SECTION 01 78 39 – PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.01 RELATED SECTIONS
   A. Section 01 77 00 Closeout Procedures
   B. Section 01 78 23 Operation and Maintenance Data

1.02 SUMMARY
   A. This Section includes administrative and procedural requirements for Project Record Drawings.

1.03 SUBMITTALS
   A. Submit Record Drawings for underground utilities within 30 days of completion of the utility work.
   B. Submit Record Drawings for the entire Project, including a copy of the previously submitted underground utility drawings, to the Architect at Substantial Completion.

1.04 RECORD DRAWINGS
   A. Maintain the Record Drawings on a set of prints of the Contract Drawings kept at the Project Site.
   B. Store Record Drawings apart from the documents used for construction.
   C. Label each drawing “Project Record” in the lower right hand corner in neat, large printed letters.
   D. Keep Record Drawings available for inspection by the Architect.
   E. Mark changes in erasable red pencil. Use other colors when necessary for clarity and to distinguish between the work of different trades.
   F. Record all field changes where installation differs from what is shown on the Contract Drawings.
   G. Record changes made by Addenda, Change Order, Construction Change Directive or other modification procedure. Note Change Order number, RFP number, or similar identification where applicable.
   H. Keep Record Drawing markups current with the construction as it progresses.
   I. Where the drawings allow a choice of optional installations, indicate which option was installed.
   J. Markups shall include, but not be limited to, the following content.
      1. Dimensional changes
      2. Revisions to details
      3. Details not shown on the Contract Drawings
      4. Actual depths of footings
      5. Locations and depths of underground utilities
      6. Locations and depths of irrigation piping, control valves and shut-off valves
      7. Revisions to routing of piping and conduits
      8. Revisions to electrical circuitry
      9. Actual equipment locations
     10. Duct size and routing
     11. Locations of under-slab, in-wall, or otherwise concealed interior utilities
     12. Sprinkler shut-off valve locations
     13. Location and depth of all existing utilities encountered during construction.

PART 2 – PRODUCTS

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Not Applicable

PART 3 – EXECUTION

Not Applicable

END OF SECTION