



project closeout

Project Record Documents and “As-Builts”

WHAT are these for?

Project Record Documents record changes in the Work relative to the way the Work was shown and specified in the original Contract Documents. They also provide important information for the Owner's records that was produced during the construction stage of the Project.

RISK MANAGEMENT

Project Record Drawings are sometimes labeled “As-Built Drawings.” This term is now in disfavor because many attorneys believe that the term implies a level of accuracy and field verification that is seldom performed, and because the cost of such field verification would be prohibitive.

SO **be careful** when using it.

ALWAYS check your fee and our services as recorded in our contract! The process for handling project closeout documentation occurs at the end of your project, when a large portion of the fee has been spent.

RECORD DRAWINGS

The following describes RMW typical procedures for processing “Record Drawings” and “As-Built Drawings”

AIA’s DEFINITION: “*Project Record Drawings* are the record of the Work recorded by the Contractor as it is performed, including modifications and other information, but without a final survey incorporating precise field verification.”

HOWEVER:

IN our practice, we have **two categories** of Drawings that show the changes in the Project that occurred during construction: **Record Drawings** and **As-Built Drawings**.

- **RMW DEFINITION - RECORD DOCUMENTS:** Prepared by RMW during the construction phase, they include the changes caused by changes to the design or the scope, products accepted for incorporation in the work (tracked through submittals), and other similar modifications.
- **RMW DEFINITION - AS-BUILT DOCUMENTS:** Prepared by the Contractor during the construction phase, they include all the construction changes made to the design during construction. These include the changes made in those portions of the Work built by the Design-Built contractors or subcontractors, and any other entity or person who participated in the construction.
 - The Contractor coordinates the changes by all the trades in one “As Built” set.
- Depending on how our services are described in the Project’s Owner-RMW contract and Specifications, the process for handling these documents may vary, but typically, we give our set to the Contractor to submit with the other Record Documents.

RECORD SPECIFICATIONS

We do not always do this, but record specifications provide a record of the products actually incorporated in the work. “*Knowing the names of the product, the manufacturer, and the Installer allows the Owner to better handle future operation and maintenance issues. This information also makes it easier to match products and materials for repair, replacement, and future renovations.*”

- If you want to do a short-cut of this, use the Specifications Table of Contents to record the actual products used in the Project and other pertinent changes, such as installation of products.
- You can also include the Product Data sent to you in the submittals.

INFORMATION IN THIS MODULE IS TAKEN FROM AIA MASTERSPEC Evaluation Sheets - Section 017839 - Project Record Documents

