SECTION **01 78 39** - **PROJECT RECORD DOCUMENTS**

Revise this Section by deleting and inserting text to meet Project-specific requirements.

This Section uses the term "Contractor." Change this term to match that used to identify the design professional as defined in the General and Supplementary Conditions.

Verify that Section titles referenced in this Section are correct for this Project's Specifications; Section titles may have changed.

1. GENERAL

Retain or delete this article in all Sections of Project Manual.

* + - 1. SUMMARY

Section includes administrative and procedural requirements for Project Record Documents, including the following:

Record Drawings.

Record Specifications.

Retain subparagraphs below to cross-reference requirements Contractor might expect to find in this Section but are specified in other Sections.

* + - 1. CLOSEOUT SUBMITTALS

Revise "Record Drawings" Paragraph below if Contractor is allowed to submit marked-up record Drawings in operation and maintenance manuals. See the Evaluations.

* + - * 1. Within 30 days of completion of all project work, submit Record Documents reflecting all additions, deletions and other revisions to the project that are not as provided in the original contract documents for review and approval by the Contracting Officer
        2. Record Drawings: Comply with the following:

Retain one of two "Number of Copies" subparagraphs below. Second subparagraph involves Contractor in Record Drawing procedure, which creates potential liability. See the Evaluations.

Number of Copies: Submit 1 set of marked-up record prints.

Number of Copies: Submit copies of Record Drawings as follows:

Initial Submittal:

Retain one of first three subparagraphs below.

Submit 1 paper-copy set of marked-up record prints.

Submit PDF electronic files of scanned record prints.

Government will indicate whether general scope of changes, additional information recorded, and quality of drafting are acceptable.

Revise number of sets in one of two "Final Submittal" subparagraphs below to suit Project. Contractor should retain a set of Record Drawings for future reference on Project. Carefully evaluate postoccupancy services, liability defense, and similar considerations when establishing the number required.

Retain either "Final Submittal" Subparagraph below with "Initial Submittal" Subparagraph above.

Final Submittal:

Submit PDF electronic files of scanned Record Prints and 3 set(s) of file prints.

Submit bookmarked PDF electronic files copied directly from digital drawing files with comment function enabled and with mark-ups annotated electronically that are substantially identical to mark-ups of paper-copy Record Prints.

Print each drawing, whether or not changes and additional information were recorded.

Retain "Final Submittal" Subparagraph below when submitting plots from corrected record digital data files.

Record Specifications: Submit annotated PDF electronic files and 3 paper copies of Project's Specifications, including addenda and Contract Modifications.

Retain subparagraph below if certain record Product Data are required for separate submittal as part of operation and maintenance data in lieu of cross-referencing to the record submittal.

Retain "Miscellaneous Record Submittals" Paragraph below if Contractor desires a complete Project record that includes miscellaneous record submittals. See the Evaluations.

Retain "Reports" Paragraph below if Contractor desires Contractor report, documenting Record Document activity as means of enforcing routine and current maintenance of Record Documents.

* + - 1. RECORD DOCUMENTS, GENERAL
         1. General: Do not use record documents for construction purposes. Protect from loss in a secure location. Provide access to record documents for the Government's 's reference whenever requested.

Update the set each week with all changes from the original contract drawings that were made during the previous period. Show all deviations from the contract drawings and note the type of material used whenever a material option is specified. Show these deviations in the same general detail utilized in the contract drawings.

The Government Authorized Technical Representative will review the status of the record documents monthly, prior to processing the Contractor's invoice for progress payment. The Contracting Officer will withhold an appropriate amount of payment if record document data is not current at the time of invoice submittal.

* + - * 1. Store Record Documents separately from other documents used during construction:

Provide files and racks for storage of record documents.

Maintain record documents in a clean, dry, legible condition. Do not store in vehicles.

Organize record drawing sheets into manageable sets, bind with durable paper cover sheets.

Place suitable titles, dates and other identification on the cover of each set.

* + - 1. RECORD DRAWINGS

"Record Prints" Paragraph below contains typical recording procedures regardless of requirements for final output.

Record Prints: Maintain 1 set of marked-up paper copies of the Contract Drawings and Shop Drawings, incorporating new and revised drawings as modifications are issued.

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 provide information for preparation of corresponding marked-up record prints.

Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.

Accurately record information in an acceptable drawing technique.

Record data as soon as possible after obtaining it.

Record and check the markup before enclosing concealed installations.

Cross-reference record prints to corresponding photographic documentation.

Content: Types of items requiring marking include, but are not limited to, the following:

Dimensional changes to Drawings.

Revisions to details shown on Drawings.

Depths of foundations.

Locations and depths of underground utilities.

Revisions to routing of piping and conduits.

Revisions to electrical circuitry, including actual numbering.

Actual equipment locations.

Duct size and routing.

Locations of concealed internal utilities.

Retain second option in first subparagraph below if using EJCDC  Document C-700.

Changes made by Contract Modification or Request for Information.

Changes made following Contractor's written orders.

Details not on the original Contract Drawings.

Field records for variable and concealed conditions.

Record information on the Work that is shown only schematically.

Mark the Contract Drawings and Shop Drawings completely and accurately. Use personnel proficient at recording graphic information in production of marked-up record prints.

Mark record prints with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.

Mark important additional information that was either shown schematically or omitted from original Drawings.

Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.

Retain "Record Digital Data Files" Paragraph below for most projects; small, simple projects may not require digital files. Coordinate requirements in paragraph below with general requirements for use and submission of digital data files in Section  01 31 00 "Project Management and Coordination."

Retain one of three "Format" subparagraphs below.

Format: Identify and date each Record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.

Record Prints: Organize record prints into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.

Record Electronic File: Annotated PDF electronic file with comment function enabled.

Identification: As follows:

Project name.

Date.

Designation "PROJECT RECORD DRAWINGS."

Name of Contractor.

* + - 1. RECORD SPECIFICATIONS

This article contains typical recording procedures regardless of requirements for final output. If necessary, these procedures could be revised to more elaborate requirements.

Preparation: Mark Specifications to indicate the actual product installation, where installation varies from that indicated in Specifications, addenda, and Contract modifications.

Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.

Delete first two subparagraphs below if provisions are too elaborate, or revise to suit Project.

Mark copy with the proprietary name and model number of products, materials, and equipment furnished, including substitutions and product options selected.

Record the name of manufacturer, supplier, Installer, and other information necessary to provide a record of selections made.

Retain first subparagraph below if required, or specify copies for record purposes in Section  01 33 00 "Submittal Procedures."

Note related Contract Modifications and Record Drawings where applicable.

Format: Submit record specifications as annotated PDF electronic file or scanned PDF electronic file(s) of marked-up paper copy of Specifications.

This article contains minimum record Product Data submittal requirements adequate for most projects.

If possible, a Change Order proposal should include resubmitting updated Product Data. This eliminates the need to mark up the previous submittal.

Insert requirements for record Samples if needed. See the Evaluations.

Examples of miscellaneous record submittals in this article include documentation of foundation depths, special measurements, tests and inspections, surveys, mix records, and inspections by authorities having jurisdiction. If necessary, insert a list of specific submittals.

1. PRODUCTS (Not Used)
2. EXECUTION (Not Used)

END OF SECTION