

**SECTION 01 78 00 - PROJECT RECORD DOCUMENTS**

**PART 1 - GENERAL**

**1.01 SECTION INCLUDES**

- A. Procedural requirements for maintaining documents and samples at the site as required in the General Conditions. Coordinate with Sections 22-27 for Mechanical and Electrical requirements.
- B. The General Conditions require the Contractor to maintain a record copy of the following for Architect's review:
  - 1. Drawings showing architectural and engineering systems and components.
  - 2. Specifications and Schedule (Project Manual).
  - 3. Addenda.
  - 4. Change Orders and other documents which modify original document.
  - 5. Approved shop drawings, product data and samples.
  - 6. Records of all changes made during construction.
- C. In addition to the above, Contractor shall maintain at the site a record copy of the following:
  - 1. Field test records.
  - 2. Manufacturer's certificates.
  - 3. Fixed equipment manuals.
  - 4. Inspection certificates.

**1.02 MAINTENANCE OF DOCUMENTS AND SAMPLES**

- A. Store Record Documents and samples in a file in the Field Office, apart from the documents used for construction. Provide files, racks and secure storage for Record Documents and samples.
- B. Label and file Record Documents in sequence with section number listings in Table of Contents of this Project Manual. Label each document "PROJECT RECORD" in the lower right hand corner in neat, large printed letters.
- C. Maintain Record Documents in clean, dry, legible condition. Do not use Record Documents for construction purposes.
- D. Keep Record Documents and samples available for inspection by Architect and Engineer.

**1.03 RECORDING**

- A. Record information concurrently with construction progress. Do not conceal work until required information has been recorded.
- B. Contract Drawings and Shop Drawings: Legibly mark each item to record actual construction, including the following:
  - 1. Depth of footings in relation to finish first floor level.
  - 2. Measure horizontal and vertical locations of underground utilities, valves, etc. referenced to building exterior lines. Show direction of flow of pipe and depth of piping underground.

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3. Field changes of dimensions and details.
  4. Changes made by Contract Modifications.
  5. Details not on original Contract Drawings.
  6. Fixed equipment.
- C. Project Manual: Legibly mark to record actual construction, including the following:
1. On appropriate pages, record changes made by Addenda, Change Orders and other modifications.
  2. On appropriate pages, enter trade name, manufacturer, catalog number, and name of supplier of each product and item actually installed, if different from that specified.
  3. Other items installed but not originally specified.

**1.04 RECORD DRAWINGS**

- A. Record Drawings which are required for Owner's records, shall be recorded on reproducibles by the General Contractor. These reproducibles shall be transmitted to the General Contractor by the Architect prior to the start of Construction. Do not use Record Drawings for construction purposes.
- B. General Contractor shall transfer all changes recorded on construction drawings on the Record Drawings.
1. All information shall be recorded neatly and legible.
  2. Use separate colors for recording information about each major system.
  3. Establish a code to denote the color for each trade and indicate by a schedule placed on the front sheet of the Record Drawings.

**1.05 SUBMITTALS**

- A. At Contract Closeout, deliver Record Documents and samples, including Record Drawings, and surveyor's certificate for building location, first floor elevation, handicap ramps, to Architect.
- B. Submit Record Documents under cover of a transmittal letter containing:
1. Date.
  2. Project title and number.
  3. Contractor's and subcontractor's names and addresses.
  4. Title and number of each Record Document.
  5. Certification that each document submitted is complete and accurate.
  6. Signature of Contractor or his authorized representative.

**PART 2 – PRODUCTS (Not Used) PART 3 – EXECUTION (Not Used)**

**END OF SECTION**