

SECTION 01720  
PROJECT RECORD DOCUMENTS

1. GENERAL:

1.01 RELATED REQUIREMENTS SPECIFIED ELSEWHERE:

- A. Shop Drawings, Product Data and Samples.

1.02 MAINTENANCE OF DOCUMENTS:

- A. Maintain at Job Site, one copy of:
  - 1. Contract Drawings
  - 2. Specifications
  - 3. Addenda
  - 4. Reviewed Shop Drawings
  - 5. Change Orders
  - 6. Other Modifications to Contract
  - 7. Field Test Records
- B. Store Documents in temporary Field Office, apart from Documents used for construction, as directed by the Engineer.
- C. Provide files and racks for storage of Documents.
- D. Maintain Documents in clean, dry, legible condition.
- E. Do not use Record Documents for construction purposed.
- F. Make Documents available at all times for inspection by Engineer and Owner.
- G. Maintain records even though no changes are made for original documents.

1.03 MARKING DEVICES:

- A. Provide colored pencil for marking, conforming to following color code:
  - 1. Red for Architectural Work
  - 2. Blue for Structural Work
  - 3. Green for Plumbing Work
  - 4. Orange for HVAC Work
  - 5. Brown for Electrical Work
  - 6. Black for other written notations

1.04 RECORDING:

- A. Label each document "Project Record" in 2" high printed letters.

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- B. Keep Record Documents current.
- C. Do not permanently conceal any work until required information has been recorded.
- D. Contract Drawings: legibly mark to record actual construction:
  - 1. Depths of various elements of foundation in relation to First Floor Level.
  - 2. Horizontal and vertical location of underground utilities and appurtenances referenced to permanent surface improvements.
  - 3. Location of internal utilities and appurtenances concealed in construction referenced to visible and accessible features of structure.
  - 4. Field changes of dimension and detail.
  - 5. Changes made by change order or written directive.
  - 6. Details not on original Contract Drawings.
- E. Specifications and Addenda: legibly mark up each Section to Record:
  - 1. Manufacturer, Trade Name, Catalog Number, and Supplier of each product and item of equipment actually installed.
  - 2. Changes made by change order or written directive.
  - 3. Other matters not originally specified.
- F. Shop Drawings: maintain as Record Documents; legibly annotate following drawings to record changes made after review:
  - 1. Structural Steel
  - 2. Reinforcing Steel
  - 3. Millwork

1.05 SUBMITTAL:

- A. At completion of project, deliver documents to the Engineer.
- B. Accompany submittal with transmittal letter, in duplicate, containing:
  - 1. Date
  - 2. Project Title and Number
  - 3. Contractor's Name and Address
  - 4. Title and Number of Each Record Document
  - 5. Certification that each Document as submitted is complete and accurate.
  - 6. Signature of Contractor, or his Authorized Representative

END OF SECTION