

# *San Antonio Water System Standard Specifications for Construction*

## ITEM NO. 1112

### Project Record Documents

**1112.1 DESCRIPTION:** Contractor shall maintain and provide the Inspector with project record documents as specified below. Daily logging and transmittal of record drawing information by accurately identifying all completed work is considered incidental and not eligible for additional payment.

1. Maintenance of Documents:

- a. Maintain in Contractor's field office, in a clean, dry, legible condition, a complete set of the following: Contract Documents, including all addenda, approved Shop Drawings, Samples, Photographs, Change Orders, other Modifications of Contract, Test Records, Survey Data, and all other documents pertinent to Contractor's Work.
- b. Provide files and racks for proper storage and easy access.
- c. Make documents available at all times for inspection by Inspector and/or Engineer.
- d. Record documents shall not be used for any other purpose and shall not be removed from the office without Inspector's approval.

2. Recording:

- a. Label each document "PROJECT RECORD," in 2 inch high printed letters.
- b. Keep record documents current and updated daily.
- c. Do not permanently conceal any work until required information has been recorded.
- d. Contract Documents: Legibly mark to record actual construction including:
- e. The depths of various elements of manhole foundation in relation to datum. This shall include the inclusion of surveyed inlet/outlet elevations for each structure installed;
- f. Specifications and Addenda - Legibly mark up each Section to record:
  - 1) Manufacturer, trade name, catalog number, and supplier of each product and item of equipment actually installed;
  - 2) Changes made by Change Orders or Field Change Directives;
  - 3) Other dimensions and details not in original contract documents.
- g. Shop Drawings - Maintain as record documents and legibly annotate drawings to record changes made after review.
- h. Record Documents are subject to submittal, review, and acceptance by the Inspector on a monthly basis and failure to accurately keep these documents current will result in the Inspector withholding the Contractor's monthly payment.

3. Record Drawings:

- a. Record drawings shall reflect completion of the installation of all equipment, piping, and other work by the Contractor. The drawings shall show the Work in plan and sections as required for clarity with reference

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dimensions and elevations for complete record drawings. The monthly record drawings shall be furnished to the Inspector at the time that the "scratch copy" stage of the pay estimate effort is conducted. If the Contractor does not furnish an accurate and approved progress record drawing, the monthly pay estimate will not be processed and payment will be withheld.

4. The Contract Drawings may be used as a starting point in developing these drawings. Subcontractor and manufacturer drawings may be included in this drawing package. The drawing package must be fully integrated and include the necessary cross references between drawings. The drawing package shall include interconnection and termination details to equipment furnished under this Contract Submittal:
  - a. At each monthly "scratch copy" stage of the pay estimate, the Contractor shall deliver a complete set of reviewable and approvable monthly record drawings to the Inspector. Place all letter-sized material in a 3 ring binder which is neatly indexed by process and division number. Bind Contract drawings and shop drawings in rolls of convenient size for ease of handling.
  - b. Accompany the submittal with a transmittal letter in duplicate containing the following:
    - 1) Date;
    - 2) Project title and job number;
    - 3) Contractor's name and address;
    - 4) Title and number of each record document;
    - 5) Certification that each document as submitted is complete and accurate;
    - 6) Signature of Contractor, Engineer, and Inspector.

**1112.2 MEASUREMENT:** There will be no measurement for payment of the Project Record Drawings, as specified herein.

**1112.3 PAYMENT:** No direct payment shall be made of any incidental costs associated with preparing and submitting the Project Record Drawings, as specified herein.

- End of Specification-