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SECTION 017839 - PROJECT RECORD DOCUMENTS

Revise this Section by deleting and inserting text to meet Project-specific requirements.

This Section uses the term "Architect." Change this term to match that used to identify the design professional as defined in the General and Supplementary Conditions.

Verify that Section titles referenced in this Section are correct for this Project's Specifications; Section titles may have changed.

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

Retain or delete this article in all Sections of Project Manual.

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. 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 record submittals.
- B. Related Requirements:

Retain subparagraphs below to cross-reference requirements Contractor might expect to find in this Section but are specified in other Sections.

- 1. Section 011200 "Multiple Contract Summary" for coordinating project record documents covering the Work of multiple contracts.
- 2. Section 017300 "Execution" for final property survey.
- 3. Section 017700 "Closeout Procedures" for general closeout procedures.
- 4. Section 017823 "Operation and Maintenance Data" for operation and maintenance manual requirements.

1.3 CLOSEOUT SUBMITTALS

Revise "Record Drawings" Paragraph below if Contractor is allowed to submit marked-up record Drawings in operation and maintenance manuals. See Evaluations.

A. Record Drawings: Comply with the following:

Retain one of two "Number of Copies" subparagraphs below. Second subparagraph involves Architect in record Drawing procedure, which creates potential liability. See Evaluations.

1. Number of Copies: Submit [**one**] <Insert number> set(s) of marked-up record prints.
2. Number of Copies: Submit copies of record Drawings as follows:
 - a. Initial Submittal:

Retain one of first three subparagraphs below.

- 1) Submit [**one**] <Insert number> paper-copy set(s) of marked-up record prints.
- 2) Submit PDF electronic files of scanned record prints and [**one**] <Insert number> of file prints.
- 3) Submit record digital data files and [**one**] <Insert number> set(s) of plots.
- 4) Architect will indicate whether general scope of changes, additional information recorded, and quality of drafting are acceptable.

Revise number of sets in two "Final Submittal" subparagraphs below to suit Project. Architect should retain a set of record Drawings for future reference on Project. Carefully evaluate postoccupancy services, liability defense, and similar considerations when establishing the number required.

Retain either "Final Submittal" Subparagraph with "Initial Submittal" Subparagraph above. Retain second subparagraph when submitting plots from corrected record digital data files.

b. Final Submittal:

- 1) Submit [**three**] <Insert number> paper-copy set(s) of marked-up record prints.
- 2) Submit PDF electronic files of scanned record prints and [**three**] <Insert number> set(s) of prints.
- 3) Print each drawing, whether or not changes and additional information were recorded.

c. Final Submittal:

- 1) Submit [**one**] <Insert number> paper-copy set(s) of marked-up record prints.
- 2) Submit record digital data files and [**three**] <Insert number> set(s) of record digital data file plots.
- 3) Plot each drawing file, whether or not changes and additional information were recorded.

- B. Record Specifications: Submit [**one paper copy**] [<Insert number> **paper copies**] [**annotated PDF electronic files**] of Project's Specifications, including addenda and contract modifications.
- C. Record Product Data: Submit [**one paper copy**] [<Insert number> **paper copies**] [**annotated PDF electronic files and directories**] of each submittal.

Retain subparagraph below if certain record Project Data are required for separate submittal as part of operation and maintenance data in lieu of cross-referencing to the record submittal.

- 1. Where record Product Data are required as part of operation and maintenance manuals, submit duplicate marked-up Product Data as a component of manual.

Retain "Miscellaneous Record Submittals" Paragraph below if Owner desires a complete project record that includes miscellaneous record submittals. See Evaluations.

- D. Miscellaneous Record Submittals: See other Specification Sections for miscellaneous record-keeping requirements and submittals in connection with various construction activities. Submit [**one paper copy**] [<Insert number> **paper copies**] [**annotated PDF electronic files and directories**] of each submittal.

Retain "Reports" Paragraph below if Architect desires Contractor report documenting record document activity as means of enforcing routine and current maintenance of record documents.

- E. Reports: Submit written report [**weekly**] indicating items incorporated into project record documents concurrent with progress of the Work, including revisions, concealed conditions, field changes, product selections, and other notations incorporated.

PART 2 - PRODUCTS

2.1 RECORD DRAWINGS

"Record Prints" Paragraph below contains typical recording procedures regardless of requirements for final output.

- A. Record Prints: Maintain one set of marked-up paper copies of the Contract Drawings and Shop Drawings, incorporating new and revised drawings as modifications are issued.
 - 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 provide information for preparation of corresponding 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. Accurately record information in an acceptable drawing technique.
 - c. Record data as soon as possible after obtaining it.
 - d. Record and check the markup before enclosing concealed installations.
 - e. Cross-reference record prints to corresponding archive photographic documentation.

2. Content: Types of items requiring marking include, but are not limited to, the following:
 - a. Dimensional changes to Drawings.
 - b. Revisions to details shown on Drawings.
 - c. Depths of foundations below first floor.
 - d. Locations and depths of underground utilities.
 - e. Revisions to routing of piping and conduits.
 - f. Revisions to electrical circuitry.
 - g. Actual equipment locations.
 - h. Duct size and routing.
 - i. Locations of concealed internal utilities.

Retain second option in first subparagraph below if using EJCDC Document C-700.

- j. Changes made by Change Order or [**Construction**] [**Work**] Change Directive.
 - k. Changes made following Architect's written orders.
 - l. Details not on the original Contract Drawings.
 - m. Field records for variable and concealed conditions.
 - n. Record information on the Work that is shown only schematically.
3. Mark the Contract Drawings and Shop Drawings completely and accurately. Use personnel proficient at recording graphic information in production of marked-up record prints.
4. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.
5. Mark important additional information that was either shown schematically or omitted from original Drawings.
6. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.

Coordinate requirements in "Record Digital Data Files" Paragraph below with general requirements for use and submission of digital data files in Section 013300 "Submittal Procedures."

- B. Record Digital Data Files: Immediately before inspection for Certificate of Substantial Completion, review marked-up record prints with Architect[**and Construction Manager**]. When authorized, prepare a full set of corrected digital data files of the Contract Drawings, as follows:

Retain one of three "Format" subparagraphs below.

1. Format: Same digital data software program, version, and operating system as the original Contract Drawings.
2. Format: [DWG] [DXF] [DGN], Version <Insert designation>, [Microsoft Windows] [Apple Macintosh] operating system.
3. Format: Annotated PDF electronic file[**with comment function enabled**].
4. Incorporate changes and additional information previously marked on record prints. Delete, redraw, and add details and notations where applicable.
5. Refer instances of uncertainty to Architect[**through Construction Manager**] for resolution.
6. Architect will furnish Contractor one set of digital data files of the Contract Drawings for use in recording information.

- a. See Section 013300 "Submittal Procedures" for requirements related to use of Architect's digital data files.
- b. Architect will provide data file layer information. Record markups in separate layers.

"Newly Prepared Record Drawings" Paragraph below describes a logical requirement, but it cannot be effectively enforced unless specifically mentioned as part of a Change Order. See Evaluations for circumstances where other new Drawings might be justified.

- C. Newly Prepared Record Drawings: Prepare new Drawings instead of preparing record Drawings where Architect determines that neither the original Contract Drawings nor Shop Drawings are suitable to show actual installation.
 1. New Drawings may be required when a Change Order is issued as a result of accepting an alternate, substitution, or other modification.
 2. Consult Architect[**and Construction Manager**] for proper scale and scope of detailing and notations required to record the actual physical installation and its relation to other construction. Integrate newly prepared record Drawings into record Drawing sets; comply with procedures for formatting, organizing, copying, binding, and submitting.
- D. 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. Format: Annotated PDF electronic file[**with comment function enabled**].
 3. Record Digital Data Files: Organize digital data information into separate electronic files that correspond to each sheet of the Contract Drawings. Name each file with the sheet identification. Include identification in each digital data file.
 4. Identification: As follows:
 - a. Project name.
 - b. Date.
 - c. Designation "PROJECT RECORD DRAWINGS."
 - d. Name of Architect[**and Construction Manager**].
 - e. Name of Contractor.

2.2 RECORD SPECIFICATIONS

This article contains typical recording procedures regardless of requirements for final output. If necessary, these procedures could be revised to more elaborate requirements.

- 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.

Delete first two subparagraphs below if provisions are too elaborate or revise to suit Project.

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.

Retain first subparagraph below if required.

4. For each principal product, indicate whether record Product Data has been submitted in operation and maintenance manuals instead of submitted as record Product Data.
 5. Note related Change Orders[, **record Product Data,**] and record Drawings where applicable.
- B. Format: Submit record Specifications as [**annotated PDF electronic file**] [**paper copy**] [**scanned PDF electronic file(s) of marked-up paper copy of Specifications**].

2.3 RECORD PRODUCT DATA

This article contains minimum record Product Data submittal requirements adequate for most projects.

- 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.

If possible, a Change Order proposal should include resubmitting updated Product Data. This eliminates the need to mark up the previous submittal.

3. Note related Change Orders[, **record Specifications,**] and record Drawings where applicable.
- B. Format: Submit record Product Data as [**annotated PDF electronic file**] [**paper copy**] [**scanned PDF electronic file(s) of marked-up paper copy of Product Data**].
1. Include record Product Data directory organized by Specification Section number and title, electronically linked to each item of record Product Data.

Insert requirements for record Samples if needed. See Evaluations.

2.4 MISCELLANEOUS RECORD SUBMITTALS

Examples of miscellaneous record submittals in this article include documentation of foundation depths, special measurements, tests and inspections, surveys, mix records, and inspections by authorities having jurisdiction. If necessary, add a list of specific 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.

- B. Format: Submit miscellaneous record submittals as [**PDF electronic file**] [**paper copy**] [**scanned PDF electronic file(s) of marked-up miscellaneous record submittals**].
 - 1. Include miscellaneous record submittals directory organized by Specification Section number and title, electronically linked to each item of miscellaneous record submittals.

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 revisions to project record documents as they occur; do not wait until end of Project.
- 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 Architect's[**and Construction Manager's**] reference during normal working hours.

END OF SECTION 017839