

Chapter 9 – Design Guides

9.6 STATE RECORDS / DOCUMENTATION GUIDE

A. EXISTING CONDITIONS

1. OGS D&C will either provide or make available all existing documentation describing the current conditions of the building and the site that will be modified by the project. Most of this documentation is available through access to the Plan File Room or the OGS Team Leader. The Designer will verify the accuracy of information that is made available by OGS D&C, specifically the accuracy of construction documents from the construction of the original building or previous renovations to the building. Field verification of this information is the responsibility of the Designer. If the OGS Team Leader and the Designer agree that an additional consulting entity, for example, a land surveyor or hazardous materials testing laboratory, is required to document existing conditions, the OGS Team Leader and the Designer should discuss methods in providing these services.
2. The types of State facilities and properties documentation available are noted below.
3. If the OGS Team Leader and the Designer agree that an additional consulting entity, for example, a land surveyor or hazardous materials testing laboratory, is required to document existing conditions, the OGS Team Leader and the Designer should discuss how to include this in the scope of services.

B. DCNET DATABASE

1. OGS DCNet is a searchable database for OGS projects. The OGS Team Leader can search by agency, facility, building number, project description for similar projects/programs, scope at the subject facility (project title and building number) can be done by the OGS Team Leader.

C. STUDIES / PROGRAM REPORTS

1. The OGS Team Leader can provide examples of similar Studies and Program Reports to assist the OGS Team Leader and Consultant in determining scope of services, content and associated fees.
2. Past Studies and Program Reports completed by other Designers may form the basis for the project design.
3. Studies and Program Reports can be accessed by staff either through DCNet or through the [Program Review Log](#).

D. PLAN FILE RECORDS

1. The Plan File Room is a vast resource that contains contract documents for State projects. The contract documents (linen and mylars) are organized and filed by State Agencies, facilities and building numbers and can be scanned upon request.

E. AS-BUILT DRAWINGS

1. OGS D&C may have As-built drawings on some sitework and building projects. Check with the OGS D&C Plan File Room if they exist.

F. TOPOGRAPHIC SURVEYS (reserved)

G. SITE PLANS (reserved)

H. GEOTECHNICAL DATA

1. Geotechnical data for many State Agency facilities is available. Contact the OGS Team Leader and/or Michael Mitchell, P.E., at 518-486-4952 for additional information. See [Chapter 9.15 Geotechnical Guide](#) for additional information.

I. STRUCTURAL STEEL FABRICATION SHOP DRAWINGS

1. OGS D&C has structural steel fabrication shop drawings for some of its states facilities. Most of the archived shop drawings were projects completed after 1986. Contact Michael Ernst, P.E., at 518-486-1725 or John Novak, P.E., at 518-474-0215 with the OGS Structural Design Group for additional information.

J. ROOFING DATABASE

1. OGS D&C maintains a roofing data base that is utilized to notify State Agencies when building roof warranties are about to expire. This data base may be also used to identify the age of roofs. Contact Daniel Blair at 518-473-6939 for additional information.

K. FACILITY RESOURCES

1. The State Agency facility representatives such as Plant Superintendents may have various forms of information available on their buildings and infrastructure.

L. DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION

1. DCS Security Manual.
 - a. OGS D&C BU1 & 5 maintains a DCS Security Manual relating to site and building details for Medium and Maximum Security Facilities. These standards are available from the OGS Team Leader.
 - b. DOCCS Facility Key Plot Plans are available through Site Design.

End of State Records / Documentation Guide