

SECTION 01 78 39 - PROJECT RECORD DOCUMENTS

PART I - GENERAL

1.1 DEFINITIONS

- A. As-built Contract Drawings and Project Manual – Drawings or specification sections of the Project Manual marked-up (a.k.a. “red-lined”) by Contractors to indicate work as completed that deviates from work as designed, and changes from Addendum, Change Orders, Requests for Information (RFIs), Architect’s Supplemental Instructions (ASIs), or Requests For Proposals (RFPs).
- B. Record Contract Drawings and Project Manual – Drawings or specification sections of the Project Manual showing work as completed, compiled (incorporating all Contractor As-built Drawings) by the PSC.

1.2 SUMMARY

- A. Contractor shall be responsible for As-built Documents.
- B. PSC shall be responsible for Record Documents.

1.3 RELATED SECTIONS

- A. *Section 01 33 23 – Shop Drawings, Product Data, and Samples*
- B. *Section 01 78 23 – Operation and Maintenance Data*

PART 2 - PRODUCTS

2.1 AS-BUILT CONTRACT DRAWINGS

- A. Mark As-built Contract Drawings to show the actual installation where the installation varies from the installation shown originally. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later. Items required to be marked include, but are not limited to, the following:
 - a. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
 - b. Locations of concealed internal utilities and appurtenances.
 - c. Actual equipment locations.
 - d. Revisions to routing of piping and conduits.
 - e. Duct size and routing.
 - f. Depths of foundations below the first floor.
 - g. Revisions to electrical circuitry.
 - h. Dimensional changes to the Drawings.
 - i. Revisions to details on the Drawings.
 - j. Details not on original Contract Drawings
 - k. Changes made by Addendum, Change Orders, Requests for Information (RFIs), Architect’s Supplemental Instructions (ASIs), or Requests For Proposals (RFPs).

2.2 AS-BUILT SPECIFICATIONS

- A. Mark As-built Specifications to show Addendum, Change Orders, Requests for Information (RFIs), Architect's Supplemental Instructions (ASIs), or Requests for Proposals (RFPs).

PART 3 - EXECUTION

3.1 CONTRACTOR RESPONSIBILITIES

- A. During construction, maintain a set of As-built Documents specifically for the purpose of creating As-built documents, separate from the set used for construction.
- B. Maintain As-built Documents in good order and in a clean, dry, legible condition.
- C. Mark As-built Documents to indicate actual work done that deviates from the Contract Drawings.
- D. Mark important additional information that was either shown schematically or omitted from Contract Documents.
- E. Mark As-built Documents completely and accurately.
- F. Mark As-built Documents with red erasable colored pencil. Use other colors to distinguish between changes for different categories of the Work at the same location. All marks shall be photo-reproducible.
- G. Reference any changes to the Contract, including but not limited to Addenda, Change Orders, Change Directives, Supplemental Instructions, and other issued modifications. Use specific document numbers.
- H. Make all documents and samples available at all times for the Owner's and PSC's inspections.
- I. The individual or entity, who obtained As-built data, whether the individual or entity is the installer, contractor, subcontractor, or similar entity, shall record the markup.
- J. Record changes and modifications as they occur – do not wait until the end of the Project.
- K. Record and check the markup prior to enclosing concealed installations.
- L. Each Contractor is responsible for submitting original As-built Drawings to the Coordinating Contractor.
- M. SITE UTILITIES: Within ten (10) working days of completion of site utilities, the Coordinating Contractor shall submit to the PSC one (1) CD with scanned color copies of each As-built Contract Drawing that shows site utility improvements, saved one sheet per file.
- N. Submit all Drawings related to each Contractor's particular Work, whether or not changes and additional information were recorded. Organize the copies into manageable sets with paper cover sheets. Cover sheets will include U of I Project Name, U of I Project Number, Work covered, and date.
- O. Transmit each submittal by use of a transmittal form.

| 3.2 PSC RESPONSIBILITIES

- | A. Create Record Documents using the As-built Documents as submitted by the Coordinating Contractor in accordance with *Project Submittal Requirements* and *Required Phases & Minimum List of Deliverables*

END OF SECTION 01 78 39

This section of the *U of I Facilities Standards* establishes minimum requirements only.
It should not be used as a complete specification.