

SUPPLEMENTAL TECHNICAL SPECIFICATION

SECTION 1508

PROJECT RECORD DOCUMENTS

1508.1 GENERAL

This Section includes administrative and procedural requirements for Project Record Documents, including the following:

1. Record Drawings.
2. Record Specifications.
3. Record Product Data.

1508.2 RECORD DRAWINGS

Record Prints: Maintain one set of red-lined prints of the Contract Drawings and Shop Drawings. These prints shall be updated no less frequently than once per week. These prints will be reviewed for verification of updates by the construction observer on a regular basis, depending on the length of the contract. Immediately before inspection for Certificate of Substantial Completion, review marked-up Record Prints with ENGINEER.

- 1508.2.1** Preparation: Mark Record Prints to show the actual installation where installation varies from that shown originally. Mark whichever drawing is most capable of showing field conditions fully. Require individual or entity who obtained record data, whether individual or entity is Installer, SUB-CONTRACTOR, or similar entity, to prepare the marked-up Record Prints.
 - a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
 - b. Record data as soon as possible after obtaining it. Record and check the markup before enclosing concealed installations.
- 1508.2.2** Mark the Contract Drawings or Shop Drawings, whichever is most capable of showing actual physical conditions, completely and accurately. If Shop Drawings are marked, show cross-references on the Contract Drawings.
- 1508.2.3** Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.
- 1508.2.4** Note Construction Change Directive numbers (field orders or Request for Information changes), alternate numbers, Change Order numbers, and similar identification, where applicable.
- 1508.2.5** Verification of current record prints status will be included in the monthly payment approval process that will be noted by the construction's observer's field reports.

1508.3 RECORD SPECIFICATIONS

Preparation: Mark Specifications to indicate the actual product installation where installation varies from that indicated in Specifications, addenda, and contract modifications. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later. Note related Change Orders, field order notes, Request for Information (RFI) notes, Record Product Data, and Record Drawings where applicable.

1508.4 MISCELLANEOUS RECORD SUBMITTALS

Assemble Certifications, Lab Test Reports, and Field Test Reports required by other Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of the Work. Bind or file miscellaneous records and identify each, ready for continued use and reference.

1508.5 SUBMITTALS

See New Mexico Standard Specifications For Public Works Construction Section 1502.

1508.6 RECORDING AND MAINTENANCE

- 1508.6.1** Maintain one copy of each submittal during the construction period for Project Record Document purposes. Post changes and modifications to Project Record Documents as they occur.

- 1508.6.2** Maintenance of Record Documents and Samples: Store Record Documents and Samples in the field office apart from the Contract Documents used for construction. It is not advisable to use Project Record Documents for construction purposes. Provide access to Project Record Documents for Engineer's reference on the project site.

1508.7 MEASUREMENT AND PAYMENT

The cost of project record documents shall be incidental to the Work and no separate payment shall be made for this effort. However, the Project Record Documents shall be reviewed per Section 1508.2.5 and they shall be updated prior to pay applications being processed.

END OF SECTION