

## PART 1 - GENERAL

### 1.1 Section Includes

Maintain for Owner at site one Record Copy of Civil, Landscape Architectural Work.

Process for Request for information

### 1.2 Related Work in Other Sections

- A. Coordinate related requirements specified in other parts of this project manual including but limited to General Conditions, Supplementary Conditions and Sections in Division 1. Other requirements affecting Project Record Documents may appear in other pertinent sections.

### 1.3 Maintenance of Record Drawings and Samples

- A. Maintain and store apart from documents used in construction:
  - a. Contract Drawings annotated as work progresses.
  - b. Specifications, as work progresses.
  - c. Addenda.
  - d. Change Orders and other Contract Modifications.
  - e. Accepted Shop Drawings, product data, samples, etc.
  - f. Field Test Reports.
  - g. Current Construction Schedule.
- B. Maintain Record Drawing in clean orderly and legible condition. Do not use for construction purposes.
- C. Make documents available at all times for inspection by Owner.
- D. Label each document "PROJECT RECORD" in neat large block letters.
- E. Record information concurrently with construction progress.
- F. Clearly mark all changes using an erasable colored pencil. Use different color pencil for overlapping changes.
- G. Indicate the following:
  - a. Accurate measurements of underground utilities and services
  - b. Note changes in directions and locations, slopes, and vertical and horizontal dimensions, as construction progresses.
  - c. Record accurate locations of underground sleeves, piping, valves, etc.
  - d. Show all detail and locations not on original drawings.
  - e. Indicate field changes of dimension and detail.
  - f. Indicate revisions to drawings with a "cloud" drawn around the revision and note revision and date of revision.

### 1.3 Submittals

- A. With each submittal of Payment Application and Certificate form, record drawings, specifications, updated construction schedule and other documents will be made available for inspection by the Owner for complete and timely maintenance in accordance with the Contract Documents.
- B. At Contract Closeout and before final payment, deliver record documents to the Owner.

- a. One set Record Drawings legibly marked to record actual construction
- b. As-Built drawings shall include the exact location of all underground and aboveground utilities, including the horizontal and vertical location of all service connections, valves, tees, and elbows. Upon completion a certified as-built drawing shall be provided to the City.
- C. Request for Information: Contractor shall report, in writing, any errors, inconsistencies, omissions, or other questions regarding the work to the Owner in a timely fashion
  - a. Form: The request for information shall include Date, related section and sheet number, detail number, as applicable, project name, contractor name, contract number, and the issue being discussed.
  - b. The owner shall be allowed seven calendar days to respond to Contractor generated Request for Information.

**END OF SECTION 01720**

SAMPLE