawings (referred to in the industry as "As-builts"):
 - 1. One month prior to substantial completion, the Contractor shall submit a set of Final Record Drawings, incorporating all changes appearing on the Contractor "Project Record Documents" onto the original set of bid documents. The changes to the Contract Documents shall be clearly indicated. For projects over \$1,000,000, the Final Record Drawings are to be created in AutoCAD 2010 or later. For projects under \$1,000,000, the documents may be made by hand but must eventually be submitted in electronic format. CADD files of the Contract Documents will be made available for the Contractor's use. The title block for the drawings shall include the name of Contractor and, if

applicable, the name of the Consultant who prepared the drawings, as well as the Project information indicated to be provided for all submittals in Section S01300.

2. The Contractor shall submit 2 sets of prints of these "Final Record Drawings" to the Authority's Field Representative for acceptance as many times as is required until the Drawings are accepted as reflecting the "as-built" installation. After acceptance, provide 3 sets of prints of the "Final Record Drawings". Also, submit three copies of the "Final Record Drawings" on DVD/CD-ROM or other approved electronic media in a format acceptable to the Authority.
- D. Shop Drawings for Permanent Records: Where specified in the individual technical sections of Divisions 2 through 16, provide DVD/CD-ROM of required shop drawings in a format acceptable to the Authority or as specified.
 - E. The **Department of Building's Electrical Division** job number for the Contract shall appear on all electrical drawings or other materials submitted, together with the Contract Number and name of the project **and the Project information indicated to be provided for all submittals in Section S01300.**
 - F. The originals of the Contractor's "Project Record Documents" shall be submitted by the Contractor to the Authority when all the Work is completed and shall be approved by the Authority before the Contractor requests final payment. Refer to Section G01700, "Project Closeout", for other requirements associated with final acceptance of the work.
 - G. All of the above listed requirements of this Article shall be at the Contractor's expense.

END OF SECTION