



Santa Ana Unified School District

BOARD POLICY NO. 7100.1

SUBJECT: AS-BUILT CONSTRUCTION DRAWINGS

CATEGORY: Facilities

Effective: 3/14/2017

RESPONSIBLE OFFICE(S): Facilities & Governmental Relations

Revised: 2/15/2017

SCOPE:

Upon completion of work, all contractors will be required to provide one complete set of corrected "as-built" plans and specifications showing all changes from original plans, regardless of how minor the change may be. The final set of drawings and specifications shall be furnished to the District both as a hard copy and as a PDF file, and shall become permanent property of the District. The furnishing of the final corrected set of plans and specifications shall be a condition to the final payments to the architect and to the contractor.

POLICY:

Upon the completion of work by District personnel, one corrected set of "as-built" plans and specifications or a mark-up showing construction changes on a former accurate record set of building drawings showing all changes from original plans, however minor, shall be completed and retained in the Building Services/Construction files.

DESIRED OUTCOME:

This policy will allow the District to ensure all record drawings and specifications are received and maintained from contractors and architects for use on future construction projects.

IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:

District Policies and Procedures:

Administrative Regulation 7100.1

Legal Reference:

Education Code

35275 New school planning and design

39148 Prepares of plans, specifications and estimates; qualifications; observation of construction

39152 Rules and regulations; building standards

Adopted: (5-76 7-02) 2-17

Santa Ana, CA