

SECTION 01720  
PROJECT RECORD DOCUMENTS

1 PART 1 GENERAL

1.1 DESCRIPTION

A. Work included:

1. Throughout progress of the Work, maintain an accurate record of changes in the Contract Documents, as described in Article 3.01 below.
2. Upon completion of the Work, transfer the recorded changes to a set of Record Documents, as described in Article 3.02 below.

B. Related Work:

1. Documents affecting the work of this Section include, but are not necessarily limited to, General Conditions, Supplementary Conditions, and Sections in Division 1 of these Specifications.
2. Other requirements affecting Project Record Documents may appear in other pertinent Sections of these Specifications.

1.2 QUALITY ASSURANCE

A. Delegate the responsibility for maintenance of Record Documents to one person on the Contractor's staff as approved by the Architect.

B. Accuracy of Records:

1. Thoroughly coordinate changes within the Record Documents, making adequate and proper entries on each page of Specifications and each sheet of Drawings and other Documents where such entry is required to show the change properly.
2. Accuracy of records shall be such that future searches for items shown in the Contract Documents may reasonably rely on information obtained from the approved Project Record Documents.

C. Make entries within 24 hours after receipt of information the change has occurred.

1.3 SUBMITTALS

A. Comply with pertinent provisions of Section 01340.

B. Prior to submitting request for final payment, submit the final Project Record Documents to the Architect and secure his approval.

## 2 PART 2 PRODUCTS

### 2.1 RECORD DOCUMENTS

- A. Job set: Promptly following the receipt of the Owner's Notice to Proceed, secure from the Architect at no charge to the Contractor one complete set of all Documents comprising the Contract.
- B. Final Record Documents: At a time nearing the completion of the Work, secure from the Architect at no charge to the Contractor one complete set of all Drawings in the Contract.

## 3 PART 3 EXECUTION

### 3.1 MAINTENANCE OF JOB SET

- A. Immediately upon receipt of the job set described in Paragraph 2.01A above, identify each of the Documents with the title "RECORD DOCUMENTS - JOB SET".
- B. Preservation:
  - 1. Do not use the Job Set for any purpose except entry of new data and for review by the Architect.
  - 2. Maintain the Job Set at the site of work.
- C. Making entries on the Drawings:
  - 1. Using an erasable colored pencil (not ink or indelible pencil), clearly describe the change by graphic line and note as required.
  - 2. Date all entries.
  - 3. Call attention to the entry by a "cloud" drawn around the area or areas affected.
  - 4. In the event of overlapping changes, use different colors for overlapping changes.
- D. Make entries in the pertinent other Documents as approved by the Architect.
- E. Conversion of Schematic Layouts:
  - 1. In some cases on the Drawings, arrangements of conduits, circuits, ducts, and similar items are shown schematically and are not intended to portray precise physical layout.
    - a) Final physical arrangement is determined by the Contractor, subject to the Architect's approval.
    - b) However, design of future modifications of the facility may require accurate information as to the final physical layout of items which are shown only

schematically on the Drawings.

2. Show on the Job Set of Record Documents, by dimension, accurate within one inch, the centerline of each run of items such as are described in subparagraph 3.01E.1 above.
  - a) Clearly identify the item by accurate note such as "cast iron drain", "galv. water", and the like.
  - b) Show, by symbol or note, the vertical location of the item, such as "under slab", "in ceiling", "exposed", and the like.
  - c) Make all identification sufficiently descriptive that it may be related reliably to the Specifications.
3. The Architect may waive the requirements for conversion of schematic layouts where, in the Architect's judgment, conversion serves no useful purpose. However, do not rely upon waivers being issued except as specifically issued in writing by the Architect.

### 3.2 FINAL PROJECT RECORD DOCUMENTS

- A. The purpose of the final Project Record Documents is to provide factual information regarding all aspects of the Work, both concealed and visible, to enable future modification of the work to proceed without lengthy and expensive site measurement, investigation, and examination.
- B. Approval of recorded data prior to transfer:
  1. Following receipt of the drawings described in Paragraph 2.01B above, and prior to start of transfer of recorded data thereto, secure the Architect's approval of all recorded data.
  2. Make required revisions.
- C. Transfer of data to Drawings:
  1. Carefully transfer change data shown on the Job Set of Record Drawings to the corresponding transparencies, coordinating the changes as required.
  2. Clearly indicate at each affected detail and other Drawing a full description of changes made during construction, and actual location of items described in subparagraph 3.01E above.
  3. Call attention to each entry by drawing a "cloud" around the area or areas affected.
  4. Make changes neatly, consistently, and with the proper media to assure longevity and clear reproduction.
- D. Transfer data to other Documents:
  1. If the Documents other than the Drawings have been kept clean during the progress of the Work, and if entries thereon have been orderly to the approval of the Architect, the job set of those Documents other than Drawings will be accepted as final Record

Documents.

2. If any such Document is not so approved by the Architect, secure a new copy of that Document from the Architect at the Architect's usual charge for reproduction and handling, and carefully transfer the change data to the new copy to the approval of the Architect.

E. Review and Submittal:

1. Submit the completed set of Project Record Documents to the Architect as described in Paragraph 1.03D above.
2. Participate in review meetings as required.
3. Make required changes and promptly deliver the final Project Record Documents to the Architect. The Architect will be responsible for delivering a copy of record documents to the Owner's Project Manager.

### 3.3 CHANGES SUBSEQUENT TO ACCEPTANCE

- A. The Contractor has no responsibility for recording changes in the Work subsequent to Final Completion, except for changes resulting from work performed under Warranty.

END OF SECTION