

## 01 78 00 | Closeout Submittal and Project Record Documents

This section includes administrative and procedural requirements for Project Record Documents, including the following:

1. Record Drawings (As-Builts)
2. Record Specifications
3. Record Product Data

### A. Submittals

1. **Record Drawings.** Comply with the following:
  - a. *Number of Copies.* Submit copies of Record Drawings as follows:
    - i. *Submittal to Architect:* Submit one set of record mylar transparencies and one set of marked-up Record Prints. Architect will initial and date each transparency and mark whether general scope of changes, additional information recorded, and quality of drafting are acceptable. Architect will return transparencies for organizing into sets, printing, binding and final submittal.
2. **Conformance Specifications:** Submit one (1) electronic CD/DVD copy of Project's Specifications in Microsoft Word format, including addenda and contract modifications. Submit to Owner as part of Project Record Documents.
3. **Record Product Data.** Submit one (1) printed copy and one (1) electronic CD/DVD copy of each Product Data Submittal.
  - a. Where Record Product Data is required as part of operation and maintenance manuals, submit marked-up Product Data in closeout binder as an insert in manual instead of submittal as Record Product Data.

### B. Record Drawings

1. **Record Prints:** Maintain one set of black-line white prints of the Contract Drawings and Shop Drawings at Project Site.
  - a. *Preparation:* Mark Record Prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to prepare the marked-up Record Prints.
    - i. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
    - ii. Accurately record information in an understandable drawing technique.



- iii. Record data as soon as possible after obtaining it. Record and check the markup before enclosing concealed installations.
    - b. *Content.* Types of items requiring marking include, but are not limited to, the following:
      - i. Dimensional changes to Drawings
      - ii. Revisions to details shown on Drawings
      - iii. Depths of foundations below first floor
      - iv. Locations and depths of underground utilities
      - v. Revisions to routing of pipings and conduits
      - vi. Revisions to electrical circuitry
      - vii. Actual equipment locations
      - viii. Duct size and routing
      - ix. Locations of concealed internal utilities
      - x. Changes made by Change Order or Constructions Change Directive
      - xi. Changes made following Architect's written orders
      - xii. Details not on the original Contract Drawings
      - xiii. Field records for variable and concealed conditions
      - xiv. Record information on the Work that is shown only schematically
    - c. Mark Contract Drawings or Shop Drawings, whichever is most capable of showing actual physical conditions, completely and accurately. If Shop Drawings are marked, show cross-reference on the Contract Drawings
    - d. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at the same location.
    - e. Mark important additional information that was either shown schematically or omitted from original Drawings
    - f. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, ASI, RFIs, and similar identification, where applicable.
  2. **Record Drawings:** When authorized, prepare a full set of mylar drawings of the corrected Contract Drawings, and record copy of all Shop Drawings.
    - a. Incorporate changes and additional information previously marked on Record Prints. Erase, redraw and add details and notation where applicable.
    - b. Refer instances of uncertainty to Architect for resolution.
    - c. Architect will furnish Contractor one set of Contract Drawings in electronic format, or .pdf files, for use in recording information.
    - d. Print the Contract Drawings and Shop Drawings for use as Record Drawings.
  3. **Format:** Identify and date Record Drawing; include the designation "PROJECT RECORD DRAWING (AS-BUILTS)" in prominent location on the cover sheet.
    - a. *Record Drawings:* Organize into an unbound set. Place drawings in durable tube-type drawing containers with end caps. Mark end cap of each container with identification. If container does not include a complete set, identify Drawings included.
    - b. *Identification.* As follows:
      - i. Project name



- ii. Date
- iii. Designation "PROJECT RECORD DRAWINGS (AS-BUILTS)"
- iv. Name of Architect
- v. Name of Contractor

### C. Record Product Data

1. **Preparation:** Mark Product Data to indicate the actual product installation where installation varies substantially from that indicated in Product Data submittal.
  - a. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
  - b. Include significant changes in the product delivered to Project site and changes in manufacturer's written instructions for installation.
  - c. Note related Change Orders, Record Specifications, and Record Drawings where applicable.

### D. Recording and Maintenance

1. **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 the project.
2. **Maintenance of Record Documents and Samples:** Store Record Documents and Samples in the field office apart from the Contract Documents used 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 Architect's reference during normal working hours.

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