

922 - Record Drawings

922.1 Contractor's Responsibility: The Contractor shall be responsible for updating and maintaining the Record Drawings field set throughout the construction period. The Record Drawings field set shall reflect all changes caused by addenda, Change Orders, and other modifications and observed changes.

The Contractor shall provide the Record Drawings field set to the Architect-Engineer so they may produce the final Record Drawings to be submitted to the Division of Engineering and Contract Administration.

922.2 Architect-Engineer's Responsibility: The Architect-Engineer shall be responsible for:

- Monitoring, during construction period, the Record Drawings field set compiled by the Contractor. This monitoring shall be on a monthly basis and compensation to the contractor may be adjusted as necessary to insure that the Record Drawings field set is kept up to date.
- Making updates to the original construction drawings, or generating revised drawings after receipt of the Record Drawings field set from the Contractor.
- Providing Record Drawings to the Owner at completion of the Project.
- Submitting all Record Drawings in hard copy on 4 mil Mylar.
- Providing a complete set of Record Drawings in electronic format on CD-R or removable disk (thumb drive) in both AutoCAD and PDF format. All drawings shall be titled and include sheet numbers and file numbers.
- Verifying with the Project Manager, prior to submitting electronic files, the required format/version of AutoCAD files. The CD-R or removable disk (thumb drive) shall be transmitted with a complete index of drawings on the CD, including the File Name, drawing title, drawing sheet number, and date.
- Submitting Record Drawings to the Project Manager within 60 days from Final Completion.
- Submitting Record Drawings prior to the final payment to the Architect-Engineer.

922.3 Record Drawing Requirements: The Record Drawings shall:

- Comply with the CADD Standards listed in this manual. **See Section 108.**
- Have Architect-Engineer stamps and signatures on both Mylar and PDF versions.
- Bear a stamp "As-Builts" or "Record Drawings" with a revision date on each sheet near the title block.
- In the case where half-size or 11'x17" drawings are distributed for bidding and contract administration purposes, the official record documents submitted to the Division of Engineering and Contract Administration shall be on a minimum sheet size of 24" x 36".