# SECTION 01780 - PROJECT RECORD DOCUMENTS

## PART 1 - GENERAL

### 1.1 REQUIREMENTS INCLUDED

A. Maintenance of Record Documents and Samples.

B. Submittal of Record Documents and Samples.

### 1.2 RELATED REQUIREMENTS

A. GENERAL CONDITIONS of the CONTRACT: Documents at the site.

C. Section 01770 - CLOSEOUT PROCEDURES

D Section 01830 - OPERATION AND MAINTENANCE DATA

E. Individual Specifications Sections: Manufacturer's Certificates of Inspection.

### 1.3 MAINTENANCE OF DOCUMENTS AND SAMPLES

A. Store Record Documents and Samples in field office apart from documents used for construction. Provide files, racks and secure storage for Record Documents and Samples.

B. Label and file Record Documents and Samples in accordance with Section number listing in Table of Contents of this Project Manual. Label each document "PROJECT RECORD" in neat, large, printed letters.

C. Maintain Record Documents in a clean, dry and legible condition. DO NOT use Record Documents for construction purposes.

D. Keep Record Documents and Samples available for inspection by Architect/Engineer/Construction Manager.

### 1.4 RECORDING

A. Label each document "PROJECT RECORD" in neat, large, printed letters.

B. Provide felt tip marking pens, maintaining separate colors for each major system, for recording information on prints. The final plot shall show all pertinent changes and shall be marked "As Built", dated and signed by Contractor. Submit "As Built" documents to the Construction Manager for their review.

C. Record information concurrently with construction progress. DO NOT CONCEAL any work until required information is recorded.

D. Contract Drawings and Shop Drawings: Legibly mark each item to record actual construction, including:

1. Measured depths of elements of foundation in relation to finish first floor datum.
2. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
3. Measured location of internal utilities and appurtenances concealed in the construction, referenced to visible and accessible features of the construction.
4. Field changes of dimension and detail.
5. Changes made by Modifications.
6. Details not on original Contract Drawings.
7. References to related Shop Drawings and Modifications.
8. Revisions to electrical circuitry.
9. Revisions to duct sizes and routing.
10. Changes made by change orders.
11. Changes made following Architect's written order.

E. Specifications: Legibly mark each item to record actual construction, including:

1. Manufacturer, trade name, catalog number of each product actually installed, particularly optional items and substitute items.
2. Changes made by Addenda and Modifications.

F. Other Documents: Maintain manufacturer's certifications, inspection certifications, field test records and other similar items required by individual Specifications sections.

1.5 SUBMITTAL

A. At Contract Closeout, deliver Record Documents and Samples under provisions of Section 01770.

B. Transmit one (1) original and three (3) copies of complete sets of marked-up prints to Construction Manager with cover letter copied to Architect, listing:

1. Date.
2. Project title and number.
3. Contractor's name, address and telephone number.
4. Title and number of each Record Document.
5. Signature of Contractor or his authorized representative.

PART 2 - PRODUCTS (Not applicable).

PART 3 - EXECUTION (Not applicable).

END OF SECTION