

Section 01785

PROJECT RECORD DOCUMENTS

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Maintenance and Submittal of Record Documents and Samples.

1.2 MAINTENANCE OF DOCUMENTS AND SAMPLES

- A. Maintain one record copy of documents at site in accordance with Document 00700 - General Conditions.
- B. Store Record Documents and samples in field office when field office is required by Contract, or in secure location. Provide files, racks, and secure storage for Record Documents and samples.
- C. Label each document "PROJECT RECORD" in neat, large, printed letters.
- D. Maintain Record Documents in clean dry and legible condition. Do not use Record Documents for construction purposes.
- E. Keep Record Documents and Samples available for inspection by City Engineer.
- F. Bring Record Documents to progress review meetings for viewing by City Engineer.

1.3 RECORDING

- A. Record information concurrently with construction progress. Do not conceal Work until required information is recorded.
- B. Contract Drawings and Shop Drawings: Legibly mark each item to record actual construction, or "as built" conditions, including:
 - 1. Measured depths of elements of foundation in relation to finish first floor datum
 - 2. Measured horizontal locations and elevations of underground utilities and appurtenances, referenced to permanent surface improvements
 - 3. Elevations of underground utilities referenced to City of Tomball bench mark utilized for Project

4. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of construction
 5. Field changes of dimension and detail
 6. Changes made by modifications
 7. Details not on original Contract Drawings
 8. References to related shop drawings and modifications
- C. Record information with red felt-tip marking pen on set of blue line opaque drawings.
- D. For large diameter water mains, legibly mark specifications and addenda to record:
1. Manufacturer, trade name, catalog number and supplier of each product and item of equipment actually installed.
 2. Changes made by change order or field order.
 3. Other matters not originally specified.
- E. Legibly annotate shop drawings to record changes made after review.

1.4 SUBMITTALS

- A. At Contract closeout, deliver Project Record Documents to City Engineer.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

END OF SECTION