

Chapter Seven

CLOSE-OUT AND RECORD DOCUMENTS

7.01 RECORD DRAWINGS, INFORMATION, AND INSTRUCTIONS

- A. **The Contractor is to provide** to the Designer closeout submittals in accordance with the Construction Contract Documents.
- B. **The Designer has similar contractual obligations** to provide final Record Documents in accordance with of the [Terms and Conditions](#).
- C. **Final Billing** shall not be submitted until all close out documents have been submitted and reviewed by Owner to determine accuracy and completeness.
- D. **As a requirement of Basic Services, Designer shall furnish the following Record Documents** to Owner's Project Manager, updated through project completion and conforming to the project as finally constructed, reflecting all changes caused by addenda, change orders & other modifications, and observed changes, unless the Owner specifically exempts certain portions. Verify project requirements with the Project Manager. All record documents, items 1-7 below shall be provided electronically, in its own folder and indexed as listed below.

List of Record Documents

The below shall be in a format of two CD's in .pdf format.

- 1. **Verified As-Built Drawings**, provided by the Contractor and verified by the Designer, label each drawing by its sheet number and page name as listed in the drawing index on cover sheet.
 - 2. **[SBC-25 form](#)**, complete and updated, in its own folder.
 - 3. **Contractor's final application** and certificate for payment, in its own folder.
 - 4. **Addenda and Change Orders**; one folder for addenda and one folder for change orders named as the appropriate number, sequentially, including attachments. Oversize sheets, such as drawings, may be marked to correspond to the applicable addenda or change order, as listed in [6.11 B](#), and inserted at the end of the Corrected Record Drawings.
 - 5. **Verified As-Built Project Manual**, (each section labeled by its division number and name as listed in the Project Manual table of contents) corrected (marked-up) and verified by the Designer, items shall include:
 - a. **Table of Contents and lists of drawings** updated to reflect changes by addenda and modifications.
 - b. **Conditions**, including AIA documents.
 - c. **Specifications**, updated to reflect changes by addenda and modifications.
 - 6. **HPBr and BIM, if applicable, Checklist / Tracking** forms completed.
 - 7. **SWPPP** permit close out documentation.
 - 8. Any other pertinent data and or materials as required for this particular project.
- E. Designer shall furnish, as part of Basic Services, a hard copy and an electronic copy, on separate CD, of the Operating & Maintenance Data Binders.
 - F. Designer shall furnish, as part of Basic Services, an electronic copy, on separate CD, template floor plans in native .dwg format if produced in AutoCad or translated into .dwg format and verified if produced in another format. If the project was produced in BIM software, the BIM close-out documentation shall be submitted in accordance with Office of the State Architect requirements.
 - G. **Designer shall furnish Record Documents on special media** in the order listed above and by the following procedures:
 - 1. **Production costs are reimbursed; however**, the Designer should check with the Contracting Agency to confirm the extent of basic Record Documents desired, as listed above. If the basic requirements are reduced, the reasonably attributed savings shall be credited to the production costs;

2. Use the services of a firm engaged regularly in production of the type involved; and,
3. **Use updated documents that reflect the as-built conditions** of the project. Files in electronic format are required.
4. **Compact Disk Specifications**
Media Format
 - a. **Furnish two complete renditions** in electronic format on optical media.
 - b. Media shall be of highest quality, utilizing phthalocyanine dye and gold reflective layer in the manufacturing process. Media manufactured with cyanine dye and aluminum reflective layer are not acceptable.
 - c. Media shall contain no proprietary software or password protection.

CHAPTER 7 END