

## 01 78 39 – Project Record Documents

### 1. General

A. Specific requirements for record documents are indicated in individual sections of these design guidelines while other requirements are indicated in General Conditions. General submittal requirements are indicated in the Submittals section.

B. General Contractor should:

1. not use record documents for construction purposes
2. protect record documents from deterioration and loss in a secure, fire resistive location
3. provide access to record documents for Architect's/Engineer's reference during normal working hours.

C. Record Drawings:

A white print set (blue line or black line) of contract drawings and shop drawings shall be maintained in clean, undamaged condition, with mark up of actual installations which vary substantially from the work as originally shown. Whichever drawing is most capable of showing field condition fully and accurately shall be marked; however, where shop drawings are used for mark up, a cross reference shall be recorded at corresponding location on working drawings. Drawings shall be marked with red erasable pencil and where feasible, use other colors to distinguish between variations in separate categories of work. New information shall be marked which is recognized to be of importance to Owner but was for some reason not shown on either contract drawings or shop drawings. Particular attention shall be given to concealed work that would be difficult to measure and record at a later date. Note related change order numbers where applicable. Record drawing sheets shall be organized into manageable sets, bound with durable paper cover sheets and printed with suitable titles, dates and other identification on cover of each set.

D. Record Specifications:

One copy of specifications shall be maintained, including addenda, change orders, and similar modifications issued in printed form during construction, and variations (of substance) in actual work shall be marked in comparison with text of specifications and modifications as issued. Particular attention shall be given to substitutions, selection of options, and similar information on work where it is concealed or cannot otherwise be readily discerned at a later date by direct observation. Related record drawing information and product data shall be noted, where applicable. Upon completion of markup, drawings shall be submitted to Architect/Engineer for Owner's records.

E. Record Product Data:

One copy of each product data submittal shall be maintained and significant variations in actual work in comparison with submitted information shall be marked. Both variations in product as delivered to site and variations from manufacturer's instructions shall be included as well as recommendations for installation. Particular attention shall be given to concealed products and portions of the work which cannot otherwise be readily discerned at a later date by direct observation. Related change orders and markup of record drawings and specifications shall be noted. Upon completion of markup, complete set shall be submitted to Architect/Engineer for Owner's records.

F. Record Sample Submittal:

Immediately prior to date of substantial completion, Architect/Engineer (and including Owner's personnel where desired) will meet with Contractor at site and will determine which (if any) of submitted samples maintained by Contractor during progress of the work are to be transmitted to Owner for record purposes. Contractor shall comply with Architect's/Engineer's instructions for packaging, identification marking and delivery to Owner's sample storage space.

G. Miscellaneous Record Submittal:

Refer to other sections of these specifications for requirements of miscellaneous record keeping and submittals in connection with actual performance of the work. Immediately prior to date of substantial completion, miscellaneous records shall be completed and placed in good order, properly identified and bound or filed and ready for continued use and reference. They shall be submitted to Architect/Engineer for Owner's records.