

SECTION 017839
PROJECT RECORD DOCUMENTS

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section describes each Prime Contractor's administrative and procedural requirements for recording final product and material selections, changes to the Contract, and recording Work concealed by subsequent construction.

1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.

1.3 MAINTENANCE OF DOCUMENTS

- A. Maintain at job site, one (1) copy of record documents including Drawings, Specifications, Addenda, Change Orders and other modifications, Shop Drawings, product data and samples.
- B. In addition, maintain one (1) copy of field orders or written instructions, field test records, testing and inspection reports, progress reports, meeting minutes and construction photographs.
- C. Maintain documents in a clean, dry, legible condition and in good order.
- D. Make documents available at all times for inspection.
- E. Review documents at progress meetings.

1.4 RECORDING

- A. Neatly label each document and binder with "Project Record" and project name and location.
- B. Record information concurrently with construction progress.
- C. Do not conceal any work until required information is recorded.
- D. Record Construction Drawings and Shop Drawings: Mark the set to show the actual installation where the installation varies substantially from the Work as originally shown. Mark whichever drawing is most capable of showing conditions fully and accurately; where Shop Drawings are used, record a cross-reference at the corresponding location on the Contract Drawings. Give particular attention to concealed elements that would be difficult to measure and record at a later date.
 - 1. Note horizontal and vertical locations of concealed elements, referenced to permanent, visible features.
 - 2. Note field changes of dimension and detail.
 - 3. Note details not on original Contract Drawings.

- E. Record Project Manual: Mark to show substantial variations in actual Work performed in comparison with the text of the original. Give particular attention to substitutions, selection of options and similar information on elements that are concealed or cannot otherwise be readily discerned later by direct observation. Note related record drawing information and Product Data.
 - F. Record Product Data: Maintain one copy of each Product Data submittal. Mark documents to show significant variations in actual Work performed in comparison with information submitted. Give particular attention to concealed products and portions of the Work that cannot otherwise be readily discerned later by direct observation. Note related Change Orders and mark-up of record drawings and Specifications.
- 1.5 SUBMITTALS
- A. Preceding or coincidental with the final pay application, submit the following:
 - B. Record Construction Drawings: One (1) set of reproducible Mylar transparencies showing all clearly-indicated notations specified above, and including notation “AS BUILT DRAWINGS” with submission date and General Contracting company’s information grouped together near the titleblock’s original date. Transparencies of the Design Professional’s drawings may be used for this purpose upon reimbursement of the printing costs to the Design Professional.
 - C. Record Shop Drawings: One (1) copy of any shop drawings.
 - D. Record Project Manual: One (1) copy bound in 3 ring binder(s).
 - E. Record Product Data: One (1) copy organized by CSI format bound in 3 ring binder(s).
 - F. If review of Record Documents reveals noncompliance with Contract Documents, errors or omissions, Contractor shall correct deficiencies and resubmit.

PART 2 PRODUCTS Not Used

PART 3 EXECUTION Not Used

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