

## SECTION 01720

## PROJECT RECORD DOCUMENTS

### 1.01 Purpose

This section provides Contractor guidance for the creation, preparation and maintenance of:

- A. "Job Set" Record Documents (RD's)
- B. Final Record Documents
- C. Visitor's Log

### 1.02 Quality Assurance

- A. The Contractor shall delegate the responsibility for the maintenance of Record Documents and the Visitor's Log to one person on his staff as approved by the ARCHITECT/ENGINEER.
- B. The contractor shall insure the accuracy of RD's and shall:
  - 1. Thoroughly coordinate all changes.
  - 2. Make adequate and proper entries.
- C. Timeliness of Entries: The Contractor shall make all entries within a reasonable amount of time (24 hours) after receipt of information or the need for an entry arises.

### 1.03 Submittals

- A. The ARCHITECT/ENGINEER's approval of current Job Set RD's will be a prerequisite to his approval of the Contractor's monthly Applications for Payment.
- B. The ARCHITECT/ENGINEER's approval of the Final RD's will be a prerequisite to his approval of the Contractor's Application for Final Payment.
- C. The Contractor shall submit his Visitor's Log for the inspection of the ARCHITECT/ENGINEER or Owner as may be requested.

- D. The Contractor shall submit a copy of his prior month's Visitor's Log with each Application for Payment. He shall indicate the name of the project and the period covered by the log.

#### **1.04 Protection of RD's**

Take precautions to protect RD's from deterioration, loss or damage. Conserve, as necessary, the "Job Set" until the completion of work and the transfer of information from the "Job Set" to the "Final Record Documents."

#### **1.05 "Job Set" Record Documents**

##### A. Identification

Upon receipt of the set of documents to be used as the job set, identify each of the documents with the title, "Record Documents - Job Set."

##### B. Preservation

1. Devise a suitable method for protecting the "Job Set" from anticipated user wear.
2. Use the "Job Set" only for the entry of new data and the ARCHITECT/ENGINEER's review.
3. Maintain the "Job Set" at the project work site designated by the ARCHITECT/ENGINEER.

##### C. Making Entries

1. Use an erasable colored pencil.
2. Clearly describe the change by note or by graphic line.
3. Date all entries.
4. Highlight the change by the use of a "cloud" around the area(s) affected.
5. Use different colors for overlapping changes.

##### D. Other Entries

1. Indicate any ARCHITECT/ENGINEER directed changes by note; i.e., "ARCHITECT/ENGINEER directed change."
2. Contractor originated changes and inadvertent errors which are approved by the ARCHITECT/ENGINEER shall be clearly indicated by note.

##### E. Schematic Layout Conversion

1. General Background: Most mechanical, electrical, and plumbing drawings are schematic in nature and not intended to portray precise physical layout or location.
  - a. Final physical layout is determined by the Contractor and may be different from that shown on the Drawings.
  - b. Future modifications or maintenance will require accurate, final, physical arrangement information.
2. "Job Set" RD's: The Contractor shall annotate the "Job Set" RD's to show:
  - a. Plan Location: Dimension layout of mechanical/electrical runs to within 1" of the centerline of each run.
  - b. Identification: Identify the item by accurate note showing size, material and function; i.e., "4" cast iron drain," "1/2" copper water," etc.
  - c. Show the vertical (height) location by symbol or note; i.e., "in ceiling plenum," "exposed ceiling mounted," "under slab," etc.
  - d. Make identifications sufficiently descriptive so that they may be easily related to the Specifications.

#### **1.06 Final Record Documents**

- A. General: The Contractor shall furnish Final Record Documents that provide factual reference information of a permanent nature, enabling future modifications and maintenance to proceed without expensive site investigation.
- B. Final Record Documents shall be drawn on erasable sepia transparencies. Contractor, at his own expense, shall obtain a set of project drawings on transparent sepias from the ARCHITECT/ENGINEER.

- C. Prior to the transfer of information from the "Job Set" to the Final RD's, the Contractor shall obtain a review by the ARCHITECT/ENGINEER of all recorded data. Make all required revisions.
- D. Transfer of Data to Drawings
  - 1. Carefully transfer all change data from the "Job Set" to the sepias.
  - 2. Coordinate all changes as required. Clearly indicate changes to all drawings affected; i.e., plans, sections, details, etc. Give the full description of changes to provide a comprehensive record. Show actual locations, dimensions, notes, etc. as detailed above in 3.01.E.2.
  - 3. Call attention to each entry by drawing a "cloud" around it. All "clouds" shall be drawn on the reverse side.
  - 4. Make changes neatly and consistently. Drawings shall be modified with either ink or black pencil. Line quality shall be crisp, consistent, and equal to the original.
- E. Transfer of Data to other Documents (Project Manual)
  - 1. Seek ARCHITECT/ENGINEER approval of changes made on the "Job Set" Project Manual. If change are neat, legible, and clean, the ARCHITECT/ENGINEER is authorized to approve the "Job Set" as the Final.
  - 2. If ARCHITECT/ENGINEER approval is not forthcoming, obtain a new copy of the Project Manual and make all data changes necessary.
- F. Review and Approval: Submit the complete set of Record Documents to the ARCHITECT/ENGINEER for his approval. Revise as necessary.

### **1.07 Changes Subsequent to Acceptance**

The Contractor's responsibility for recording change ends upon acceptance of the Work by the Owner (Approved Certificate of Final Inspection by State DOE). However, changes resulting from replacements, repairs, and alterations required as a result of the Contractor guarantee work shall be recorded.

### **1.08 Visitor's Log**

1. The Contractor shall maintain a log in the Field Office to record visits by the ARCHITECT/ENGINEER, his consultants, and all visitors, including Owner's representatives and inspectors.
2. This log shall become the official record of all job visits and shall show:
  - a. Date
  - b. Time of Arrival
  - c. Time of Departure
  - d. Person's Name
  - e. Entity Represented
3. The Contractor shall furnish a copy of the log to the Architect/Engineer or Owner.

### **1.09 Contractors' Project Related Documents**

All documents shall be made available to the Owner upon request.

END OF SECTION