

PROJECT RECORD DOCUMENTS

SECTION 01720

1.01 DESCRIPTION

- A. **Scope:** To set forth the procedure and requirements for keeping project record documents.
- B. **Maintenance Documents:**
1. Maintain one (1) copy of all of the following: Contract drawings, Project Manual, Addenda, Change Order(s), reviewed shop drawings, reviewed submittals, hardware schedules, filed and laboratory test records, equipment brochures, parts lists, operating instructions and other modifications to the Contract.
 2. Store documents apart from documents used for construction.
 3. Maintain documents in clean, dry, legible condition. Do not use record documents for construction purposes.
 4. Make documents available, at all times, for inspection by the Professional and the Owner.
- C. **Recording:**
1. **General:** Mark all modifications in red pencil. Keep record documents current. Do not permanently conceal any work until required information has been recorded.
 2. **Contract Drawings:** Legibly mark to record actual construction.
 - a. Horizontal and vertical location of underground utilities and appurtenances referenced to permanent surface improvements.
 - b. Location of internal utilities and appurtenances concealed in construction referenced to visible and accessible features of structure.
 - c. Field changes in dimension and detail.
 - d. Changes made by change order(s) or field order(s).
 3. **Project Manual and Addenda:** Legibly mark up each section to record Manufacturer, trade name, catalog number and Supplier of each product and item of equipment actually installed.
 4. **Shop Drawings:** Maintain as record documents. Legibly mark drawings to record changes made after review.
- D. **Submittal:** At completion of Project, deliver two (2) copies of each record document to the Professional, who will transmit both sets to the Owner.