SECTION 01 77 00

PROJECT RECORD DOCUMENTS AND CLOSEOUT

PART 1 - GENERAL

1.1 The Conditions of the Contract and Division 1 - General Requirements - apply to the work specified in this section.

1.2 PROJECT RECORD DOCUMENT PACKAGE

A. Maintenance of Documents

1. Maintain one copy of Contract Drawings, Specifications, Addenda, review shop drawings, change orders, field records, surveys, and layout records.

2. Store documents apart from documents used for construction. Maintain documents in clean, dry, legible condition. Do not use record documents for construction purposes.

3. Make documents available at all times for inspection by Architect. Update all documents at least monthly.

B. Recording

1. Stamp each document "PROJECT RECORD" 3/4 inch high letters.

2. Do not permanently conceal any work until required information has been recorded.

C. Record Drawing: The Contractor shall keep a set of up-to-date marked prints of the "as-built conditions". The contract drawings shall be legibly marked to record actual construction such as:

1. Horizontal and vertical location of underground utilities referenced to permanent surface improvements.

2. Underground obstacles encountered and lines capped during construction.

3. Location of internal utilities concealed in construction referenced to visible and accessible features of structure.

4. Field alterations of dimensions and detail.

5. Changes made by Change Order.

6. Details not on original contract drawings.

D. Specifications and Addenda: Bind together.

CANNOT BE USED FOR BIDDING

E. Approved Shop Drawings and Brochures: Maintain as record documents. Legibly note to record any changes made after review.

F. Submitting: At completion of project, deliver record documents to Architect for transmittal to Owner as a package.

G. Accompany submittal with transmittal letter, in duplicate, containing date, project, Contractor's name and address, title and number of each record document, and certification that each document as submitted is complete and accurate, signed by Contractor.

1.3 GUARANTEES, BONDS AND AFFIDAVITS

A. Turn over guarantees, warranties, bonds and affidavits on various materials, neatly bound and in order, to the Architect for deliver to the Owner as part of the package.

B. Affidavits verifying payments of all bills related to the project, release of liens (AIA G706A) for all subcontractors, bonding company approvals and consent of surety to final payment shall be required.

C. Certification that all construction materials used and equipment supplied for this project are free of known hazardous materials such as PCBs and asbestos.

1.4 OPERATION AND MAINTENANCE DATA

A. Turn over manuals and instructions, neatly bound and in order, to the Architect for delivery to the Owner.

1.5 EXTRA STOCK, SPARE PARTS, INSTRUCTION

A. Turn over extra stock as specified in other sections of the specifications to the person designated by the Owner to be in charge of the operation and maintenance of the building.

B. Provide instruction in operation and maintenance of equipment and finishes. Conduct meeting and individual training as needed to inform owner's operating personnel.

C. Provide special tools for such items as louver vanes, adjustable dampers, thermostats, allen-head locking devices in triplicate.

END OF SECTION

CANNOT BE USED FOR BIDDING