

FACILITIES

Facilities Design and Construction

Construction Records and Reports

This regulation supersedes Regulation 8253.2.

I. PURPOSE

To provide a list of records and reports required by construction contracts.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

Section IV.K. was added.

III. RECORDS AND REPORTS

The following list of records and reports shall be provided as required by contract requirements and shall be maintained for information and records:

- A. Inspector's Daily Report
 - 1. Manpower
 - 2. Weather
 - 3. Construction Activities
- B. Architect's or Engineer's Periodic Report
- C. Concrete Tests
- D. Compaction Tests
- E. Soil Analysis Reports
- F. Gradation Reports
 - 1. Soil
 - 2. Sand
 - 3. Subbase
 - 4. Base
 - 5. Asphalt
- G. Mortar Test Reports

- H. Certified Mill Reports for Steel
- I. Certified Structural Steel Reports
- J. All Tests, Reports on Materials
- K. Load Tests (piling, etc.)
- L. Shop Drawings and Brochures
- M. Contractor and Subcontractor Approval (federal)
- N. Payroll Record and Affidavits (federal)

IV. ADDITIONAL INFORMATION

The following shall be maintained on file for records as required by regulation:

- A. County-Approved Drawings and Specifications
- B. Building Permit
- C. Administrative Correspondence
- D. Payment Records
- E. Bonds and Certificates of Insurance
- F. Contracts and Adjustments
- G. As-Built Plans and Record and Information Books
- H. Guarantees and Warranties
- I. Payroll Records on Federal Projects
- J. All Other Required Legal Papers
- K. Final Inspection Certificates From Code Enforcement Agencies