

SECTION 01 78 39
PROJECT RECORD DOCUMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Administrative and procedural requirements for project record documents including but not limited to:
 - 1. Record Drawings.
 - 2. Record Specifications.
 - 3. Record Product Data.
 - 4. Miscellaneous record submittals.

1.02 RELATED REQUIREMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.
- B. Section 01 36 00 - Electronic Project Management
- C. Section 01 77 00.19 - Closeout Requirements: For general Closeout Procedures
- D. Divisions 02 through 26 Sections for specific requirements for project record documents of the Work in those Sections.

1.03 CONTRACTOR PROJECT RECORD DOCUMENTS

- A. The purpose of the Contractor Project Record Documents is to record the actual location of the Work in place, as per the contract drawings.
- B. In addition to the sets of Contract Documents that are required by the Contractor on the Site to perform the Work, the Contractor shall maintain at the Site one copy of all Drawings, Specifications, and Addenda, that are part of the Contract as awarded, and also Change Orders, Modifications, approved Shop Drawings, field directives, and other approved changes. These are collectively referred to as "Project Record Documents." Each of these documents shall be clearly marked "Project Record Copy" as indicated below, maintained in a clean and neat condition available at all times for inspection by NYCHA and shall not be used for any other purpose during the progress of the Work.
 - 1. Each record copy shall bear the legend "PROJECT RECORD COPY" in heavy block lettering, 1/2" high and contain the following data:

PROJECT RECORD COPY

Contractor's Name _____

Contractor's Address _____

Made By _____

Checked By _____ (Contractor's Agent) Date: _____

- a. Where possible, changes from the Contract as awarded Documents shall be conspicuously encircled.

C. Contractor Project Record Documents Requirements

- 1. The Contractor shall mark up the "Project Record Documents" to show:
 - a. Approved changes in the Work, either by Change Order or field directive.
 - b. Location of underground Work and concealed Work.
 - c. Details not shown in the original Contract Documents.
 - d. All relocations of Work.
 - e. All changes in dimensions.
- 2. As applicable for the project, such information shall include, but shall not be limited to:
 - a. All structural changes.
 - b. All substitutions.

- c. Elevations.
 - d. The location of all utilities, services and appurtenances concealed in building structures that have been installed differently from that required by the Contract.
- D. The Contractor shall keep the "Project Record Documents" up-to-date from day to day as the Work progresses. Appropriate documents shall be updated promptly and accurately; no Work shall be permanently concealed until all required information has been recorded.
- E. Each month, copies of these Project Record Documents will be examined by the NYCHA Designated Representative(s) prior to recommending the approval of the partial payment request to ascertain that the record prints reflect the changes to date.
- F. Final Record Document**
- 1. Final Record Shop Drawings: If installed equipment is at variance with the respective approved Shop Drawings, the Contractor shall furnish to the NYCHA Designated Representative(s) revised Shop Drawings indicating the actual completed installation one month prior to Substantial Completion.
- G. Final Record Drawings**
- 1. On a monthly basis, the Contractor shall submit copies of the progress of the as-builts with their payment requisition. Progress prints shall be in digital PDF format.
 - 2. Thirty days after substantial completion or DOB approval, the Contractor shall submit a set of Final Record Drawings, incorporating all changes appearing on the Contractor "Project Record Documents" onto the original set of bid documents. The changes to the Contract Documents shall be clearly indicated.
 - 3. The Contractor shall submit one electronic CAD file and PDF file or other electronic media format acceptable to NYCHA as the "Final Record Drawings."
 - 4. Project Record Drawings
- H. Shop Drawings for Permanent Records: Where specified in the individual technical sections of Divisions 02 through 07, provide digital format of required shop drawings through eBuider to NYCHA or as specified.
- I. The Bureau of Electric Controls job number for the Contract shall appear on all electrical drawings or other materials submitted, together with the Contract Number and name of the project, as required by the contract.
- J. The originals of the Contractor "Project Record Documents" shall be submitted by the Contractor to NYCHA when all the Work is completed and shall be approved by NYCHA before the Contractor requests final payment. Refer to Section 01 77 00, "Closeout Procedures," for other requirements associated with final acceptance of the Work.

1.04 CLOSEOUT SUBMITTALS

- A. Record Drawings: Comply with the following:
- 1. Number of Copies: Submit one set of scanned marked-up record drawings.
 - 2. Number of Copies: Submit copies of record Drawings as follows:
 - a. Initial Submittal:
 - 1) Submit PDF electronic files of scanned record prints and one of file prints.
 - b. Final Submittal:
 - 1) Submit PDF electronic files of scanned record prints.
- B. Record Specifications: Submit one digital copy of Project's Specifications, including addenda and contract modifications.
- C. Record Product Data: Submit one digital copy of each submittal.
- 1. Where record Product Data is required as part of operation and maintenance manuals, submit duplicate marked-up Product Data as a component of manual.
- D. Miscellaneous Record Submittals: See other Specification Sections for miscellaneous record-keeping requirements and submittals in connection with various construction activities. Submit one digital copy of each submittal.

- E. Reports: Submit scan of written report weekly indicating items incorporated into project record documents concurrent with progress of the Work, including revisions, concealed conditions, field changes, product selections, and other notations incorporated.

1.05 RECORD DRAWINGS

- A. Record Prints: Maintain one set of marked-up paper copies of the Contract Drawings and Shop Drawings, incorporating new and revised drawings as modifications are issued.
 - 1. 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 provide information for preparation of corresponding marked-up record prints.
 - a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
 - b. Accurately record information in an acceptable drawing technique.
 - c. Record data as soon as possible after obtaining it.
 - d. Record and check the markup before enclosing concealed installations.
 - e. Cross-reference record prints to corresponding archive photographic documentation.
 - f. Content: Types of items requiring marking include, but are not limited to, the following:
 - g. Dimensional changes to Drawings.
 - h. Revisions to details shown on Drawings.
 - i. Locations and depths of underground utilities.
 - j. Revision to duct size and routing.
 - k. Changes made by Change Order or Change Directive.
 - l. Details not on the original Contract Drawings.
 - m. Record information on the Work that is shown only schematically.
 - 2. Mark the Contract Drawings and Shop Drawings completely and accurately. Use personnel proficient at recording graphic information in production of marked-up record prints.
 - 3. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.
 - 4. Mark important additional information that was either shown schematically or omitted from original Drawings.
 - 5. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.
- B. The Contractor shall submit one electronic CAD file and PDF file or other electronic media format acceptable to NYCHA as the "Final record Drawings".

1.06 RECORD PRODUCT DATA

- A. Preparation: Mark Product Data to indicate the actual product installation where installation varies substantially from that indicated in Product Data submittal.
 - 1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
 - 2. Include significant changes in the product delivered to Project site and changes in manufacturer's written instructions for installation.
 - 3. Note related Change Orders, record Specifications, and record Drawings where applicable.
- B. Format: Submit record Product Data as annotated PDF electronic file, scanned PDF electronic file(s) of marked-up paper copy of Product Data.
 - 1. Include record Product Data directory organized by Specification Section number and title, electronically linked to each item of record Product Data.

1.07 MISCELLANEOUS RECORD SUBMITTALS

- A. Assemble miscellaneous records required by other Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of the Work. Bind or file miscellaneous records and identify each, ready for continued use and reference.
- B. Format: Submit miscellaneous record submittals as PDF electronic file, scanned PDF electronic file(s) of marked-up miscellaneous record submittals.

1. Include miscellaneous record submittals directory organized by Specification Section number and title, electronically linked to each item of miscellaneous record submittals.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION

3.01 RECORDING AND MAINTENANCE

- A. Recording: Maintain one copy of each submittal during the construction period for project record document purposes. Post changes and revisions to project record documents as they occur; do not wait until end of Project.
- B. Maintenance of Record Documents and Samples: Store record documents and Samples in the field office apart from the Contract Documents used for construction. Do not use project record documents 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 Designer of Record and the NYCHA Designated Representative(s) reference during normal working hours.

END OF SECTION