This log is used to capture all edits and changes made to the record documents (drawings, specifications, approved submittals). When making ANY edit/change to the record documents, the person making the edit/change shall document it by making an entry in this log. By keeping this log, all project stakeholders can easily see what has been done to the record documents. This will help ensure a complete set of record documents, make it easier to coordinate record document maintenance between all parties, and improve the quality of the final product.

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| **Edit Types** |
| **Abbreviation** | **Edit Type** | **Example/Notes** |
| RFI | Request for Information | Changes/clarifications made to the contract documents by RFI's. |
| CO/RFP | Change Order or Request for Proposal | The Change Order is the official change document, but reference to the RFP may be necessary if the CO is in process. |
| Field Change | Field Change | A change that was made without an initiating document that is within the allowable tolerances. If the change is followed up on with an RFI, RFP/CO then it is no longer a field change. |
| Red Line | Red Line, As-Constructed, Omitted or Not Shown in drawings | This is for work that is not specifically shown in the drawings. For example, the electrical circuit locations may not be shown in the design, but the electrical sub-contractor has drawn them on the contract drawing sheet. |
| Sup. Doc. | Supplemental Document | Shop Drawings, sketches, schematics that show the work in greater detail and are intended to be included with the final as-built documents. Could be issued by any party. MEP shop drawings are required to be included with the record documents. |
| Revision/ASI | Revisions orArchitect’s Supplemental Instructions | Changes/clarifications made to the contract documents by ASI's or revisions issued by A/E |
| Addendum | Addendum | Changes/clarifications made to the contract documents by Addenda. |

| **Date Edited***MM / DD / YYYY* | **Name and Company** **of Person Making Edit** | **Edit Type(s)***Select all that apply* | **Reference**  *Ex. RFI-123* | **Sheet(s) Edited** | **Description of Edits** |
| --- | --- | --- | --- | --- | --- |
|  / / 201 |  | [ ]  RFI[ ]  CO/RFP[ ]  Field Change[ ]  Red Line[ ]  Sup. Doc.[ ]  Revision/ASI[ ]  Addendum[ ]  Other: | [ ]  N/A |  |  |
|  / / 201 |  | [ ]  RFI[ ]  CO/RFP[ ]  Field Change[ ]  Red Line[ ]  Sup. Doc.[ ]  Revision/ASI[ ]  Addendum[ ]  Other: | [ ]  N/A |  |  |
|  / / 201 |  | [ ]  RFI[ ]  CO/RFP[ ]  Field Change[ ]  Red Line[ ]  Sup. Doc.[ ]  Revision/ASI[ ]  Addendum[ ]  Other: | [ ]  N/A |  |  |
|  / / 201 |  | [ ]  RFI[ ]  CO/RFP[ ]  Field Change[ ]  Red Line[ ]  Sup. Doc.[ ]  Revision/ASI[ ]  Addendum[ ]  Other: | [ ]  N/A |  |  |
|  / / 201 |  | [ ]  RFI[ ]  CO/RFP[ ]  Field Change[ ]  Red Line[ ]  Sup. Doc.[ ]  Revision/ASI[ ]  Addendum[ ]  Other: | [ ]  N/A |  |  |
|  / / 201 |  | [ ]  RFI[ ]  CO/RFP[ ]  Field Change[ ]  Red Line[ ]  Sup. Doc.[ ]  Revision/ASI[ ]  Addendum[ ]  Other: | [ ]  N/A |  |  |
|  / / 201 |  | [ ]  RFI[ ]  CO/RFP[ ]  Field Change[ ]  Red Line[ ]  Sup. Doc.[ ]  Revision/ASI[ ]  Addendum[ ]  Other: | [ ]  N/A |  |  |