

SECTION 01720

PROJECT RECORD DOCUMENTS

PART 1 GENERAL

1.1 MAINTENANCE OF DOCUMENTS AND SAMPLES

- A. In addition to requirements in the “New Development Guidelines and Procedures” and the General Conditions, maintain at site for Owner one record copy of:
 - 1. Contract Drawings.
 - 2. Project/Equipment Manuals.
 - 3. Addenda.
 - 4. Reviewed shop drawings, product data, and samples.
 - 5. Field test records.
 - 6. Inspection certificates.
 - 7. Manufacturer's certificates
- B. Clearly identify and maintain working copy of Record Documents at site for WSD review and inspection at all times protected from deterioration and from loss and damage until completion of Work and transfer of recorded data to Final Project Record Documents.
- C. In event of loss of recorded data, use means necessary to again secure data to the WSD. Such means shall include removal and replacement of concealing materials. In such case, provide replacements to standards originally required by the specifications.

1.2 SUBMITTALS

- A. Review and approval of Record Documents by the project Developer's Engineer will be a prerequisite to WSD's approval.
- B. Transmit Final Project Record Documents with cover letter to the Water Services Department and include the following in addition to the items listed in the “New Development Guidelines and Procedures:”
 - 1. Date.
 - 2. Project title.
 - 3. Contractor's name, address and phone number.

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

3.1 MAINTENANCE OF JOB SET

- A. Immediately upon receipt of Job Set, identify each of Documents with title, "RECORD DOCUMENTS - JOB SET."
- B. Provide felt tip marking pens, maintaining separate colors for each major system, for recording information. In the event of overlapping changes within individual systems, use different colors for overlapping changes. Record information concurrently with construction progress. Make entries within 24 hours after receipt of information that change has occurred. Do not conceal any work until required information is recorded.
- C. Date entries.
- D. Call attention to entry by a "cloud" drawn around area or areas affected.
- E. Clearly identify all items.
- F. Show, by symbol or note, vertical location of water and sewer facilities.
- G. Legibly mark each item to record actual construction, including:
 - 1. Measured depths of facilities.
 - 2. Horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements by dimension accurate to within one (1) inch to centerline of each run of items.
 - 3. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of construction by dimension accurate to within one (1) inch to centerline of each run of items.
 - 4. Field changes of dimension and detail.
 - 5. Changes made by Modifications.
 - 6. Details not on original Contract Drawings.
 - 7. References to related shop drawings and Modifications.
- H. Maintain manufacturer's certifications, inspection certifications, field test records, required by individual Project Manual sections.
- I. Do not use Job Set for any purpose except entry of new data and for review by the WSD.

3.2 FINAL PROJECT RECORD DOCUMENTS

- A. Record changes from work performed under Warranty.

- B. Provide a digital file with GPS information for all public water and sewer infrastructure in accordance with the requirements of the latest edition of the New Development Guidelines and Procedures. Coordinate with WSD for desired file format prior to submittal.
- C. Bonds will not be released until all record documents have been submitted to WSD.

END OF SECTION 01720 - PROJECT RECORD DOCUMENTS