

SECTION 01720

PROJECT RECORD DOCUMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Maintenance and Submittal of Record Documents and Samples.

1.02 MAINTENANCE OF DOCUMENTS AND SAMPLES

- A. Maintain one record copy of documents at the site in accordance with the General Conditions.
- B. Store Record Documents and samples in field office if a field office is required by Contract Documents, or in a secure location. Provide files, racks, and secure storage for Record Documents and samples.
- C. Label each document "PROJECT RECORD" in neat, large, printed letters.
- D. Maintain Record Documents in a clean, dry, and legible condition. Do not use Record Documents for construction purposes.
- E. Keep Record Documents and Samples available for inspection by Owner's Representative.

1.03 RECORDING

- A. Record information concurrently with construction progress. Do not conceal any work until required information is recorded.
- B. Contract Drawings and Shop Drawings: Legibly mark each item to record all actual construction, or "as built" conditions, including:
  - 1. Measured horizontal locations and elevations of underground utilities and appurtenances, referenced to permanent surface improvements.
  - 2. Elevations of underground utilities referenced to bench mark utilized for project.
  - 3. Field changes of dimension and detail.
  - 4. Changes made by modifications.
  - 5. Details not on original contract drawings.

6. References to related shop drawings and Modifications.

C. Record information with a red pen on a set of full size original construction drawings.

1.04 SUBMITTALS

A. At contract closeout, deliver Project Record Documents to Owner's Representative.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION