SPEC NOTE; Use this section, editing to reflect specific Project, for procedures and items related to provision of up to date As-built documents.

SPEC NOTE: Note that Record drawings and specifications are documents that have been redrafted to reflect as-built conditions and are normally the responsibility of the Consultant.

# General

## DESCRIPTION

### This section deals with the submission requirements of Drawings and Specifications at the end of a Project and includes As-built information and Record Documents.

## USE

### As built drawings and specifications will be provided to the Consultants at project completion for preparation of the Record documents.

### The Consultant will also use these documents to create Record Documents and provide these in the O&M manual.

## RELATED SECTIONS

### Section 01 33 00 - Submittal Procedures.

### Section 01 77 00 Closeout Procedures

### Section 01 78 23 Operation and Maintenance Data

### [Section 33 00 10 Underground Utilities Services]

### [Section 26 05 00 Electrical – General Requirements]

### Consultants’ Guide to UBC Project Documents Requirements

## IFC DOCUMENTS

### Issued for Construction

#### “Issued for Construction” drawings and specifications will be provided to Contractor near the commencement of the Project. These are drawings and specifications that have been updated to incorporate major design changes and approved room numbers before construction commences.If Building Permit Drawings have previously been submitted and no changes are required, the Building Permit Drawings may be resubmitted as “Issued for Construction”.

#### “Issued for Construction” drawings will not be adequate for acceptance as As-Built drawings.

## AS - BUILT DOCUMENTS AND SAMPLES

### In addition to items required in the Agreement, maintain the following at the site:

#### Contract Drawings.

#### Specifications.

#### Addenda.

#### Change Orders and other modifications to Contract.

#### Reviewed shop drawings, product data, and samples.

#### Field test records.

#### Inspection certificates.

#### Manufacturer's certificates.

### Store as-built documents and samples in field office apart from documents used for construction.

#### Provide files, racks, and secure storage.

### Label as-built documents and file in accordance with Section number listings in List of Contents of this Project Manual.

#### Label each document "PROJECT AS-BUILT DOCUMENTS" in neat, large, printed letters.

### Maintain as-built documents in clean, dry and legible condition.

#### Do not use as-built documents for construction purposes.

### Keep as-built documents and samples available for inspection by [Owner’s Representative] and the Consultant.

## RECORDING ACTUAL SITE CONDITIONS

### Record information on the IFC set of black line opaque drawings.

### Annotate with coloured felt tip marking pens, maintaining separate colours for each major system, for recording changed information.

### Record information concurrently and accurately as construction progresses, noting any deviations from the IFC set due to site conditions and changes to the construction documents. Do not conceal Work of the Project until required information is accurately and neatly recorded.

### Contract drawings and Shop Drawings: Legibly mark each item to record actual construction, including:

#### Measured depths of elements of foundation in relation to finish first floor datum.

#### Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.

#### Measured locations of internal utilities and appurtenances, referenced to visible and accessible features of construction.

#### Field changes of dimension and detail.

#### Changes made by change orders.

#### Details not on original Contract Drawings.

#### References to related shop drawings and modifications.

### Specifications: Legibly mark each item to record actual construction, including:

#### Manufacturer, trade name, and catalogue number of each product actually installed, particularly optional items and substitute items.

#### Changes made by Addenda and change orders.

### Other Documents: Maintain [manufacturer's certifications] [inspection certifications] [field test records] required by individual specifications sections and submit.

## RECORD DOCUMENTS

### Submit as-built drawings and specifications to Consultant before substantial completion for preparation of record documents.

### Record documents are to be included in the O & M manual. Record drawings are to be provided in both pdf and CAD format.

\*\*\*END OF SECTION\*\*\*