# SECTION 01789

# PROJECT RECORD DOCUMENTS

## PART 1 - GENERAL

### 1.1 RELATED DOCUMENTS

A. Construction Drawings, Technical Specifications, Addenda, and general provisions of the Contract, including Contract General Conditions and Supplementary General Conditions and other Division 1 Specification Sections, apply to this Section.

### 1.2 SECTION INCLUDES

A. Requirements for Project Record Documents to be submitted for Contract closeout.

### 1.3 RELATED SECTIONS

A. Section 01330 - Submittals Procedures: General requirements for submission for shop drawings, product data, samples and quality control reports.

### 1.4 PROJECT RECORD DOCUMENTS

A. Project Record Documents, General: Contractor shall not use Record Documents for construction purposes. Contractor shall protect from deterioration and loss in a secure, fire-resistive location; provide access to Record Documents for the Trustees' and the Architect's reference during normal working hours.

B. Record Drawings: Contractor shall record information continuously as Work progresses. Contractor shall not conceal Work permanently until all required information is recorded. Contractor shall**:**
   1. Maintain a clean, undamaged set of blue or black line white-prints of Contract Drawings and Shop Drawings. Mark the set to show the actual installation where the installation varies substantially from the Work as originally shown. Mark whichever drawing is most capable of showing conditions fully and accurately.
   2. Where Shop Drawings are used, record a cross-reference at the corresponding location on the Contract Drawings. Give particular attention to concealed elements that would be difficult to measure and record at a later date.
   3. Legibly and to scale, mark record sets with red erasable pencil. Use other colors to distinguish between variations in separate categories of the work.
   4. Mark new information that is important to the University, but was not shown on Contract Drawings or Shop Drawings. Record actual construction, including:
      a. Measured depths of foundations and footings encountered, measured in relation to finish First Floor datum.
      b. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent ground improvements.
      c. Field changes of dimension and detail.
      d. Details not on original Contract Drawings. Application of copies of details produced and provided by Architect during construction will be accepted.
      e. Permanent Room names and Room numbers.
   5. Note related Change Order numbers where applicable.
   6. Organize record drawing sheets into manageable sets, bind with durable paper cover sheets, and print suitable titles, dates and other identification on the cover of each set.
   7. Store Record Documents separate from documents used for construction.

C. Record Specifications: Contractor shall record changes made by Addenda and Change Orders. In PART 2 - PRODUCTS in each Section, Contractor shall legibly mark and record in red ink actual Products installed or used, including:
   1. Manufacturer's name and product model or catalog number.
   2. Product substitutions or alternates utilized.

D. Submission:
   1. Contractor shall keep Project Record Documents current, as they will be reviewed for completeness by Architect, Inspector, and University's Representative as condition for certification of each Progress Payment Application.
   2. Prior to the date of the Notice of Completion, Contractor shall submit marked Record Documents to Architect for review, approval and further processing.

**PART 2 - PRODUCTS**

Not Applicable to this Section.

**PART 3 - EXECUTION**

Not Applicable to this Section.

**END OF SECTION**