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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 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.
- 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 017823 "Operation and Maintenance Data" for operation and maintenance manual requirements.

1.2 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> set(s) 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 Submittals" 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 Submittals" 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**] 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.

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. Record data as soon as possible after obtaining it.
 - c. Record and check the markup before enclosing concealed installations.
2. Mark the Contract Drawings and Shop Drawings completely and accurately. Use personnel proficient at recording graphic information in production of marked-up record prints.
3. Mark record sets with erasable, red-colored pencil. 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.

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.
- 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. 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.
 4. 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**].

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**].

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