

SECTION 01 78 39

PROJECT RECORD DOCUMENTS

PART 1 – GENERAL

1.1 DESCRIPTION

- A. CONTRACTOR shall maintain and submit to ENGINEER with record documents in accordance with the Specifications, General Conditions, and Supplementary Conditions.
- B. Maintenance of Record Documents:
1. Maintain in CONTRACTOR's field office, in clean, dry, legible condition, complete sets of the following record documents: Drawings, Specifications, and Addenda; Shop Drawings, Samples, and other CONTRACTOR submittals, including records of test results, approved or accepted as applicable, by ENGINEER; Change Orders, Work Change Directives, Field Orders, photographic documentation, survey data, and all other documents pertinent to the Work.
 2. Provide files and racks for proper storage and easy access to record documents. File record documents in accordance with the edition of the Construction Specification Institute's "Master Format" used for organizing the Project Manual, unless otherwise accepted by ENGINEER.
 3. Make record documents available for inspection upon request of ENGINEER or OWNER.
 4. Do not use record documents for purpose other than serving as Project record. Do not remove record documents from CONTRACTOR's field office without ENGINEER's approval.
- C. Submittal of Record Documents:
1. Submit to ENGINEER the following record documents:
 - a. Drawings.
 - b. Project Manual including Specifications and Addenda (bound).
 2. Prior to readiness for final payment, submit to ENGINEER one copy of final record documents. Submit complete record documents; do not make partial submittals.
 3. Submit record documents with transmittal letter on CONTRACTOR letterhead complying with letter of transmittal requirements in Section 01 33 00, Submittal Procedures.
 4. Record documents submittal shall include notarized certification, with original signature of official authorized to execute legal agreements on behalf of CONTRACTOR, reading as follows:

“*[Insert Contractor's corporate name]* has maintained and submitted record documentation in accordance with the General Conditions and Supplementary

Conditions, Section 01 78 39, Project Record Documents, and other elements of Contract Documents, for the Paulding County, Georgia, Richland Creek Water Supply Project – Intakes & WTP. We certify that each record document submitted is complete, accurate, and legible relative to the Work performed under our Contract, and that the record documents comply with the requirements of the Contract Documents.

[Provide signature, print name, print signing party's corporate title, and date]"

1.2 RECORDING CHANGES

A. General:

1. At the start of the Project, label each record document to be submitted as, "PROJECT RECORD" using legible, printed letters. Letters on record copy of the Drawings shall be two inches high.
2. Keep record documents current. Make entries on record documents within two working days of receipt of information required to record the change.
3. Do not permanently conceal the Work until required information has been recorded.
4. Accuracy of record documents shall be such that future searches for items shown on the record documents may rely reasonably on information obtained from ENGINEER-accepted record documents.
5. Marking of Entries:
 - a. Use erasable, colored pencils (not ink or indelible pencil) for marking changes, revisions, additions, and deletions to record documents.
 - b. Clearly describe the change by graphic line and make notations as required. Use straight-edge to mark straight lines. Writing shall be legible and sufficiently dark to allow scanning of record documents into legible electronic files.
 - c. Date all entries on record documents.
 - d. Call attention to changes by drawing a "cloud" around the change(s) indicated.
 - e. Mark initial revisions in red. In the event of overlapping changes, use different colors for subsequent changes.

B. Drawings:

1. Record changes on copy of the Drawings. Submittal of CONTRACTOR-originated or -produced drawings as a substitute for recording changes on the Drawings is unacceptable.
2. Record changes on plans, sections, schematics, and details as required for clarity, making reference dimensions and elevations (to Project datum) for complete record documentation.
3. Record actual construction including:
 - a. Depths of various elements of foundation relative to Project datum.
 - b. Horizontal and vertical location of Underground Facilities referenced to permanent surface improvements. For each Underground Facility,

- including pipe fittings, provide dimensions to at least two permanent, visible surface improvements.
- c. Location of exposed utilities and appurtenances concealed in construction, referenced to visible and accessible features of structure.
 - d. Changes in structural and architectural elements of the Work, including changes in reinforcing.
 - e. Field changes of dimensions, arrangements, and details.
 - f. Changes made in accordance with Change Orders, Work Change Directives, and Field Orders.
 - g. Changes in details on the Drawings. Submit additional details prepared by CONTRACTOR when required to document changes.
4. Recording Changes for Schematic Layouts:
- a. In some cases on the Drawings, arrangements of conduits, circuits, piping, ducts, and similar items are shown schematically and are not intended to portray physical layout. For such cases, the final physical arrangement shall be determined by CONTRACTOR subject to acceptance by ENGINEER.
 - b. Record on record documents all revisions to schematics on Drawings, including: piping schematics, ducting schematics, process and instrumentation diagrams, control and circuitry diagrams, electrical one-line diagrams, motor control center layouts, and other schematics when included in the Contract. Record actual locations of equipment, lighting fixtures, in-place grounding system, and other pertinent data.
 - c. When dimensioned plans and dimensioned sections on the Drawings show the Work schematically, indicate on the record documents, by dimensions accurate to within one inch in the field, centerline location of items of Work such as conduit, piping, ducts, and similar items
 - 1) Clearly identify the Work item by accurate notations such as “cast iron drain”, “rigid electrical conduit”, “copper waterline”, and similar descriptions.
 - 2) Show by symbol or note the vertical location of Work item; for example, “embedded in slab”, “under slab”, “in ceiling plenum”, “exposed”, and similar designations. For piping not embedded, also provide elevation dimension relative to Project datum.
 - 3) Descriptions shall be sufficiently detailed to be related to Specifications.
 - d. ENGINEER may furnish written waiver of requirements relative to schematic layouts shown on plans and sections when, in ENGINEER’s judgment, dimensioned layouts of Work shown schematically will serve no useful purpose. Do not rely on waiver(s) being issued.
5. Supplemental Drawings:
- a. In some cases, drawings produced during construction by ENGINEER or CONTRACTOR supplement the Drawings and shall be included with record documents submitted by CONTRACTOR. Supplemental record drawings shall include drawings provided with Change Orders, Work Change Directives, and Field Orders and that cannot be incorporated into the Drawings due to space limitations.

- b. Supplemental drawings provided with record drawings shall be integrated with the Drawings and include necessary cross-references between drawings. Supplemental record drawings shall be on sheets the same size as the Drawings.
- c. When supplemental drawings developed by CONTRACTOR using computer-aided drafting/design (CADD) software are to be included in record drawings, submit electronic files for such drawings in AutoCAD 2014 format as part of record drawing submittal. Submit electronic files on compact disc labeled, "Supplemental Record Drawings", together with CONTRACTOR name, Project name, and Contract name and number.

C. Specifications and Addenda:

- 1. Mark each Section to record:
 - a. Manufacturer, trade name, catalog number, and Supplier of each product and item of equipment actually provided.
 - b. Changes made by Addendum, Change Orders, Work Change Directives, and Field Orders.

1.3 ELECTRONIC FILES FURNISHED BY ENGINEER

A. CADD files will be furnished by ENGINEER upon the following conditions:

- 1. CONTRACTOR shall submit to ENGINEER a letter on CONTRACTOR letterhead requesting CADD files and providing specific definition(s) or description(s) of how files will be used, and specific description of benefits to OWNER (including credit proposal, if applicable) if the request is granted.
- 2. CONTRACTOR shall execute ENGINEER's standard agreement for release of electronic files and shall abide by all provisions of the agreement for release of electronic files.
- 3. Layering system incorporated in CADD files shall be maintained as transmitted by ENGINEER. CADD files transmitted by ENGINEER containing cross-referenced files shall not be bound by CONTRACTOR. Drawing cross-references and paths shall be maintained. If CONTRACTOR alters layers or cross-reference files, CONTRACTOR shall restore all layers and cross-references prior to submitting record documents to ENGINEER.
- 4. CONTRACTOR shall submit record drawings to ENGINEER in same CADD format that files were furnished to CONTRACTOR.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

++ END OF SECTION ++