

918 – Responsibilities of the Contractor

The Contractor's Responsibilities shall be as identified in the Construction Contract.

918.1 Recordkeeping: The Contractor shall maintain the following at the job site:

- Project Directory.
- An Official Department of Housing, Buildings and Construction stamped set of plans, specifications and Shop Drawings (for items reviewed by HBC).
- Copies of Architect-Engineer approved Shop Drawings and executed Field Orders and Change Orders.
- Adequate records of day-by-day job progress and activities. Records concerning deliveries to the Project site.
- Record Drawings marked-up field set. Revisions to the Record Drawings field set shall be kept up to date.
- Copies of all test reports, inspection reports by governmental authorities, Material Safety Data Sheets (MSDS) and other product data safety sheets.
- Reference and cut sheets as required by the specifications.
- Roof installation information, such as kettle temperatures for asphalt, etc.
- Material installation information such as Project conditions prior to installation, protection of installed materials, etc. (This would apply to items such as gypsum drywall, flooring, ceilings, etc).
- Copies of all construction-related Project correspondence including all e-mails.
- Daily work logs and daily weather conditions.

918.2 LEED: For Projects seeking LEED certification, the contractor shall provide to the Architect-Engineer the information required by the Contract Documents for submittal to the USGBC to obtain the required LEED certification.