

SECTION 01720

PROJECT RECORD DOCUMENTS

PART 1 GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Maintain at the site for the Owner one record copy of:
  - 1. Drawings
  - 2. Specifications
  - 3. Addenda
  - 4. Change Orders and other Modifications to the Contract
  - 5. Architect/Engineer Field Orders or written instructions
  - 6. Approved Shop Drawings, Product Data and Samples
  - 7. Field Test records

1.02 RELATED REQUIREMENTS

- A. Shop Drawings, Product Data and Samples.

1.03 MAINTENANCE OF DOCUMENTS AND SAMPLES

- A. Maintain documents in a clean, dry, legible condition and in good order. Do not use record documents for construction purposes.
- B. Make documents and samples available at all times for inspection by Architect/Engineer.

1.04 RECORDING

- A. Label each document "PROJECT RECORD" in neat large printed letters.
- B. Record information concurrently with construction progress.
  - 1. Do not conceal any work until required information is recorded.
- C. Drawings; Legibly mark to record actual construction:
  - 1. Depths of various elements of foundation in relation to finish grade.
  - 2. Horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
  - 3. Location of internal utilities and appurtenances concealed in the construction, referenced to visible and accessible features of the structure.
  - 4. Field changes of dimension and detail.
  - 5. Changes made by Field Order or by Change Order.
  - 6. Details not on original contract drawings.
- D. Specifications and Addenda; Legibly mark each Section to record:
  - 1. Manufacturer, trade name, catalog number, and Supplier of each Product and item of equipment actually installed.
  - 2. Changes made by Field Order or by Change Order.

SOUTHWEST REGIONAL WATER DISTRICT

1.05 SUBMITTAL

- A. At Contract close-out, deliver Record Documents to Architect/ Engineer for the Owner.
- B. Accompany submittal with transmittal letter in duplicate, containing:
  - 1. Date
  - 2. Project title and number
  - 3. Contractor's name and address
  - 4. Title and number of each Record Document
  - 5. Signature of Contractor or his authorized representative.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used.

END OF SECTION