

## **1 PROJECT RECORD DOCUMENTS**

- 1.1 For record document purposes, maintain one set each of prints of drawings, specifications and mylars of drawings.

## **2 MAINTENANCE OF PROJECT RECORD DOCUMENTS**

- 2.1 Store project record documents in site office apart from construction documents. Neatly label each document "PROJECT RECORD", in large printed letters. Maintain documents in a clean, dry and legible condition. Do not use for construction purposes. Maintain documents in a clean, dry and legible condition. Keep documents available for review by Owner.

## **3 RECORDING INFORMATION ON PROJECT RECORD DOCUMENTS**

- 3.1 Use coloured erasable pencils to record information. Use different colours to record information pertaining to each major system.
- 3.2 Record changes and variations on project record documents concurrently with construction process. Do not conceal any work until required information is recorded.
- 3.3 Legibly mark project record documents to record actual construction, including:
- 3.3.1 Measured depths of various elements of foundation in relation to first floor level.
  - 3.3.2 Measured horizontal and vertical location of underground utilities and appurtenances referenced to permanent surface improvement.
  - 3.3.3 Measured location of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of structure.
  - 3.3.4 Field changes of dimension and details.
  - 3.3.5 Changes to equipment layout and services.
  - 3.3.6 Changes made by Change Order or Field Order.

## **4 SUBMISSION OF PROJECT RECORD DOCUMENTS**

- 4.1 At completion of project and prior to Substantial Performance inspection, neatly transfer notations from prints to AutoCad v14.0 electronic drawings. Contractor will be responsible for accuracy of records including his sub-trade work. Submit the following:
- 4.1.1 Project record documents: 3 sets of prints, 1 set reproducible mylars, and 3 sets of specifications to Owner.
  - 4.1.2 Project record documents in digital form using AutoCAD Version 14 for drawings, and NMS-EditPlus, WordPerfect 6.1 or MS Word 97 for specifications. Submit information describing file and drawing protocol used to develop drawings. Provide three(3) diskette copies of all record

drawings and drawings to the Project Manager.