

SECTION 01 78 39 - PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes administrative and procedural requirements for Project Record Documents, including the following:
 - 1. Record Drawings.
 - 2. Record Specifications.
 - 3. Record Product Data.
 - 4. Miscellaneous Submittals
 - 4. Record Documents
- B. See Division 01 Section "Operation and Maintenance Data" for operation and maintenance manual requirements.
- C. See Divisions 02 through 32 Sections for specific requirements for Project Record Documents of the Work in those Sections.

1.2 SUBMITTALS

- A. Record Drawings: Comply with the following:
 - 1. Submit one set of full size marked-up Record Prints
 - 2. Submit one set half size prints size marked-up Record Prints.
- B. Record Specifications: Comply with the following:
 - 1. Submit one copy of Project's Specifications, including addenda and contract modifications.
- C. Record Product Data: Comply with the following:
 - 1. Submit one copy of each Product Data submittal.
- D. Electronic Copies: Using the Record Drawings and Specifications provided by the Construction Professional, the Design Professional shall provide the following
 - 1. Record Drawings: Submit two copies of electronic media (disk, memory card, etc.) in "PDF" format and "DWG/CAD" format. (Submitted from design professional to SCCPSS)
 - a. PDF drawings to be created with layers that can be turned on and off. (no raster scan pdf will be accepted).
 - b. Electronic File Naming to be as follows:
 - i. School letters code-Sheet number.PDF
 - 1. Example for Beach High School – Sheet A1.0:"BHS-A1.0.PDF"
 - 2. Specifications: Submit two copies of electronic media (disk, memory card, etc.) in "PDF" format and "DOC" format. (submitted from design professional to SCCPSS)
 - a. Electronic File Naming to be as follows:

- i. School letters code-Specification number-Section Title.PDF
1. Example for Beach High School – Spec. Section 04 23 13 – Brick Masonry: “BHS-04 23 13-Brick Masonry.PDF”

E. Miscellaneous Submittals

1. Submit one hard copy of any pertinent documents and one electronic copy in PDF Format.

F. Municipality Close Out Documents

1. Submit as a record of submittal one hard copy of any documents required by authority having jurisdiction and one electronic copy in PDF Format.
 - a. Submit CAD file in DWG format if produced as part of this contract.

PART 2 - PRODUCTS

2.1 RECORD DRAWINGS

A. Record Prints: Maintain one set of blue- or black-line white prints of the Contract Drawings and Shop Drawings.

1. Preparation: Mark Record Prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to prepare the marked-up Record Prints.
 - a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
 - b. Record data as soon as possible after obtaining it. Record and check the markup before enclosing concealed installations.
2. Mark the Contract Drawings or Shop Drawings, whichever is most capable of showing actual physical conditions, completely and accurately. If Shop Drawings are marked, show cross-reference on the Contract Drawings.
3. Mark record sets with erasable, red-colored pencil/or PDF mark-up. Use other colors to distinguish between changes for different categories of the Work at same location.
4. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.

B. Record CAD Drawings: Immediately before inspection for Certificate of Material Completion, review marked-up Record Prints with Design Professional, to assist the Design Professional in preparing a full set of corrected CAD Drawings of the Contract Drawings, as follows:

1. Format: “DWG” format Autocad version 2000 or greater.
2. Incorporate changes and additional information previously marked on Record Prints.
Delete, redraw, and add details and notations where applicable.
3. Resolve any instances of uncertainty with Design Professional.

C. Format: Identify and date each Record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.

1. Record Prints: Organize Record Prints and newly prepared Record Drawings into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.

2. Identification: As follows:
 - a. Project name.
 - b. Date.
 - c. Designation "PROJECT RECORD DRAWINGS."
 - d. Name of Design Professional.
 - e. Name of Contractor.

2.2 RECORD SPECIFICATIONS

- A. Preparation: Mark Specifications to indicate the actual product installation where installation varies from that indicated in Specifications, addenda, and contract modifications.
 1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
 2. Mark copy with the proprietary name and model number of products, materials, and equipment furnished, including substitutions and product options selected.
 3. Record the name of manufacturer, supplier, Installer, and other information necessary to provide a record of selections made.
 4. Note related Change Orders, Record Product Data, and Record Drawings where applicable.

2.3 RECORD PRODUCT DATA

- A. Preparation: Mark Product Data to indicate the actual product installation where installation varies substantially from that indicated in Product Data submittal.
 1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
 2. Include significant changes in the product delivered to Project site and changes in manufacturer's written instructions for installation.
 3. Note related Change Orders, Record Specifications, and Record Drawings where applicable.

2.4 MISCELLANEOUS RECORD SUBMITTALS

- A. Assemble miscellaneous records required by other Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of the Work. Bind or file miscellaneous records and identify each, ready for continued use and reference.

1.5 MUNICIPALITY RECORD SUBMITTALS

- A. Assemble all paper documents submitted to the authority having jurisdiction. Bind or file these records with and identifying each for continued use and reference.

PART 3 - EXECUTION

3.1 RECORDING AND MAINTENANCE

- A. Recording: Maintain one copy of each submittal during the construction period for Project

Record Document purposes. Post changes and modifications to Project Record Documents as they occur; do not wait until the end of Project. Project Record Documents will be reviewed periodically during the course of the project, as a part of the payment authorization procedure.

- B. Maintenance of Record Documents and Samples: Store Record Documents and Samples in the field office apart from the Contract Documents used for construction. Do not use Project Record Documents for construction purposes. Maintain Record Documents in good order and in a clean, dry, legible condition, protected from deterioration and loss. Provide access to Project Record Documents for Design Professional's reference during normal working hours.

END OF SECTION