

Section 01760**PROJECT RECORD DOCUMENTS****1.0 GENERAL****1.01 SECTION INCLUDES**

- A Maintenance and Submittal of Record Documents and Samples.
- B References to Technical Specifications:
 - 1. Section 01350 – Submittals
 - 2. Section 01770 – Contract Closeout

1.02 MEASUREMENT AND PAYMENT

- A Unless indicated as a Bid Item, no separate payment will be made for Work performed under this Section. Include cost in Bid Items for which this Work is a component.

1.03 SUBMITTALS

- A Make Submittals required by this and related Sections under the provisions of Section 01350 – Submittals.

1.04 MAINTENANCE OF DOCUMENTS AND SAMPLES

- A Maintain one copy of Record Documents at the Project Site in accordance with Section 00700 – General Conditions of Agreement, 3.02 “Keeping Plans and Specifications Accessible”.
- B Store Record Documents and Samples in field office if a field office is required by Contract Documents, or in a 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 a clean, dry, and legible condition. Do not use Record Documents for construction purposes.
- E Keep Record Documents and Samples available for inspection by Engineer.

1.05 RECORDING

- A Record information concurrently with construction progress. Do not conceal any work until required information is recorded.
- B Plans, Change Orders, and Shop Drawings: Legibly mark each item to record all actual construction, or "as built" conditions, including:
 - 1. Measured horizontal locations and elevations of underground utilities and appurtenances, referenced to permanent surface improvements.

2. Elevations of underground utilities referenced to bench marks utilized for the Work.
 3. Field changes of dimension and detail.
 4. Changes made by modifications.
 5. Details not on original Plans.
 6. References to related Shop Drawings and Modifications.
- C Record information with a red pen or pencil on a set of drawings indicated as the Record Document Set, provided by Engineer.

2.0 PRODUCTS - Not Used

3.0 EXECUTION

- A Deliver Record Documents and Samples to Owner in accordance with Section 01770 – Contract Closeout.

END OF SECTION