

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

### **PART 1 GENERAL**

#### **1.1 SECTION INCLUDES**

- A. Requirements for collecting, maintaining, updating, and submitting Record Documents.

#### **1.2 DEFINITIONS**

- A. Record Documents: Those documents maintained and annotated by CONTRACTOR during construction for the purpose of recording the "as built" condition of the Work.

#### **1.3 CONSTRUCTION PHOTOGRAPHS**

- A. Provide photographs when specified in the Contract Documents starting with a series of photographs before the start of any physical construction, and continuing for as long as the Work progresses.
  - 1. On 5 inches x 7 inches color prints or size approved by ENGINEER showing the regular progress of the Work, provide not less than 12 exposures of different subjects or angles of view each time from different locations in the Project area at intervals not exceeding one month.
  - 2. On each print indicate the date, job title, photograph identification, and direction the camera was facing.
  - 3. With each request for payment.
  - 4. Upon completion of the Work, submit all negatives. ENGINEER may request an additional 10 exposures of the Work.
- B. Secure ENGINEER'S approval if a video tape is to be substituted for the photograph prints.

#### **1.4 DOCUMENTS ON SITE**

- A. Keep at job site 1 copy of each of the following, if issued for the Work.
  - 1. Contract Drawings.
  - 2. Project Manual.
  - 3. Addenda.
  - 4. Reviewed Shop Drawings, Product Data and Samples.
  - 5. Modifications to the Contract Documents.
  - 6. Field test records.
  - 7. Inspection certificates.
  - 8. Manufacturer's certificates.
  - 9. Survey documentation.
- B. Do not use Record Documents for construction purposes.
- C. Store Record Documents in a location, apart from documents used for construction.

- D. Maintain Record Documents in a clean, dry, legible condition.
- E. Provide adequate files and racks for storage of Record Documents that will allow ready access for review and updating.
- F. Make Record Documents available at all times for review and Inspection by ENGINEER.

### **1.5 MARKING DEVICES**

- A. Red colored waterproof for all marking unless requested otherwise.

### **1.6 RECORDING**

- A. Clearly and legibly label each document "PROJECT RECORD".
- B. Number Record Documents in a manner which will allow ready retrieval of documents and allow indexing of documents for submittal to ENGINEER.
- C. Update Record Documents as work occurs to show the current status of the Work.
- D. Do not permanently cover or conceal any work until all required information has been recorded on the Record Documents.
- E. Contract Drawings: Legibly mark contract Drawings to record following actual construction information.
  - 1. Measured depths of various elements of foundation or finish grading in relation to finish floor datum or other permanent benchmark.
  - 2. Measured horizontal and vertical location of underground utilities and appurtenances referenced to permanent surface improvements.
  - 3. Measured location of internal utilities and appurtenances concealed in construction referenced to visible and accessible features of construction.
  - 4. Field changes of dimension and detail.
  - 5. Changes made by contract Modifications.
  - 6. Details not contained in original contract Drawings.
- F. Project Manual and Addenda: Legibly update each to record:
  - 1. Manufacturer, trade name, catalog number, and supplier of each product and item of equipment actually installed.
  - 2. Changes made by contract Modifications.
  - 3. Other technical matters and details included in the Work, but not originally specified.
- G. Shop Drawings: Maintain reviewed Shop Drawings as Record Documents; legibly annotate drawings to record changes made to Shop Drawings.
- H. Product Data and Samples: Maintain reviewed product data and samples as Record Documents; update and document any variations from the reviewed product data and samples after acceptance.

### **1.7 SUBMITTAL OF DOCUMENTS**

- A. At the completion of the Work, submit all Record Documents.
- B. Accompany the submittal with a transmittal letter, in duplicate, containing:
  - 1. Submittal 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 CONTRACTOR'S authorized representative.

**PART 2 PRODUCTS** Not Used

**PART 3 EXECUTION** Not Used

END OF SECTION