

Seaside Rehabilitation and Health Care Center  
Portland, Maine

SECTION 017839 - PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for Project Record Documents, including the following:
  - 1. Record Drawings.
  - 2. Record Specifications.
  - 3. Record Product Data.
  - 4. Record Shop Drawings.
  - 5. Record Test Reports
- B. Related Sections include the following:
  - 1. Division 01 Section "Closeout Procedures" for general closeout procedures.
  - 2. Division 01 Section "Operation and Maintenance Data" for operation and maintenance manual requirements.
  - 3. Divisions 02 through 33 Sections for specific requirements for Project Record Documents of the Work in those Sections.

1.3 SUBMITTALS

- A. Submit all project record documents as one submittal package.
- B. Record Drawings: Comply with the following:
  - 1. Number of Copies: Submit copies of Record Drawings as follows:
    - a. Submit one set of marked-up Record Prints. Provide copy of each Drawing, whether or not changes and additional information were recorded.
      - 1) Electronic Media: Submit one copy in PDF format on CD-R. Bookmark based on the list of drawings.
- C. Record Specifications: Submit one hard copy and one copy on electronic media of Project's Specifications, including addenda and contract modifications.
  - 1. Electronic Media: In addition to paper copy, submit record copy of record specification on CD-R in .PDF format.
- D. Record Shop Drawings and Product Data: Submit one hard copy and one copy on electronic media of each Product Data submittal.
  - 1. Where Record Shop Drawings and Product Data is required as part of operation and maintenance manuals, submit marked-up Shop Drawings and Product Data as an insert in manual instead of submittal as Record Shop Drawings and Product Data. Insert typewritten pages indicating drawing titles, descriptions of contents, and Record Shop Drawings and Product Data locations drawing locations that are part of operation and maintenance manuals.

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2. Electronic Media: In addition to paper copy, submit record copy of record Shop Drawings and Product Data specification on CD-R in .PDF format. Bookmark Product Data based on the table of contents
- E. Directories: Subcontractor directory.
  1. Submit one hard copy and one copy on electronic media CD-R in .PDF format.
- F. Record Test Reports: Submit one hard copy and one copy on electronic media of project Test Reports.
  1. Electronic Media: In addition to paper copy, submit record copy of record Test Reports on CD-R in .PDF format. Bookmark Test Reports based on the project manual table of contents.

## PART 2 - PRODUCTS

### 2.1 RECORD (AS-BUILT) DRAWINGS

- A. Record Prints: Maintain one set of blue- or black-line white prints of the Contract Drawings and Shop Drawings.
  1. Preparation: Mark Record Prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to prepare the marked-up Record Prints.
    - a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
    - b. Accurately record information in an understandable drawing technique.
    - c. Record data as soon as possible after obtaining it. Record and check the markup before enclosing concealed installations.
  2. Content: Types of items requiring marking include, but are not limited to, the following:
    - a. Dimensional changes to Drawings.
    - b. Revisions to details shown on Drawings.
    - c. Depths of foundations below first floor.
    - d. Locations and depths of underground utilities.
    - e. Revisions to routing of piping and conduits.
    - f. Revisions to electrical circuitry.
    - g. Actual equipment locations.
    - h. Duct size and routing.
    - i. Locations of concealed internal utilities.
    - j. Changes made by Change Order or Construction Change Directive.
    - k. Changes made following Architect's written orders.
    - l. Changes made by field sketches and supplemental drawings.
    - m. Changes made as a result of requests for information (RFI's).
    - n. Details not on the original Contract Drawings.
    - o. Field records for variable and concealed conditions.
    - p. Record information on the Work that is shown only schematically.
  3. Mark the Contract Drawings or Shop Drawings, whichever is most capable of showing actual physical conditions, completely and accurately. If Shop Drawings are marked, show cross-reference on the Contract Drawings.

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4. Mark field record sets during construction with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.
  5. Mark important additional information that was either shown schematically or omitted from original Drawings.
  6. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, Requests for Information (RFI's), and similar identification, where applicable.
  7. Mechanical, Electrical and Plumbing record drawings shall be based on record site drawings and record floor plan drawings.
- B. Format: Identify and date each Record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.
1. Record Prints: Organize Record Prints into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.
  2. Electronic Media: Submit one copy in PDF format on CD-R with drawings bookmarked based on the list of drawings.
  3. Identification: As follows:
    - a. Project name.
    - b. Date.
    - c. Designation "PROJECT RECORD DRAWINGS."
    - d. Name of Architect.
    - e. Name of Contractor.

## 2.2 RECORD SPECIFICATIONS

- A. Preparation: Mark Specifications to indicate the actual product installation where installation varies from that indicated in Specifications, addenda, and contract modifications.
1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
  2. Mark copy with the proprietary name and model number of products, materials, and equipment furnished, including substitutions, change orders and product options selected.
  3. Record the name of manufacturer, supplier, Installer, and other information necessary to provide a record of selections made.
  4. For each principal product, indicate whether Record Product Data has been submitted in operation and maintenance manuals instead of submitted as Record Product Data.
  5. Note related Change Orders, Record Product Data, Requests for Information (RFI's), and Record Drawings where applicable.
  6. Electronic Media: CD-R in .PDF format. Bookmark based on the project manual table of contents.

## 2.3 RECORD SHOP DRAWINGS AND PRODUCT DATA

- A. Preparation: Mark Shop Drawings and Product Data to indicate the actual product installation where installation varies substantially from that indicated in Shop Drawings and Product Data submittal.
1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
  2. Include significant changes in the product delivered to Project site and changes in manufacturer's written instructions for installation.
  3. Note related Change Orders, Record Specifications, and Record Drawings where applicable.

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4. Bind product data in heavy-duty, D-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents but not greater than 2 inches, and sized to receive 8-1/2-by-11-inch paper. Do not over fill D-ring, allowing 1/2 inch space for future additions.
5. Provide heavy paper dividers with plastic-covered tabs for each specification section with product data. Mark tab to identify the specification section. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of Installer.
6. Identify each binder on the front and spine with the typed or printed title "PRODUCT DATA and SHOP DRAWINGS" Project name, and name of Contractor.
7. Drawings: Attach reinforced, punched binder tabs on drawings and bind with text.
  - a. Maximum size of drawings to be included in the binders shall not exceed 11-by-17-inch. Fold drawings to same size as text pages and use as foldouts.
  - b. If drawings are too large to be used as foldouts, fold and place drawings in labeled envelopes and submit envelopes with manual. At appropriate locations in manual, insert typewritten pages indicating drawing titles, descriptions of contents, and drawing locations. Fold drawings to fit into letter size storage boxes.
8. Electronic Media: Submit record copy of marked-up Shop Drawings and Product Data on CD-R in .PDF format. Bookmark based on the project manual table of contents, and for each Shop Drawings and Product Data within each section. Where Record Shop Drawings and Product Data is required as part of operation and maintenance manuals, submit electronic media of marked-up Shop Drawings and Product Data as part of manual instead of submittal as Record Shop Drawings and Product Data.

#### 2.4 MISCELLANEOUS RECORD SUBMITTALS

- A. Assemble miscellaneous records required by other Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of the Work. Bind or file miscellaneous records and identify each, ready for continued use and reference.
- B. Subcontractor Directory: Name, address and telephone number for all major subcontractors, organized by specification section. Provide a separate list in alphabetical order.
- C. Test Reports: Provide copy of all project test reports. Bind reports in heavy duty D-ring, vinyl covered, loose leaf binders, thickness as necessary to accommodate contents but not greater than 2 inches, and sized to receive 8-1/2-by-11-inch paper. Provide heavy paper dividers with plastic covered tabs labeled for each specification section. Identify each binder on the front and spine with the typed title "Test Reports" and the project name.
  1. Electronic Media: Submit record copy of Test Reports on CD-R in .PDF format. Bookmark based on the project manual table of contents.

### PART 3 - EXECUTION

#### 3.1 RECORDING AND MAINTENANCE

- A. Recording: Maintain one copy of each submittal during the construction period for Project Record Document purposes. Post changes and modifications to Project Record Documents as they occur; do not wait until the end of Project.

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- B. Maintenance of Record Documents and Samples: Store Record Documents and Samples in the field office apart from the Contract Documents used for construction. Do not use Project Record Documents for construction purposes. Maintain Record Documents in good order and in a clean, dry, legible condition, protected from deterioration and loss. Provide access to Project Record Documents for Architect's reference during normal working hours.

END OF SECTION 017839