

**DIVISION 1 – GENERAL REQUIREMENTS
SECTION 01 78 39 – PROJECT RECORD DOCUMENTS**

PART 1 – GENERAL

1.01 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.

1.02 SUBMITTALS

- A. Submit Record Documents prior to request for final inspection within 60 days of completion of construction and comply with the following:
 - 1. Record Drawings: Submit one set of marked-up Record Drawings.
 - 2. Record Specifications: Submit one copy of Project's Specifications, including modifications.
 - 3. Record Product Data & Shop Drawings: Submit one copy of each approved Product Data and Shop Drawing submittals. Record Product Data & Shop Drawings shall be bound in a spiral 3-ring binder. The cover and spine of the binder shall include the Authority's name, name of Development, Contractor's name, and date of submission.
 - 4. GIS Data: Submit update to the Authority's geographic information system (GIS) mapping of their collection and conveyance system with all sewage facilities constructed (North PAMAP; Datum: NAD83).

PART 2 – PRODUCTS

2.01 RECORD DRAWINGS

- A. Record Drawings: 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 in relation to plant datum.
 - 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 approved by Authority.
 - k. Details not on the original Contract Drawings.
 - l. Field records for variable and concealed conditions.
 - m. 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.
4. Mark record sets 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.
- B. Newly Prepared Record Drawings: Prepare new Drawings where neither the original Contract Drawings nor Shop Drawings are suitable to show actual installation.

1. Integrate newly prepared Record Drawings into Record Drawing sets; comply with procedures for formatting, organizing, copying, binding, and submitting.
- C. Format: Identify and date each Record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.
1. Cross out Engineer's title block and seal from all sheets and stamp all sheets with name of Contractor.
 2. Record Drawings: Organize Record Drawings into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.

2.02 RECORD SPECIFICATIONS

- A. Preparation: Mark Specifications to indicate the actual product installation.
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 and product options selected.
 3. Record the name of manufacturer, supplier, Installer, and other information necessary to provide a record of selections made.
 4. Stamp cover with "Record Document by NAME Contractor". Include date when document was submitted.

2.03 RECORD PRODUCT DATA

- A. Preparation: Mark Product Data to indicate the actual product installation.
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.

2.04 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. Miscellaneous records include the following:
1. Material and equipment test and inspection reports.
 2. Equipment and material delivery slips.

PART 3 – EXECUTION

3.01 RECORDING AND MAINTENANCE

- A. Recording: Maintain one copy of following 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.
1. Drawings.
 2. GIS data for updating Authority's collection and conveyance system.
 3. Project Manuals/Specifications.
 4. Clarifications of changes approved by the Authority.
 5. Reviewed shop drawings, product data, and samples.
- 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 Engineer's/Authority's reference during normal working hours.

END OF SECTION