

**PART 1 - GENERAL**

**1.1 DESCRIPTION**

- .1 Project Record Documents as follows:
  - .1 As-built drawings;
  - .2 As-built specifications;
  - .3 Reviewed shop drawings.

**1.2 PROJECT RECORD DOCUMENTS**

- .1 Departmental Representative will provide two (2) white print sets of contract drawings and two (2) copies of Specifications Manual specifically for “as-built” purposes.
- .2 Maintain at site one (1) set of the contract drawings and specifications to record actual as-built site conditions.
- .3 Maintain up-to-date, real time as-built drawings and specifications in good condition and make available for inspection by the Departmental Representative at any time during construction.
- .4 As-Built Drawings:
  - .1 Record changes in red ink on the prints. Mark only on one (1) set of prints and at completion of project and prior to final inspection, neatly transfer notations to second set (also by use of red ink). Submit both sets to Departmental Representative. All drawings of both sets shall be stamped “As-built Drawings” and be signed and dated by Contractor.
  - .2 Show all modifications, substitutions and deviations from what is shown on the contract drawings or in specifications.
  - .3 Record following information:
    - .1 Horizontal and vertical location of various elements in relation to Geodetic Datum.
    - .2 Field changes of dimension and detail.
    - .3 All design elevations, sections, and details dimensioned and marked-up to consistently report finished installation conditions.
    - .4 Any details produced in the course of the contract by the Departmental Representative to supplement or to change existing design drawings must also be marked-up and dimensioned to reflect final as-built conditions and appended to the as-built drawing document.
    - .5 All change orders issued over the course of the contract must be documented on the finished as-built documents, accurately and consistently depicting the changed condition as it applies to all affected drawing details.

**PART 1 - GENERAL**  
**(CONT'D)**

**1.2 PROJECT RECORD DOCUMENTS**  
**(CONT'D)**

- .5 As-built Specifications: legibly mark in red each item to record actual construction, including:
  - .1 Manufacturer, trade name, and catalogue number of each product actually installed, particularly items substituted from that specified.
  - .2 Changes made by Addenda and Change Orders.
  - .3 Mark up both copies of specifications; stamp “as-built”, sign and date similarly to drawings as per above clause.
- .6 Maintain As-built documents current as the contract progresses. Departmental Representative will conduct reviews and inspections of the documents on a regular basis. Frequency of reviews will be subject to Departmental Representative’s discretion. Failure to maintain as-builts current and complete to satisfaction of the Departmental Representative shall be subject to financial penalties in the form of progress payment reductions and holdback assessments.

**1.3 REVIEWED SHOP DRAWINGS**

- .1 Compile two (2) full sets of all reviewed shop drawings.

**1.4 OPERATIONS AND MAINTENANCE MANUALS**

- .1 Provide three (3) copies of operations and maintenance manuals for all equipment installed in the works as applicable.