1. GENERAL REQUIREMENTS: The University generally requires the following record documents be provided for each of its projects by either the consultant team or Contractor:

1.1 Record Construction Drawings
1.1.1 Record drawings shall be provided by each of the consultants that provided drawings created specifically for the project. The drawings shall reflect all modifications made in the course of the project for changes and RFI responses. The drawing shall also include field changes as provided by the Contractor.

2.1 Operations and Maintenance Manuals
2.1.1 Operations and Maintenance Manuals shall be required for all products, finishes, equipment, and systems included in the project. They shall include pertinent drawings & diagrams, instructions for operating, troubleshooting, and maintenance. Where appropriate they shall provide parts lists and source contact information to allow purchase for maintenance and repairs.

3.1 Project Submittals and Shop Drawings
3.1.1 As many shop drawings contain more detailed information on the construction of the building, they are a valuable tool for maintenance and repair of the building over its life. Review the range of shop drawings required for the project with the University’s Project Manager and determine which shop drawings will be of long term value and identify them to be included as part of the project record documents.

4.1 Record Project Finish Schedule
4.1.1 The Architect will provide a complete condensed record of all interior and exterior finishes to facilitate the long-term maintenance of the building. Provide in a form based on Appendix E.

5.1 Record Equipment Inventory
5.1.1 Covered in Divisions 15 and 16.

6.1 Facilities Engineering and Planning Equipment Status Form
6.1.1 Consultant to require the Contractor to provide Equipment Status Forms for all major equipment items. Prior to closeout, the contractor, Architect and University’s Project Manager to meet to establish the criteria for which equipment for which Equipment Status Forms shall be submitted.
7.1  Furniture Specifications and Placement Schedule

7.1.1  Provide a record set of all documents used to locate, specify and purchase the furniture and loose accessories for the project. Provide one consolidate schedule style document that identifies each of the selected products, the options included in the purchased items and the finish selections.

8.1  Demonstration and Training

8.1.1  See Section 01810 – Demonstration and Training