

**SECTION 01 78 39**  
**PROJECT RECORD DOCUMENTS**

**PART 1 GENERAL**

1.01 SUMMARY

- A. This Section specifies administrative and procedural requirements for Project Record Documents to be prepared and submitted by the Contractor.
- B. Project Record Documents required include the items listed in the General Conditions and the following:
  - 1. Marked-Up Copies of Final Conforming Shop Drawings
  - 2. Newly Prepared Drawings
  - 3. Marked-Up Copies of Specifications, Addenda, and Change Orders
  - 4. Marked-Up Final Conforming Product Data Submittals
  - 5. Record Samples
  - 6. Field Records for Variable and Concealed Conditions
  - 7. Record Information on Work that is Recorded only Schematically
- C. Related Sections:
  - 1. Document 00 72 53 - General Conditions
  - 2. Section 01 33 00 - Submittal Procedures
  - 3. Section 01 77 00 - Closeout Procedures
  - 4. Section 01 78 23 – Operating and Maintenance Data
  - 5. Section 01 79 00 - Demonstration and Training
  - 6. Divisions 02 through 33 Sections for specific closeout and special cleaning requirements for the Work in those Sections.

1.02 DEFINITIONS

- A. Portable Document Format (PDF): An open standard file format licensed by Adobe Systems used for representing documents in a device-independent and display resolution-independent fixed-layout document format.

1.03 SUBMITTALS

- A. As-Built Drawings: Comply with the following:
  - 1. Submit PDF electronic files of scanned As-Built Documents to the Design-Builder.
- B. Record Specifications:
  - 1. Submit PDF electronic files of scanned Project's As-Built Specifications, including addenda and contract modifications the Design-Builder.
- C. As-Built Product Data
  - 1. Where Record Product Data is required as part of operation and maintenance manuals, submit marked-up Product Data as an insert in manual instead of submittal as As-Built Product Data.
    - a. Submit annotated PDF electronic files with comment function enabled, or PDF electronic files of scanned documents, of As-Built product data the Design-Builder.

PROJECT RECORD DOCUMENTS  
01 78 39 -1

D. Miscellaneous As-Built Submittals:

1. Submit annotated PDF electronic files Submit annotated PDF electronic files with comment function enabled, or PDF electronic files of scanned documents, of miscellaneous As-Built records to the Design-Builder.

1.04 COORDINATION

- A. The Subcontractor is responsible for obtaining, maintaining, coordinating, and recording Project Record Document information for all of the Work.

1.05 MAINTENANCE OF DOCUMENTS AND SAMPLES

- A. Store As-Built and other Record Documents and Samples in the field office apart from Contract Documents used for construction.
  1. Do not permit As-Built and other Project Record Documents to be used for construction purposes.
  2. Maintain As-Built and other Record Documents in good order and in a clean, dry, legible condition. Protect from deterioration and loss in a secure, fire-resistive location.
  3. Provide access to As-Built and other Record Documents and Samples during normal working hours for review by the Design-Builder and the University's Representative.

**PART 2 PRODUCTS**

2.01 AS-BUILT DRAWINGS

- A. General: Refer to General Conditions for additional requirements.
- B. As-Built Drawings: The Contractor shall maintain in a white-print set (blue-line or black-line) of Contract Drawings and Shop Drawings in clean, undamaged condition, with mark-up of actual installations which vary substantially from the work as originally shown.
  1. Mark whichever Drawing is most capable of showing "field" condition fully and accurately. However, where Shop Drawings are used for mark-up, record a cross-reference at corresponding location on working Drawings.
  2. Mark-up new information which is recognized to be of importance to the University, but was, for some reason, not shown on either Contract Drawings or Shop Drawings. Indicate on drawings concealed work that would be difficult to measure and record at a later date.
  3. 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. Complete installed irrigation system.
    - f. Revisions to routing of piping and conduits.
    - g. Revisions to electrical circuitry.
    - h. Actual equipment locations.
    - i. Duct size and routing.
    - j. Locations of concealed internal utilities.

- k. Changes made by Change Order and/or Field Work Order. Note related Change Order or Field Work Order numbers where applicable.
  - l. Changes made following the University Representative's written orders.
  - m. Details not on the original Contract Drawings.
  - n. Field records for variable and concealed conditions.
4. Format: Identify and date each As-Built Drawing; include the designation "PROJECT AS-BUILT DRAWING" in a prominent location.
- a. Organize As-Built Drawings into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.
  - b. Identification: As follows:
    - 1) Project name.
    - 2) Project number
    - 3) Date.
    - 4) Designation "PROJECT AS-BUILT DRAWINGS."
    - 5) Name of University: Ohio University
    - 6) Campus
    - 7) Name of Design-Builder
    - 8) Name of Subcontractor.
5. Mark record sets with red-color. Use other colors to distinguish between changes for different categories of the Work at same location.
6. Record information on the Work that is shown only schematically. Responsibility for Markup: Where feasible, the individual or entity who obtained record data, whether the individual or entity is the installer, Subcontractor, or similar entity, is required to prepare the mark-up on As-Built Drawings.
- a. Note Field Work Order numbers, alternate numbers, RFI numbers, Change Order numbers, and similar identification, where applicable.
- C. Newly Prepared As-Built Drawings: Prepare new Drawings instead of preparing As-Built Drawings where the Design-Builder determines that neither the original Contract Drawings nor Shop Drawings are suitable to show actual installation.
- 1. New Drawings may be required when a Change Order is issued as a result of accepting an alternate, substitution, or other modification.
  - 2. Consult the Design-Builder for proper scale and scope of detailing and notations required to record the actual physical installation and its relation to other construction. Integrate newly prepared As-Built Drawings into As-Built Drawing sets; comply with procedures for formatting, organizing, copying, binding, and submitting.
- D. At time of Final Completion, submit As-Built Drawings to Design-Builder for the University's records. Organize into labeled sets for University's continued use and reference.

## 2.02 RECORD SPECIFICATIONS

- A. General: Refer to the General Conditions for additional requirements.

- B. As-Built Specifications: The Subcontractor shall maintain one copy of Specifications, including addenda, change orders, and similar modifications issued in printed form during construction, and mark-up variations (of substance) in actual work in comparison with text of Specifications and modifications as issued.
  - 1. Give particular attention to substitutions, selection of option, and similar information on work where it is concealed or cannot otherwise be readily discerned at a later date by direct observation.
  - 2. Note related record Drawing information and product data, where applicable.
- C. Each Subcontractor is responsible for marking-up Sections that contain its own Work.
  - 1. The Design-Builder is responsible for collecting marked-up record Sections from each of the subcontractors, and for collating these Sections in proper numeric order to form a complete set of record Specifications.
- D. At time of Final Completion, submit Record Specifications to A/E for the University's records. Organize into labeled sets for University's continued use and reference.

### 2.03 AS-BUILT PRODUCT DATA

- A. During the construction period, maintain one copy of each Product Data submittal for Project Record Document purposes.
  - 1. Mark Product Data to indicate the actual product installation where installation varies substantially from that indicated in Product Data submitted. Include significant changes in the product delivered to the site and changes in manufacturer's instructions and recommendations for installation.
  - 2. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
  - 3. Note related Change Orders and mark-up of As-Built Drawings, where applicable.
  - 4. The Contractor is responsible for mark-up and submittal of record Product Data for the entire Project.
- B. At time of Final Completion, submit As-Built Product Data to Design-Builder for the University's records. Organize into labeled sets for University's continued use and reference.
  - 1. Where As-Built Product Data is required as part of maintenance manuals, submit marked-up Product Data as an insert in the manual instead of submittal as record Product Data.

### 2.04 RECORD SAMPLES

- A. Immediately prior to date of Final Completion, the Contractor shall meet with the Design-Builder and, if desired, the University's personnel at the site to determine which of the Samples maintained during the construction period shall be transmitted to the University for record purposes.
  - 1. Comply with the Design-Builder's instructions for packaging, identification marking, and delivery to Ohio University Design & Construction.
  - 2. Dispose of other Samples in manner specified for disposal of surplus and waste materials.

### 2.05 MISCELLANEOUS AS-BUILT SUBMITTALS

- A. Refer to other Specification Sections for miscellaneous record-keeping requirements and submittals in connection with various construction activities.

1. Categories of requirements resulting in miscellaneous records include, but are not limited to, the following:
  - a. Field Records on Excavations and Foundations
  - b. Field Records on Underground Construction and Similar Work
  - c. Survey Showing Locations and Elevations of Underground Lines
  - d. Invert Elevations of Drainage Piping
  - e. Surveys Establishing Building Lines and Levels
  - f. Authorized Measurements Utilizing Unit Prices or Allowances
  - g. Batch Mixing and Bulk Delivery Records
  - h. Load and Performance Testing
  - i. Inspections and Certifications by Governing Authorities
  - j. Leakage and Water-Penetration Tests
  - k. Fire Resistance and Flame Spread Test Results
  - l. Final Inspection and Correction Procedures
- B. At time of Final Completion, submit miscellaneous As-Built submittals to Design-Builder for the University's records, placed in good order, properly identified and bound or filed, ready for the University's continued use and reference.

### **PART 3 EXECUTION**

#### **3.01 RECORDING**

- A. Recording: Maintain one copy of each submittal during the construction period for Project Record Document purposes. Post changes and modifications to Project As-Built Documents as they occur; do not wait until the end of Project.

**END OF SECTION 01 78 39**

PROJECT RECORD DOCUMENTS  
01 78 39 -5

BSA 13501  
April 21, 2013

Ohio University  
Multi-Purpose Pavilion  
OHU-131005