PART 1 - GENERAL

1.01 AS-BUILT DRAWINGS:

A. The Contractor shall maintain a clean, undamaged set of bond copies of the Contract Drawings. Clearly identify the set as "AS-BUILT DRAWINGS". Mark the set to show the actual installation of materials and systems wherever the installation varies substantially from the Work as originally shown in the contract documents. Mark whichever drawing is most capable of showing conditions fully and accurately; where Shop Drawings are used, record a cross-reference at the corresponding location on the Contract Drawings and affix the shop drawings to the prints. Clearly mark and number the work in each Change Order. Give particular attention to concealed elements that would be difficult to measure and record at a later date.

1.02 USE AND PROTECTION:

A. Do not use Record Documents for construction purposes; protect from deterioration and loss in a secure, fire-resistive location; provide access to record documents for the Consultant’s reference during normal working hours.

1.03 QUALITY ASSURANCE:

A. Delegate the responsibility for maintenance of record prints to one person on the Contractor's staff, as approved by the Engineer.

B. Make entries on the record prints clearly showing as-built conditions within 24 hours after completing any element of work.

C. Accuracy of records:

1. Coordinate changes and additions within the record prints, making adequate and proper entries on each page of specifications and each sheet of drawings and other documents where such entry is required to show the change properly.
2. Accuracy of records shall be such that future searches for items shown in the Contract Documents may rely accurately on information obtained from the approved project Record Documents.

1.04 MAINTENANCE OF RECORD DOCUMENTS:

A. Maintain and store in field office apart from documents used for construction, the following documents:

1. Permit drawings, bearing building permit approval from DPD and/or other regulatory agency having jurisdiction, if any.
2. Project Manual, bearing building permit approval from DPD and/or other regulatory agency having jurisdiction, if any.

3. The Signed Contract, Bonds, Insurance, Addenda, Design Clarifications, Field Directives, Modification Proposals, Change Orders, and approved Substitutions.
4. Approved shop drawings and all other submittals.
5. Field test records.

B. Provide files and racks for storage of documents

C. File documents in accordance with Project Manual table of contents.

D. Maintain documents in orderly, clean and legible conditions. **Do not use record documents for construction purposes.**

E. Make documents available for weekly progress meeting and at all times for inspection by Consultant.

F. In the event of loss of recorded data, the Contractor shall use all means necessary to again secure the data to the Engineer's satisfaction.

G. Payment may be withheld or pay requests modified for incomplete recording of as-built data.

H. The Engineer may request confirmation of recorded work by independent survey. If inaccuracies are found, Engineer may order hidden elements to be exposed for recording. All costs associated with this work may be deducted from the Contractor's contract amount if the information has either not been recorded or has been recorded incorrectly.

1.05 SUBMITTALS:

A. Before Substantial Completion, the Contractor shall deliver a complete set of Record Documents to the Consultant for review and approval. The Record Documents will consist of one black line As-built Drawing set; annotated Project Manual; Change Orders; and approved shop drawings, product data, and samples which clearly and legibly show all deviations from the Contract Documents with colored pencil. The Record Documents must be approved by the Consultant prior to the Contractor requesting a Substantially Completion date from the Engineer.

PART 2 - PRODUCTS: *Not Used*

PART 3 - EXECUTION

3.01 RECORDING:

A. Mark Record Documents with red erasable pencil; use other colors to distinguish between variations in separate categories of the Work.

B. Mark new information that was not shown on Contract Drawings or Shop Drawings, and as directed by the Engineer.

C. Indicate changes to the work and/or the project site that were not known prior to beginning the work but were visible as part of the project implementation that did not result in a change order.

D. Note all changes resulting from Modification Proposals by MP# and including approved substitutions.

E. Record information concurrently with construction progress. Do not conceal any work until required information is recorded.

F. The Contractor and its subcontractors shall coordinate recording of information as follows:

1. Each subcontractor is responsible for making record notations for his/her own work and forwarding these not less than weekly to the general Contractor. The general Contractor will transfer each subcontractor's notations as well as record its own notations of the general Work to a single set of record documents.
2. Legibly mark record set of drawings and addenda to show the following:
   a) Accurate measurements and locations of underground services and utilities, referenced to the building or other permanent construction as directed by the Engineer.
   b) Note changes of direction and locations, by horizontal dimension and vertical elevations, as utilities are actually installed.
   c) Note deviations from the contract documents, and reference reason for change (e.g., construction meeting minutes, telephone call report, field order, etc).
   d) Show details and locations not on original contract drawings.
   e) Indicate field changes of dimensions and details.

G. Specifications and addenda: Legibly mark each section to record:

1. Manufacturer, trade name, catalog number, and supplier of each equipment item actually installed; and
2. Changes made by field order or by change order.

H. Shop drawings, product data sheets and samples: Maintain one complete set as Record Documents and legibly annotate to record all approved changes.

3.02 ORGANIZATION OF RECORD DOCUMENTS:

A. Organize all Record Documents into a manageable set, and print suitable titles, dates and other identification on the cover sheet.

END OF SECTION