

TAB B-9

RECORD DRAWINGS

Project record drawings and shall be prepared for all University of Arizona projects. The concept "Record Drawings" shall replace what has previously been called "As-Builts".

During construction the Contractor shall maintain a clean set of project drawings to record all as-built and record information. This information shall be kept current and in accordance with the requirements of Division 01300. The UA may additionally require that every month, as a condition for progress payment, the Contractor shall print a set of bluelines for review and to insure that the as-builts are being maintained and the updated information is accurate, clear and legible.

At the end of construction the Contractor will give to the Architect/Engineer the updated mylars or the marked up original as-built drawings with each sheet clearly stamped "as-built," signed and dated. The Consultant will then transfer this information to a new set of reproducible mylars. In addition the Consultant will incorporate any other revised information provided during the course of construction. (RFI's, ASI's, RFP's etc.) that may be missing from the Contractor's set of drawings.

Whenever possible changes should be incorporated into the drawings by striking through the original information, entering the new information, referencing the change to the initiating document and flagging/keynoting the revision to "Record Drawings". It is also desirable to include a brief description of the nature of the change when appropriate (i.e., waterproofing added, outlets revised, etc.).

Where the original drawings were produced using AutoCADD the record drawings should also be produced in AutoCADD. Coordinate with UA project manager/facilities project manager for specific formatting requirements of electronic files.

It is realized that Record Drawings produced with AutoCADD will not be sealed as the original construction documents were.

Every drawing sheet shall contain somewhere a large (3/4" x 2") block stating "RECORD DRAWINGS" and the submittal date. In addition, the revision title block listing shall show as its last entry the date of the record drawing submittal and referenced accordingly. The date for every sheet within the complete set shall be the same.

Where contractor furnished shop drawings would be of value for the archival record drawings, they shall be pasted up on a blank title block sheet and/or scanned into an AutoCADD file. Examples of beneficial drawings are fire sprinkler, fire alarm, telecom, EMCS shop drawings and mechanical coordination drawings. These additional sheets can be reduced to facilitate posting on the standard title block sheet. Place a prominent note indicating the origin of the drawing. Create an appropriate sheet numbering scheme and update the drawing index accordingly.

Completed Record Drawing mylars (or paper copies) and electronic drawing files in both Auto CADD and pdf formats are then forwarded to FDC for archiving. A set of drawing copies and/or a copy of the electronic drawing files are sent to FM Engineering for their use and reference.