

SECTION 01789 PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 SUMMARY

A. General:

1. Throughout progress of the Work, maintain an accurate record of changes showing actual installation.
2. Upon completion of the Work, transfer the recorded changes to a set of Record Documents, as described in this Section.

1.2 QUALITY ASSURANCE

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

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 search for items shown in the Contract Documents may rely reasonably on information obtained from the approved Project Record Documents.

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

1.3 PRODUCT HANDLING

A. Maintain job set of Record Documents completely protected from deterioration and from loss and damage until completion of the Work and transfer of all recorded data to final Project Record Documents.

B. In the event of loss of recorded data, use means necessary to again secure the data.

1. Such means shall include, if necessary in the opinion of the Architect, removal and replacement of concealing materials.
2. In such case, provide replacements to the standards originally required by the Contract Documents.

1.4 RECORD DOCUMENTS

A. Job Set:

1. Promptly following receipt of Owner's Notice to Proceed, secure one (1) complete set of all Documents comprising the Contract.

B. Final Record Documents:

1. At a time nearing completion of the Work, secure one (1) complete set of sepia transparencies of all Drawings in the Contract Set.

1.5 MAINTENANCE OF JOB SET

A. Immediately upon receipt of the job set, identify each of the Documents with the title, "RECORD DOCUMENTS - JOB SET".

B. Preservation:

1. Considering Contract completion time, the probable number of occasions upon which the job set must be taken out for new entries and for examination, and the conditions under which these activities will be performed, devise a suitable method for protecting the job set.
2. Do not use job set for any purpose except entry of new data and for review by the Architect, until start of transfer of data to final Project Record Documents.
3. Maintain job set at Contractor's field office.

C. Making Entries on 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 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 necessary to adequately describe change as it effects the drawings throughout.

E. Conversion of Schematic Layouts:

1. In some cases on the Drawings, arrangements of conduits, circuits, piping, ducts, and similar items, is shown schematically and is not intended to portray precise physical layout.
 - a. 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 Drawings, by dimension, the centerline of each run of items.
 - a. Clearly identify the item by accurate note such as "cast iron drain", "galv. water", and the like.
 - b. Show, by symbol or note, vertical location of the item ("under slab", "in ceiling plenum", "exposed" and the like).

- c. Make all identification sufficiently descriptive that it may be related reliably to the Specifications.

1.6 FINAL PROJECT RECORD DOCUMENTS

- A. 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. Transfer of Data to Drawings:
 - 1. Carefully transfer change data shown on job set of Record Drawings to the corresponding transparencies, coordinating changes as required.
 - 2. Clearly indicate at each affected detail and other Drawings a full description of changes made during construction, and the actual location of items described above.
 - 3. Call attention to each entry by drawing a “cloud” around the area or areas affected.
 - 4. Make changes neatly, consistently and with proper media to assure longevity and clear reproduction.
- C. Review and Submittal:
 - 1. Submit the completed set of Project Record Documents to the Architect prior to submitting request for Final Payment.
 - 2. Participate in review meetings as required.
 - 3. Make required changes and promptly deliver the final Project Record Documents to the Architect.

1.7 CHANGES SUBSEQUENT TO ACCEPTANCE

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

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION