

GENERAL REQUIREMENTS for CONSTRUCTION

SECTION 017839 – AS BUILT DOCUMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. The Contract Documents, including but not limited to, the Drawings and Individual Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for As-built documents, including the following:
 - 1. As-built Drawings
 - 2. As-built Specifications
 - 3. As-built Schedule
 - 4. Record Product Data
 - 5. Miscellaneous record submittals
- B. Related Sections:
 - 1. Section 013200 – Construction Progress Documentation
 - 2. Section 013300 – Submittal Procedure; Required Submittal List
 - 3. Section 017700 – Contract Closeout Requirements
 - 4. Section 017823 – Operation and Maintenance Manuals
- C. Administrative and procedural requirements for contract turnover documents, including, but not limited to the following, as provided in Individual Specifications Sections.
 - 1. Sustainable Documents
 - 2. Commissioning Documents
 - 3. Hazardous Waste Documents

1.3 CLOSEOUT SUBMITTALS

- A. Required Documents: Section 017700 – Contract Closeout Requirements, describes administrative requirements for submission, number and type of copies required for contract closeout requirements.

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PART 2 - PRODUCTS

2.1 AS-BUILT DRAWINGS

- A. As-built Drawings: Maintain one set of marked-up paper copies of the Contract Drawings and Shop Drawings onsite. Review As-built Drawings and shop drawings monthly with the Owner, for approval.
1. Preparation: Daily mark As-built Drawings 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 As-built Drawings.
 - 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.
 2. Content: Types of items requiring marking include, but are not limited to, the following:
 - a. Dimensional changes to Drawings.
 - b. Revisions to details shown on Drawings.
 - c. Depths of foundations below first floor.
 - d. Locations and depths of underground utilities.
 - e. Revisions to routing of piping and conduits.
 - f. Revisions to electrical circuitry.
 - g. Actual equipment locations.
 - h. Duct size and routing.
 - i. Locations of concealed internal utilities.
 - j. Changes made by Change Order or Change Directive.
 - k. Changes made following the Owner's written orders.
 - l. Details not on the original Contract Drawings.
 - m. Field records for variable and concealed conditions.
 - n. Record information on the Work that is shown only schematically.
 3. Mark the Contract Drawings and Shop Drawings completely and accurately. Utilize personnel proficient at recording graphic information in production of marked-up as-built prints.
 4. Mark as-built sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.
 5. Mark important additional information that was either shown schematically or omitted from original Drawings.
 6. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.

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2.2 AS-BUILT SPECIFICATIONS

- A. Preparation: Mark Specifications to indicate the actual product installation where installation varies from that indicated in Specifications, addenda, and contract modifications.
 - 1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
 - 2. Mark copy with the proprietary name and model number of products, materials, and equipment furnished, including substitutions and product options selected.
 - 3. Record the name of manufacturer, supplier, Installer, and other information necessary to provide a record of selections made.
 - 4. For each principal product, indicate whether record Product Data has been submitted in operation and maintenance manuals instead of submitted as record Product Data.
 - 5. Note related Change Orders, record Product Data, and turnover Drawings where applicable.

2.3 AS-BUILT SCHEDULE

- A. Final Schedule: Submit to the Owner a final schedule update. The As-built Schedule shall reflect the exact manner in which the project was actually constructed including actual start and finish dates, activities, sequences and logic.
 - 1. The Contractor shall certify the final schedule update as being a true reflection of the way the project was actually constructed.

2.4 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 the Project site and changes in manufacturer's written instructions for installation.
 - 3. Note related Change Orders, As-built Specifications, and As-built Drawings where applicable.

2.5 MISCELLANEOUS RECORD SUBMITTALS

- A. Assemble miscellaneous records required by Individual 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.
 - 1. Include miscellaneous record submittals directory organized by specification section number and title, electronically linked to each item of miscellaneous record submittals.

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PART 3 - EXECUTION

3.1 RECORDING AND MAINTENANCE

- A. Maintain Change Log: Maintain and submit written change log to the Owner, monthly for review indicating items incorporated in contract turnover documents concurrent with progress of the Work, including modifications, concealed conditions, field changes, product selections, and other notations incorporated.
- B. Recording: Maintain one copy of each submittal during the construction period for contract turnover document purposes. Post changes and modifications to contract turnover documents as they occur; do not wait until the end of the Project.
- C. Maintenance of Turnover Documents and Samples: Store turnover documents and Samples in the field office apart from the Contract Documents used for construction. Contract turnover documents are not to be used for construction purposes. Maintain turnover documents in good order and in a clean, dry, legible condition, protected from deterioration and loss. Provide access to contract turnover documents for the Owner's reference during normal working hours during performance of Contract.

END OF SECTION 017839