

SECTION 017839 - PROJECT RECORD DOCUMENTS

Initial Issue Date: 8/6/2026

(A/E shall edit specifications and blue text in header to meet project requirements. This includes but is not limited to updating Equipment and/or Material Model Numbers indicated in the specifications and adding any additional specifications that may be required by the project. Remove text underlines and highlights)

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

Retain or delete this article in all Sections of Project Manual.

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for Project Record Documents, including the following:
 - 1. As-Built Drawings.
 - 2. As-Built specifications.
 - 3. Record Product Data.
 - 4. Miscellaneous record submittals.
 - 5. Asset management information

1.3 CLOSEOUT SUBMITTALS

- A. As-Built Drawings: Contractor shall submit redline set of As-Built Drawings as annotated PDF electronic files, reflecting actual conditions of the Work as constructed.
 - 1. Maintain electronic record markups continuously during construction. Post changes as they occur; do not wait until end of Project.
 - 2. Record information shall include changes made by Change Orders, Construction Change Directives, field modifications, concealed conditions, rerouting of utilities, and actual equipment locations.
 - 3. As-Built Drawings shall be coordinated with construction photographs where applicable.
 - 4. As-Built Drawings shall be submitted through the University's PMIS.
- B. As-Built Specifications: Contractor shall submit annotated PDF electronic files of Project Specifications, including Addenda and Contract Modifications.
 - 1. Clearly indicate actual products installed, substitutions approved, and selections made.
 - 2. Reference related Change Orders and As-Built Drawings where applicable.

1.4 AS-BUILT DRAWINGS

- A. General: Maintain Project As-Built Drawings to document actual conditions of the Work as constructed.
 - 1. Record information continuously during construction. Do not defer recording until closeout.
 - 2. Record information shall be based on field observations, measurements, and verified conditions.
 - 3. Record information prior to concealment of Work.
- B. Content: As-Built Drawings shall include, but are not limited to, the following:
 - 1. Dimensional changes to Drawings.
 - 2. Revisions to details shown on Drawings.
 - 3. Locations and depths of underground utilities.
 - 4. Routing of piping, conduits, and ductwork.
 - 5. Electrical circuitry revisions.
 - 6. Actual equipment locations and identification.
 - 7. Field conditions and details not shown on original Drawings.
 - 8. Changes made by Change Orders or Construction Change Directives.
 - 9. Information shown schematically in the Contract Documents.
 - 10. Field records for variable and concealed conditions.
- C. Format: Submit As-Built Drawings as annotated PDF electronic files.
 - 1. Organize files to correspond to the original Contract Drawing sheet numbering.

1.5 AS-BUILT SPECIFICATIONS

- 1. Preparation: Maintain one electronic copy of As-Built Specifications, including Addenda and Contract Modifications, marked to indicate actual construction conditions.
 - 2. Clearly identify products installed where different from those specified.
 - 3. Indicate substitutions and product options approved.
 - 4. Reference related Change Orders and As-Built Drawings where applicable.
- B. Format: Submit As-Built Specifications as annotated PDF electronic files.

1.6 MAINTENANCE OF AS-BUILT DOCUMENTS DURING CONSTRUCTION

- A. Maintain Project As-Built Documents in electronic format using the University's electronic project management system or an approved electronic system that is accessible by the owner.
 - 1. Maintain As-Built Documents in a complete, legible, and current condition throughout construction.

2. Provide access to Project As-Built Documents for the University and Architect during normal working hours through the electronic project management system.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION