

# 01 72 00 Project Record Documents

Revision 01/04/2019

## **Purpose:**

The Architect and/or Engineer shall incorporate the Rice specific requirements indicated in this standard's section into their design. The Architect and/or Engineer shall further produce project specifications in line with industry standards that are updated to reflect these Rice specific requirements.

## **1. Construction Record Documents**

- a. All Record Documents, As-Built drawings and Operations & Maintenance manuals must be submitted to Rice 10 days prior to the contractual Substantial Completion date, per the Rice contract.
- b. Each Contractor shall maintain a complete set of redline markup drawings.
  - i. Contractor shall also be responsible for his sub-contractors
  - ii. At the end of construction, the contractor(s) shall turn over a complete set of redlines to the Architect/Engineer
  - iii. If contractor loses or fails to produce redlines, the contractor shall be responsible for producing full as-built drawings of the facility at his own expense.
  - iv. Project record documents must include GIS map layer to be incorporated into the Rice University GIS Infrastructure file, identifying exact location of all underground utilities and associated points and means of isolation.
  - v. Project retainage may be held pending redline turnover.
- c. Architect/Engineer shall produce a set of as-built drawings that incorporate the Contractor's redlines. This will include all sub-consultants to the Architect/Engineer.
  - i. Architect/Engineer shall turn over to the University:
    1. One full size hard copy print of the As-Built construction drawings
    2. One PDF version of the construction As-Built drawings
    3. One DWG version of the construction As-Built drawings (maintaining original layering – not "flattened")
    4. A complete record of final LEED documentation which verifies the items, its point and the final energy model.

## **2. Demonstration and Training**

- a. Contractor shall provide Rice a complete schedule of all Owner Training on new building equipment and systems at least two weeks prior to the first scheduled training session. All training shall be recorded by the Contractor.
- b. Contractor shall turn over demonstration and training documents and videos as per section 01 80 00 Demonstration and Training.

**3. Operations and Maintenance Manuals**

- a. Contractor shall provide O&M manuals for all products, finishes, equipment, and systems, which include:
  - i. Vendor contact information
  - ii. Pertinent drawings and diagrams
  - iii. Parts lists
  - iv. Instructions for operating
  - v. Instructions for troubleshooting
  - vi. Instructions for maintenance

**4. Project Submittals and Shop Drawings**

- a. Architect/Engineer shall provide an electronic version of approved submittals and shop drawings.

**5. Facilities Engineering and Planning Equipment Status Form**

- a. Contractor shall complete the Rice Equipment Status Form for all major pieces of equipment on the project and submit to Owner's Commissioning Agent for review prior to the start of commissioning.
  - i. Contractor shall submit for approval, a list of all major equipment to be documented. Submit list no later than 50% construction completion
  - ii. All forms shall be submitted together as a package or submitted on one Excel Spreadsheet containing information on all equipment. Forms and Spreadsheet available upon request from Rice Construction Services.
  - iii. Commissioning Agent shall review Equipment Status List for accuracy and submit to Owner prior to start of commissioning.
  - iv. Incomplete forms may be rejected and result in a hold on retainage

**6. Record Project Finish Schedule**

- a. The Architect/Engineer will provide a complete condensed record of all interior and exterior finishes