

SECTION 01720PROJECT RECORD DOCUMENTSPART 1 - GENERAL1.1 DESCRIPTION

A. Work Included:

1. Keep accurate record documents for all additions, substitutions of material, variations in work, and any other additions or revisions to the Contract.

B. Related Work Specified Elsewhere:

1. Shop Drawings, Project Data, and Samples are specified in "General Conditions" and Section 01340, Submittals.

1.2 MAINTENANCE OF DOCUMENTS

A. Maintain at job site, one copy of:

1. Contract Drawings
2. Specifications
3. Addenda
4. Reviewed Shop Drawings
5. Change Orders
6. Any other modifications to the Contract
7. Field Test Reports

B. Store documents in files and racks specifically identified for this use that are apart from documents used for construction.

C. File documents in a logical manner indexed for easy reference.

D. Maintain documents in clean, dry, legible condition.

E. Do not use record documents for construction purposes.

F. Make documents available at all times for inspection by the Engineer and Owner, and by the end of the project, transmit these documents to the Engineer.

1.3 RECORDING

A. Label each document "PROJECT RECORD" in large high printed letters.

B. Keep record documents current and do not permanently conceal any work until required information has been recorded.

C. General Field Recording Issues:

1. All ties should be taken from existing, permanent features such as utility poles, corners of buildings or tanks and hydrants. A minimum of two ties should be taken.
2. Stations should be recorded to the nearest foot.
3. Inverts should be recorded to the nearest hundredth of a foot.
4. Elevations should be recorded to the nearest hundredth of a foot.
5. Building dimensions should be recorded to the nearest 1/4".

D. Project Record Drawings - Legibly record existing utilities and actual construction of all work, including but not limited to the following (where applicable):

1. Existing Utilities

Process piping, site piping, storm drains, electrical conduits, tanks and other existing utilities encountered during construction must be accurately located and shown on a 24" x 36" mylar drawing with a Title Block similar to that used on the Contract Drawings. The additional Drawing is necessary due to the congested work areas and Contract Drawings.

- a. Show any existing utilities encountered in plan and profile and properly labeled showing size, material and type of utility. Ties should be shown on plan. Utility should be drawn to scale in section (horizontally and vertically) and an elevation should be called out to the nearest hundredth of a foot.
 - b. When existing utility lines are broken and repaired, ties should be taken to these locations.
 - c. If existing site piping or electrical conduits are replaced or relocated, document the area involved and pipe or conduit materials, size, etc. in a note, and with ties.
 - d. Provide two ties to all pipe fittings and bends.
 - e. Contractor's field notes locating buried work, buried utilities encountered during construction and tie points shall be approved by the Engineer prior to backfilling.
 - f. No payment for buried work shall be made until an approved tie point drawing for that portion of work has been submitted.
2. The Contractor shall supply As-Built wiring diagrams showing the following information:
- a. Identification number or name and location of control panel, electrical panel and equipment.
 - b. Wiring diagrams for power shall include equipment and function of each electrical connection and conductor color code as specified in Section 16010.
 - c. Wiring diagrams for control shall include terminal block numbers, wire numbers, equipment and function for each electrical connection.
 - d. Spare or unused conductors and their wire numbers shall be shown on the wiring diagram.
- E. Specifications and Addenda - Legibly mark up each section to record:
1. Manufacturer, trade name, catalog number, and supplier of each product and item of equipment actually installed.
 2. Changes made by Change Order, Field Order, or other method.

1.4 SUBMITTALS

- A. At the completion of the project, deliver record documents to the Engineer.
- B. Accompany submittal with transmittal letter, in duplicate, containing:
 1. Date, project title and number.
 2. Contractor's name and address.
 3. Title and number of each record document with certification that each document is completed and accurate.

4. Signature of Contractor, or his authorized representative.
- C. Failure to supply all information on the Project Record Drawings as specified in Part 1.3 may result in non-approval of final payments of the Contract and/or if contract time (as specified in accordance with the Standard General Conditions of the Construction Contract) has elapsed, this shall be grounds for the enactment of the liquidated damages as specified.

END OF SECTION