

PART 1 GENERAL

1.01 SCOPE

- A. The work under this Section includes, but is not necessarily limited to, the compiling, maintaining, recording and submitting of project record documents as herein specified.
- B. Record documents include, but are not limited to:
 - 1. Drawings;
 - 2. Specifications;
 - 3. Change orders and other modifications to the Contract;
 - 4. Engineer field orders or written instructions, including Requests for Information (RFI) and Clarification Memorandums;
 - 5. Reviewed shop drawings, product data and samples;
 - 6. Test records;
- C. The Contractor shall maintain on the Project site throughout the Contract Time an up to date set of Record Drawings.

1.02 MAINTENANCE OF DOCUMENTS AND SAMPLES

- A. Storage
 - 1. Store documents and samples in the Contractor's field office, apart from documents used for construction.
 - 2. Provide files and racks for storage of documents.
 - 3. Provide locked cabinet or secure storage space for storage of samples.
- B. File documents and samples in accordance with format of these Specifications.
- C. Maintenance
 - 1. Maintain documents in a clean, dry, legible condition and in good order.
 - 2. Do not use record documents for construction purposes.

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3. Maintain at the site for the Owner one copy of all record documents.
- D. Make documents and samples available at all times for inspection by Engineer.
- E. Failure to maintain the Record Documents in a satisfactory manner may be cause for withholding of a certificate for payment.

1.03 QUALITY ASSURANCE

Unless noted otherwise, Record Drawings shall provide dimensions, distances and coordinates to the nearest 0.1 foot.

1.04 RECORDING

- A. Label each document "PROJECT RECORD" in neat, large printed letters.
- B. Recording
 1. Record information concurrently with construction progress.
 2. Do not conceal any work until required information is recorded.

1.05 AS-BUILT DRAWINGS

- A. All as-builts for projects are required to be on at least 22" x 34" paper, and shall bear the name, address, and telephone number of the firm preparing the drawing and the date the as-built data is added to the original via the revision block. One set of hard copy plans, one PDF version, and an electronic copy of the plans in AutoCAD format are required to be submitted. The electronic AutoCAD drawing files shall be referenced to Georgia State Plane Coordinates, West Zone (NAD 83, 2007 adjustment) and NAVD 88.
- B. Surveyor's statement on the cover sheet (with seal and with an original signature on each sheet) shall verify that as-built drawings reflect the true conditions in the field.
- C. Contractors' statement on the cover sheet (with an original signature on each sheet) shall verify that all construction specifications and product qualities have been met or exceeded.
- D. The location and elevation of the benchmark referenced will be shown on the drawings. If the referenced benchmark is not within the project, then a complete description of its location will be provided to assist in future locating.

- E. The following information is required on all as-built drawings:
1. "AS-BUILT DRAWING", the name of the project, and the date shall be clearly labeled on each sheet.
 2. Street names shall be on all streets. All easements and rights-of-way shall be shown and clearly labeled.
 3. All piping, wyes, valves, manholes and special cases shall be located in state plane coordinates with NAVD 88 elevations.
 4. Horizontal dimensions shall be to the nearest tenth of a foot (i.e., 78.6'). Vertical dimensions shall be to the nearest hundredth of a foot (i.e., 217.65').
 5. Identify runs of gravity mains (i.e., 300.4 feet of 8" PVC SDR 35 at 0.4%).
 6. Elevations shall be given for the top of all manhole covers and for all inverts.
 7. Service laterals are to be identified with location of end service or plug (station and offset measured upstream).
 8. Force Mains Requirements
 - a. Locate all valves, fittings, etc. in two directions in state plane coordinates with NAVD 88 elevations.
 - b. Locations and elevations of pipe shall be shown at all changes in direction and at a maximum of every 100'.
 - c. Show all sizes and types of valves, fittings, pipe, etc.
 - d. Special detail drawings will be required where installations were not as shown on original drawings due to field conditions or where required for clarity.
 9. Lift Station Requirements
 - a. Wet well size and location shall be shown.
 - b. Elevations for top, bottom, inverts, adjacent ground and type and size of lines and fittings for all lines entering or leaving the wet well.
 - c. All schedules which show pump, motor and electrical data shall be amended and shall be submitted with wet well drawings.

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- d. All improvements within the pump station boundaries shall be located horizontally and vertically to the nearest tenth of a foot (i.e., 5.6', including valve pit, pump-out, water spigot, backflow device, wet well, control panel, bends, fittings, etc.).
10. The locations and description of any utility lines and other installations of any kind or other description known to exist within the construction area. The location includes dimensions to permanent features. The construction area is defined as the area on site that is disturbed.
11. Changes in details of design or additional information such as approved placement details, pipe sizes, material changes, etc. Legibly mark drawings to record actual construction, including changes of dimensions from original design, changes made by Requests for Information (RFI), field order, clarification memorandums or by change order, and details not on original drawings.

1.06 SPECIFICATIONS

- A. Legibly mark 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 Requests for Information (RFI), field order, clarification memorandums, or by change order.

1.07 SUBMITTAL

- A. At contract closeout, deliver Record Documents to the Engineer for the Owner.
- B. Accompany submittal with transmittal letter, in duplicate, containing:
 1. Date
 2. Project title and number
 3. Contractor's name and address
 4. Title and number of each record document
 5. Signature of Contractor or Contractor's authorized representative

END OF SECTION

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