

## SECTION 01720

### PROJECT RECORD DOCUMENTS

#### PART 1 GENERAL

##### 1.01 REQUIREMENTS INCLUDED

- A. Maintain at the site for the Owner one record copy of:
  - 1. Drawings
  - 2. Specifications
  - 3. Addenda
  - 4. Change Orders and other Modifications to the Contract
  - 5. Engineer Field Orders or written instructions
  - 6. Approved Shop Drawings, Product Data and Samples
  - 7. Field Test records
  - 8. Construction photographs
  - 9. SWPPP
  - 10. Erosion Control Inspection Reports

##### 1.02 RELATED REQUIREMENTS

- A. Section 01340: Shop Drawings, Product Data and Samples
- B. Section 1600: Materials and Equipment

##### 1.03 MAINTENANCE OF DOCUMENTS AND SAMPLES

- A. Store documents and samples in Contractor's field office apart from documents used for construction.
  - 1. Provide files and racks for storage of documents.
  - 2. Provide locked cabinet or secure storage space for storage of samples.
- B. File documents and samples in accordance with CSI/CSC format.
- C. Maintain documents in a clean, dry, legible condition and in good order. Do not use record documents for construction purposes.
- D. Make documents and samples available at all times for inspection by Engineer.

##### 1.04 MARKING DEVICES

- A. Provide felt tip marking pens for recording information in the color code designated by Engineer.

##### 1.05 RECORDING

- A. Label each document "PROJECT RECORD" in neat large printed letters.
- B. Record information concurrently with construction progress, asbuilts, etc.
  - 1. Do not conceal any work until required information is recorded.

1.06 SUBMITTAL

- A. At Contract closeout, deliver Record Documents to Engineer for the Owner.
- B. Accompany submittal with transmittal letter in duplicate, containing:
  - 1. Date
  - 2. Project title and number
  - 3. Contractor's name and address
  - 4. Title and number of each Record Document
  - 5. Signature of Contractor or his authorized representative

**PART 2 PRODUCTS**

(Not Used)

**PART 3 EXECUTION**

(Not Used)

END OF SECTION