

SECTION 017200 – PROJECT RECORD DOCUMENTS

PART 1 – GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Maintenance of Record Documents and Samples.
- B. Submittal of Record Documents and Samples.

1.02 RELATED REQUIREMENTS

- A. Drawings and general provisions of Contract, including General and Special Conditions.
- B. Section 013400 – SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES.
- C. Section 017300 – OPERATION AND MAINTENANCE DATA.
- D. Individual Specifications Sections: Manufacturer's certificates of inspection.

1.03 MAINTENANCE OF DOCUMENTS AND SAMPLES

- A. Store Record Documents and Samples in field office apart from documents used for construction. Provide files, racks, and secure storage for Record Documents and Samples.
- B. Label and file Record Documents and Samples in accordance with Section number listing in Table of Contents of this Project Manual. Label each document "PROJECT RECORD" in neat, large, printed letters.
- C. Maintain Record Documents in a clean, dry and legible condition. DO NOT use Record Documents for construction purposes.
- D. Keep Record Documents and Samples available for inspection by Architect, Engineer and or Construction Manager.

1.04 RECORDING

- A. Label each document "PROJECT RECORD" in neat large printed letters.
- B. Provide felt tip marking pens, maintaining separate colors for each major system, for recording information on prints. At completion of project, Contractor shall transfer all marks to a reproducible detail drawing(s). The drawing(s) shall show all pertinent changes and shall be marked "RECORD DRAWINGS", dated and signed by Contractor. Submit "RECORD DRAWINGS" documents to the Architect for the Architect's review and approval.
 - 1. At completion of project, Contractor can obtain electronic copies of drawings for reproduction on AutoCad 2000 from the Architect for the Project Record Documents. See Section 013440 – DISCLAIMER FOR

USE OF ELECTRONIC PRODUCTION DRAWING FILES for information on obtaining electronic copies of drawings.

- C. Record information concurrently with construction progress. DO NOT CONCEAL any work until required information is recorded.
- D. Contract Drawings and Shop Drawings: Legibly mark each item to record actual construction, including:
 - 1. Measured depths of elements of foundation in relation to finish first floor datum.
 - 2. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
 - 3. Measured location of internal utilities and appurtenances concealed in the construction, referenced to visible and accessible features of the construction.
 - 4. Field changes of dimension and detail.
 - 5. Changes made by Modifications.
 - 6. Details not on original Contract Drawings.
 - 7. References to related Shop Drawings and Modifications.
- E. Specifications: Legibly mark each item to record actual construction, including:
 - 1. Manufacturer, trade name, catalog number of each product actually installed, particularly optional items and substitute items.
 - 2. Changes made by Addenda and Modifications.
- F. Other Documents: Maintain manufacturer's certifications, inspection certifications, field test records, and other similar items required by individual Specifications sections.

1.05 SUBMITTAL

- A. At Contract closeout, deliver Record Documents and Samples under provisions of the General Conditions.
- B. Transmit with cover letter in duplicate, listing:
 - 1. Date.
 - 2. Project title and number.
 - 3. Contractor's name, address and telephone number.

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4. Title and number of each Record Document.
5. Signature of Contractor or his authorized representative.

PART 2 – PRODUCTS (Not applicable)

PART 3 – EXECUTION (Not applicable)

END OF SECTION 017200