

## TAB B-9

### AS-BUILTS AND RECORD DRAWINGS

Accurate Record Drawings are an important component to the overall project success. These records are often referenced by the University for maintenance and repair activities and future renovation and modification projects. All disciplines require careful record keeping to provide the most accurate and complete information as possible for the project record. It is strongly recommended that project documents are updated on a regular basis to ensure information is captured while the project is under construction. Capturing information while project memory is strong saves time and helps minimize having to go back to search for key information.

As-Builts and Record Drawings shall be prepared for all University of Arizona projects.

During construction, the Contractor shall maintain a clean set of As-Built drawings to record all as-built and record information. This information shall be kept current and in compliance with applicable standards and general requirements. The UA may additionally require that every month, as a condition for progress payment, the Contractor shall make available their as-built drawings for review to ensure that they are being maintained and that the updated information is accurate, clear and legible. Once the As-Builts are complete every drawing in the set shall be marked in a consistent fashion near the bottom of the sheet and adjacent the Title Block with the words "AS-BUILTS" and the submittal date.

At the end of construction these As-Built drawings will be transmitted to the Design Professional for their review and action towards the preparation of the Record Drawings. The Design Professional shall promptly review these As-Builts and notify the contractor of any information that may be missing. Both the Contractor's As-Builts and the Design Professional's Record Drawings shall incorporate drawing revisions that occurred during the course of construction as a result of RFI's, ASI's, Change Orders, etc.

Once the Record Drawings are complete every drawing sheet in the set shall be marked in a consistent fashion near the bottom of each sheet and adjacent to the Title Block, with the words "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.

Record Drawings are not required to be sealed as the original construction documents were.

Where the original drawings were produced using AutoCAD the record drawings should also be produced in AutoCAD. Refer to respective agreements and contracts and coordinate with UA Project Manager for specific formatting requirements of electronic files.

It is critical to the quality of the As-Builts and Record Drawings that both be accomplished in a timely fashion when information is fresh and resources are still available.

**End of TAB B-9**