

## **SECTION 017839 - PROJECT RECORD DOCUMENTS**

### **PART 1 - GENERAL**

#### **1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.
- B. Additional Division 1 Specifications and Contractual Requirements included within the Project Package per the PA Department of Military and Veteran's Purchasing Department and or United States Fiscal and Property Office's Purchasing and Contracting Division.

#### **1.2 SUMMARY**

- A. This Section includes administrative and procedural requirements for Project Record Documents, including the following:
  - 1. Record Drawings in CAD Format.
  - 2. Record Specifications.
  - 3. Record Product Data.
  - 4. Project Cost Analysis
- B. Related Sections include the following:
  - 1. Division 1 Section "Closeout Procedures" for general closeout procedures.
  - 2. Division 1 Section "Operation and Maintenance Data" for operation and maintenance manual requirements.
  - 3. Divisions 2 through 33 Sections for specific requirements for Project Record Documents of the Work in those Sections.

#### **1.3 SUBMITTALS**

- A. Record Drawings: Comply with the following:
  - 1. One (1) Hard Copy of Contractor As-Built Drawings. Drawing Size to be 24"x36".
  - 2. One (1) CD Rom containing CAD based Contractor As-Built Drawings.
- B. Record Product Data: Submit as part of the Project Operation and Maintenance Manuals.
- C. Project Cost Analysis: To be submitted when the Owner takes Beneficial Occupancy.

### **PART 2 - PRODUCTS**

## 2.1 RECORD DRAWINGS

- A. Record Prints: Contractor to maintain one (1) red-lined set of drawings throughout the duration of the project construction phase. Prior to the substantial completion, contractor shall transfer all red-lined mark-ups to the Government provided CAD drawings.
1. 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.
    - j. Changes made by Change Order or No Cost Field Change.
    - k. Changes made following Government Design Professional's written orders.
    - l. Field records for variable and concealed conditions.
- B. Preparation: Contractor to transfer all construction red-line mark-ups from the record set onto the Government provided CAD drawings. Government drawings are AutoDesk (AutoCad) format and this format shall be maintained by the contractor.
1. Contractor to create a CAD layer within each Government provided CAD drawing and label it;  
"CONTR\_AS-BUILTS"  
Note: All contractor related As-Built changes shall be contained to this layer.
- C. Paragraph and subparagraphs below describe a procedure for assembling nearly correct reproducible Drawings. Add requirements for special printing methods on specific material, such as moisture-sensitive prints on mylar film. Delete if not required.
- D. Record Plans: Immediately before inspection for Certificate of Substantial Completion, review marked-up Record Prints with Government Design Professional and/or Contracting Officer. When authorized, prepare a full set of corrected transparencies of the Contract Drawings and Shop Drawings.
1. Refer instances of uncertainty to the Government Design Professional for resolution.
- E. Format:
1. Record Prints: Contractor shall plot one (1) 24"x36" (min.) set of As-Built drawings to submit for review. As-Built set shall be organized and binded per the DMVA-BMCE Cover Sheet. Hardcopy set should contain an "AS-BUILT" stamp located in the lower right-hand corner of each sheet.
  2. AutoDesk (AutoCad) Format, Release 2004 (or newer).

## 2.2 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, Specifications and Record Drawings where applicable.

## 2.3 PROJECT COST ANALYSIS

- A. Preparation: Contractor shall maintain construction cost throughout the duration of the project. The following cost shall be submitted upon the Owner taking Beneficial Occupancy of the facility.
- B. Building Cost: Overall construction cost of the facility, excluding all site utilities. Cost shall incorporate all Change Order amounts into this breakout.
- C. Site Utilities: Contractor shall provide an updated cost and total linear footage for the following site utility installations:
  - 1. Domestic Water
  - 2. Sanitary Sewer
  - 3. Electrical Service
  - 4. Gas/Propane Service

## 2.4 MISCELLANEOUS RECORD SUBMITTALS

- A. Assemble miscellaneous records required by other Specification Sections for miscellaneous record keeping and submit in connection with actual performance of the Work. Bind or file miscellaneous records and identify each, ready 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.
- 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 Government Design Professional, Government Inspector and/or Contracting Officer's reference during normal working hours.

**END OF SECTION 017839**