

1.0 GENERAL

1.1 DESIGNATION OF CONTRACT RECORD DOCUMENTS

- .1 At the commencement of the Work, the Minister will provide the following documents to be designated and retained as Contract Record Documents:
 - .1 One copy of the Specifications.
 - .2 Two complete sets of the Drawings.
 - .3 One set of all addenda issued.
- .2 Maintain one record copy of the following:
 - .1 Change Orders and other modifications to the Contract.
 - .2 Reviewed Shop Drawings, Product Data, and Samples.
 - .3 Field-test records.
 - .4 Inspection certificates.
 - .5 Manufacturers' certificates.
 - .6 Final survey data.

1.2 MAINTENANCE OF CONTRACT RECORD DOCUMENTS

- .1 Store Contract Record Documents in the Contractor's Site office apart from documents used for construction. Provide files, racks, and secure storage.
- .2 Label each document "CONTRACT RECORD" in large, neatly printed letters.
- .3 Maintain Contract Record Documents in a clean, dry, and legible condition. Do not use these documents for construction purposes.
- .4 Keep Contract Record Documents available for inspection by the Minister. Revise the content of the documents as required prior to final submittal.
- .5 Maintain Contract Record Documents as work progresses. Record information for each area of work within 14 days after completion.

1.3 RECORDING INFORMATION ON CONTRACT RECORD DOCUMENTS

- .1 Record information on the Contract Record Documents provided by the Minister.
- .2 Use coloured erasable pencils to record information.
- .3 Use a different colour to record information pertaining to each major system.
- .4 Record changes and variations from the Drawings concurrently with construction progress. Do not cover any work until the required information is recorded.

- .5 Legibly mark Contract Record Drawings to record actual construction, including the following:
 - .1 Measured dimensions, depths, elevations, and horizontal co-ordinates of foundation excavations and fill surfaces, including the interfaces of fill zones.
 - .2 Measured dimensions, elevations, and horizontal co-ordinates of structure components and foundations.
 - .3 Measured depths, elevations, and horizontal co-ordinates of underground utilities and appurtenances. Reference locations to permanent surface improvements.
 - .4 Measured depths, elevations, and horizontal co-ordinates of internal utilities and appurtenances covered in construction. Reference to visible and accessible features of construction.
 - .5 Measured depths, elevations, and horizontal co-ordinates of instrumentation installed in foundations and structures.
 - .6 Field changes of dimensions and details.
 - .7 Changes to equipment layout and services.
 - .8 Details not on the original Drawings.
 - .9 References to related Shop Drawings and modifications.
- .6 Legibly mark the Specifications to record actual construction including the following:
 - .1 Manufacturer trade name and catalogue number of each product actually installed, particularly optional and substitute items.
 - .2 Changes made by addenda and Change Orders.
- .7 Maintain other documents including manufacturer's certifications, inspection certifications, field test records required by individual Specification sections.

1.4 SUBMITTALS

- .1 Provide the following submittals.
- .2 Contract Record Drawings at least monthly throughout the course of the Work as the information becomes available or the information is received. The Minister's representative will check the Contract Record Drawings and confirm the accuracy of the information by field notes, surveys, photographs, or other field observation methods and return the Contract Record Drawings to the Contractor after review for ongoing revisions.
- .3 Completed Contract Record Documents before or with the request for inspection for Substantial Performance.

2.0 PRODUCTS – NOT USED

3.0 EXECUTION – NOT USED

END OF SECTION