

Section 01785

PROJECT RECORD DOCUMENTS

PART 1 GENERAL

1.01 SUMMARY

This Section includes maintenance and Submittal of Record Documents and Samples.

1.02 – 1.03 NOT USED

1.04 SUBMITTALS

At Contract closeout, deliver Project Record Documents to Project Manager.

1.05 RELATED REQUIREMENTS

Document 00700 – “General Conditions”

Document 01770 – “Closeout Procedures” {Section

1.06 QUALITY ASSURANCE (NOT USED)

1.07 SYSTEM DESCRIPTION

A. Maintenance of Documents and Samples

1. Maintain one record copy of documents at site in accordance with Document 00700 – “General Conditions” (Section 16.11).
2. Store Record Documents and samples in field office when field office is required by Contract, or in secure location.
3. Label each document “PROJECT RECORD” in neat, large, printed letters.
4. Maintain Record Documents in clean dry and legible condition. Do not use Record Documents for construction purposes.
5. Keep Record Documents and Samples available for inspection by Project Manager.
6. Bring Record Documents to progress review meetings for viewing by Project Manager.

B. Recording

1. Record information concurrently with construction progress. Do not conceal Work until required information is recorded.
2. Plans and Shop Drawings: Legibly mark each item to record actual construction, or “as built” conditions, including:
 - a. Measured depths of elements of foundation in relation to finish first floor datum
 - b. Measured horizontal locations and elevations of underground utilities and appurtenances, referenced to permanent surface improvements
 - c. Elevations of underground utilities referenced to bench mark utilized for Project
 - d. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of construction
 - e. Field changes of dimension and detail
 - f. Changes made by modifications
 - g. Details not on original Plans
 - h. References to related shop drawings and modifications
 - i. Water main invert elevation, including elevation top of manway and centerline horizontal location relative to baseline
3. Maintain on site at all times an instrument for accurately measuring elevations.
4. Record information with red felt-tip marking pen on set of Record Documents.
5. For water mains, legibly mark each sheet of Record Documents to record:
 - a. Manufacturer, trade name, catalog number, and supplier of each product and item of equipment actually installed.
 - b. Type of pipe material installed and pipe size.
 - c. Type of casing/tunnel linear installed, size and thickness.
 - d. Water meter model and serial number.
 - e. Type of valve installed, direction and number of turns to full open.

- f. Changes made by change order or field order.
 - g. Other matters not originally specified.
6. Legibly annotate shop drawings to record changes made after review.

1.08 – 1.13 NOT USED

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

END OF SECTION