

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

Not Applicable

PART 3 – EXECUTION

Not Applicable

END OF SECTION