

**SECTION 017839**  
**PROJECT RECORD DOCUMENTS**

**PART 1 - GENERAL**

**1.01 RECORD DOCUMENTS**

- A. Record Documents consist of Record Drawings (As-Built Drawings) and Record Specifications.
- B. Record Documents shall not be used for construction purposes. During the Work they shall be protected from deterioration and loss in a secure, fire-resistive location.
- C. Record Documents shall have been updated and checked periodically during the Work.
- D. The Contractor shall provide reasonable periodic access to Record Documents by the University during normal working hours.

**1.02 RECORD DRAWINGS (AS-BUILT DRAWINGS)**

- A. Each Separate Prime Contractor shall maintain a clean and undamaged set of Contract Drawings and Shop Drawings as the Record Drawings. Periodic updating shall pay particular attention to concealed elements that would be difficult to measure and record at a later date.
- B. Record Drawings shall be marked to show where the actual installation varies from the drawings as originally shown. Markings shall be in red erasable pencil. Other colors shall be used to distinguish between variations in separate categories of the Work.
- C. Where Shop Drawings are used, cross references shall be noted at the corresponding locations on the Contract Drawings.
- D. Related Addenda and Change Orders shall be noted where applicable.
- E. Record Drawings shall be organized into manageable sets of sheets, bound with durable paper cover sheets, and printed with suitable titles, dates, and other identification on the cover of each set.
- F. At the completion of the Work, the Contractor shall submit one (1) set of draft (Red Line) Record Drawings to the University.
- G. The University and/or the Professional will review the submitted Record Drawings. If the Drawings are missing changes or other information, they will be returned to the Contractor for correction and proper completion. If the Drawings are satisfactory, the University will have the Professional incorporate the Red Line changes into the electronic format drawings.
- H. If agreeable to the Contractor and the University, the Contractor may maintain and submit his Record Drawings in electronic format.

**1.03 RECORD SPECIFICATIONS**

- A. Each Separate Prime Contractor shall maintain a clean and undamaged copy of the Project Manual (Technical Specifications), including Addenda and Change Orders, as the Record Specifications.

- B. During the Work, periodic updating of the Record Specifications shall be done, with particular attention paid to substitutions, selection of options, and similar information on elements that are concealed or cannot otherwise be readily discerned later by direct observation.
- C. Record Specifications shall be marked to show where the actual Work varies from the original Specifications. Markings shall be in red erasable pencil. Other colors shall be used to distinguish between variations in separate categories of the Work.
- D. Related Addenda and Change Orders shall be noted where applicable.
- E. At the completion of the Work, the Contractor shall submit one (1) set of draft Record Specifications to the University.
- F. The University and/or the Professional will review the submitted Record Specifications. If the Specifications are missing changes or other information, they will be returned to the Contractor for correction and proper completion. If the Specifications are satisfactory, the University will have the Professional incorporate the Red Line changes into the electronic format specifications.
- G. If agreeable to the Contractor and the University, the Contractor may maintain and submit his Record Specifications in electronic format.

PART 2 – PRODUCTS

(Not Used)

PART 3 – EXECUTION

(Not Used)

END OF SECTION 017839