

SECTION 15

PROJECT RECORD DOCUMENTS

1.01 GENERAL

The Contractor shall maintain accurate record documents related to furnishing and installation of equipment, materials, and products at the site of the project during the course of the work.

1.02 MAINTENANCE OF DOCUMENTS

The Contractor shall maintain at the project site one(1) record copy of each of the following:

1. State approved Contract Drawings
2. State approved Specifications
3. Addenda
4. Approved Shop Drawings
5. Change Orders
6. Field Test Records
7. Other Modifications to Contract Documents

Project record documents shall be stored in a file in a location satisfactory to Cleveland Utilities (CU) and shall be available at all times to CU. The documents shall be maintained in a clean, dry, legible condition and shall not be used for construction purposes.

1.03 RECORDING

The Contractor shall label each document "Project Record" in one-inch high letters. Record documents shall be kept current and work shall not be permanently concealed until the required information has been recorded.

- A. Contract Drawings: The Contractor shall legibly mark to record the actual construction on the project record set of prints of the Contract Drawings, including reviewed shop drawings, the following:
1. Any and all changes or revisions to the original drawings for both water and sewer.
 2. Planview and profile of the sewers and any revisions.
 3. Location of all tees or wyes as measured from the nearest downstream manhole.

4. Length of the sewer service line measured from the center of the collector line to the end of the pipe.
5. Approximate depth of the end of each sewer service pipe.
6. Where the sewer service line is not perpendicular to the centerline of the collector line, a measurement from the downstream manhole must be made to a point located on the collector line that is perpendicular to the end of the sewer service line. The length of the sewer service from this point to end of the pipe must also be noted.
7. All bench marks used for sewer line design and construction must be shown on both construction and record drawings. Permanent bench marks shall be located adjacent to every third manhole on the project and the description and elevation noted on the construction plans.
8. Changes made by change order or field order.

After completion of the work, the Contractor shall prepare a set of project record drawings by drafting all noted changes and revisions as described in 1.03 (A) above. These changes shall be submitted on a set of reproducible mylars.

B. Specifications and Addenda

The Contractor shall legibly mark up each section to record:

1. Manufacturer, trade name, catalogue number, and supplier of each product and item of equipment actually installed;
2. Changes made by change order or field order;
3. Other matters not originally specified.

1.04 SUBMITTAL

At the completion of the work and prior to final acceptance by CU, the Contractor shall deliver the Project Record Documents to CU. The Project Record Documents shall be acceptable to CU before final payment is made.

With the submittal of the Project Record Documents the Contractor shall submit a list of each document submitted and a certification that each document as submitted is complete and accurate.

**** END OF SECTION ****