

PART 1 - GENERAL

1.1 SECTION  
INCLUDES

- .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 white print sets of contract drawings and two copies of Specifications Manual specifically for "as-built" purposes.
- .2 Maintain at site one 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 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 CHS Chart 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.

1.2 PROJECT RECORD  
DOCUMENTS  
(Cont'd)

- .4 (Cont'd)
- .3 (Cont'd)
  - .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.
- .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.
- .7 Record information concurrently with construction progress.
  - .1 Do not conceal Work until required information is recorded.
- .8 Provide digital photos, if requested, for site records.

1.3 EQUIPMENT AND  
SYSTEMS

- .1 For each item of equipment and each system include description of unit or system and component specifications.
- .2 Panel board circuit directories: provide electrical service characteristics, controls, and communication.
- .3 Include installed colour coded wiring diagrams.
- .4 Operating Procedures: include start-up, break-in, and routine normal operating instructions and sequences.
  - .1 Include regulation, control, stopping, shut-down, and emergency instructions.
  - .2 Include summer, winter, and any special operating instructions.
- .5 Maintenance Requirements: include routine procedures and guide for trouble-shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
- .6 Provide servicing and lubrication schedule, and list of lubricants required.
- .7 Include manufacturer's printed operation and maintenance instructions.
- .8 Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- .9 Provide installed control diagrams by controls manufacturer.
- .10 Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
- .11 Additional requirements: as specified in individual specification sections.

1.4 WARRANTIES AND  
BONDS

- .1 Develop warranty management plan to contain information relevant to Warranties.

1.4 WARRANTIES AND  
BONDS  
(Cont'd)

- .2 Warranty management plan to include required actions and documents to assure that Departmental Representative receives warranties to which it is entitled.
- .3 Submit Warranty information made available during construction phase to Departmental Representative for approval prior to each monthly pay estimate.
- .4 Assemble approved information in binder, submit upon acceptance of work and organize binder as follows:
  - .1 Separate each warranty or bond with index tab sheets keyed to Table of Contents listing.
  - .2 List subcontractor, supplier and manufacturer with name, address, and telephone number of responsible principal.
  - .3 Obtain warranties and bonds, executed in duplicate by subcontractors, suppliers, and manufacturers, within ten days after completion of applicable item of work.
  - .4 Retain warranties and bonds until time specified for submittal.
- .5 Except for items put into use with Owner's permission, leave date of beginning of time of warranty until Date of Substantial Performance is determined.
- .6 Respond in a timely manner to oral or written notification of required construction warranty repair work.

1.5 REVIEWED SHOP  
DRAWINGS  
                    

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