

WATER AGENCIES' STANDARDS

Design Guidelines for Water and Sewer Facilities

SECTION 1.7 RECORD DRAWING GUIDELINES

1.7.1 PURPOSE

The purpose of this section is to provide general information for performing and processing Record Drawings on water and sewer facilities. This section is intended for use with Capital Improvement Projects (CIP) and Private Developer Projects.

Although these guidelines are intended to provide general information, it is recognized that there could be varying ways in which the Record Drawings are processed within the agency.

1.7.2 GUIDELINE

Processing Record Drawings starts at the time the engineering department receives a copy of the project punch list assembled by the Agency Inspector assigned to the project. The process concludes with a set of drawings for the project depicting all known construction changes. All projects require the completion of Record Drawings prior to final acceptance of the project by the Agency.

1.7.3 REQUIRED INFORMATION

Information required for completing the Record Drawings typically includes the following:

- A. Changes made to the project include:
 - 1. Field changes noted by the Developer and/or Developer's Engineer of work or Engineer of record (Development Projects).
 - 2. Comments/remarks of field information that may have been provided by the Design Consultant (Capital Improvement Projects).
 - 3. Field information provided on the Contractor Field Record Drawings, assembled by the Contractor hired to perform work.
 - 4. Project change order drawings or change order information indicating changes made to the contract drawings (Capital Improvement Projects).
 - 5. Field information provided on the Inspectors Field Record Drawings, assembled by Agency's inspector assigned to the project.
- B. Additional information could also include:
 - 1. Field information such as Change Orders indicating location of work performed and other pertinent information noted by Agency forces.
 - 2. Account numbers for water and/or sewer services as assigned by the Agency.
 - 3. Drawing numbers associated with the project as assigned by the Agency.

4. Easement documentation associated with Agency facilities.
5. GIS information identified by the Agency to be included on the drawings.
6. Additional information as identified by the Agency.

1.7.4 DRAWING CHANGES

The drawing status block on the border of the sheet is intended for formal changes made by addendum during the bid phase and for recording changes made during construction.

A change is noted by describing it in the revision block, circling (clouding) the revised area on the drawing, and placing the revision letter or number in a triangle inside the circled (clouded) area.

1.7.5 COMPLETION OF RECORD DRAWINGS

- A. Development Projects: The Developer's Engineer typically performs work required for completion of the Record Drawings.
 1. The Developer's Engineer will be requested to submit, to the Agency, two (2) sets of reproductions redlined to clearly indicate all field changes brought to the attention of the Developer and/or Developer's Engineer.
 2. The Agency will supply the Engineer of work with information required to complete the Record Drawings. One (1) set of reproductions will be submitted showing information to be included on the final Record Drawings.
 3. The Engineer shall incorporate all remarks provided by the Agency and submit two (2) reproductions made from the corrected originals. Mylars shall not be produced or supplied to the Agency until all changes have been incorporated and accepted by the Agency.
 4. After the Agency is satisfied that all remarks have been included, the Agency will request the mylars reproductions be submitted as follows:
 - a. Only double-sided reverse ammonia or photo mylars of four to five (4 to 5) mil thickness will be accepted. Mylar reproductions must be made from the original mylars and signed by the Engineer of Work.
 1. In some circumstances the Agency may be required to sign-off on the originals prior to reproducing mylars.
 - b. When plans are prepared on Agency title block, the Agency is to receive the original mylars.
 - c. If the project was prepared electronically then the project shall be submitted to the Agency in accordance with Section 2.2. Media to be used shall be CD-ROMs, zip disk or super disk as required by the Agency. Each disk should be labeled with the project name, project number and Engineer's name and telephone number.
- B. Capital Improvement Projects: Agency personnel typically perform the work required for completion of the Record Drawings. In some cases the Agency may have the Design Consultant, contracted by the Agency, perform the work required for completion of the Record Drawings.

1. Agency personnel shall proceed with the completion of the Record Drawings incorporating all field changes and information as required.
2. If the Agency proceeds with having the Record Drawings completed by the Design Consultant the Agency will supply information required for completion of the Record Drawings. One (1) set of reproductions will be submitted showing information to be included on the final Record Drawings.
 - a. The Design Consultant shall incorporate all remarks provided by the Agency and submit the original mylars to the Agency.
 - b. If the project was prepared electronically then the project shall be submitted to the Agency in accordance with Section 1.2 or 1.3. Media to be used shall be CD-ROMs, zip disk or super disk as required by the Agency. Each disk should be labeled with the project name, project number and consultant's name and telephone number.

1.7.6 INTERNAL PROCESSING OF RECORD DRAWINGS

Following the successful completion of the Record Drawings, as described above, the Agency will proceed with internal processing of the Record Drawings. Cost incurred by the Agency for internal processing of the project will be billed to the project directly.

1.7.7 RECORD DRAWINGS FOR RECYCLED WATER ONSITE IRRIGATION SYSTEMS (Privately owned and Maintained)

Processing Record Drawings for recycled water onsite irrigation systems (Privately owned and Maintained) shall be in accordance with Section 2.5.

1.7.8 REFERENCE

- A. Should the reader have any suggestions or questions concerning the material in this section, contact one of the member agencies listed.
- B. The publications listed below form a part of this section to the extent referenced and are referred to in the text by the basic designation only. Reference shall be made to the latest edition of said publications unless otherwise called for. The following list of publications, as directly referenced within the body of this document, has been provided for the users convenience. It is the responsibility of the user of these documents to make reference to and/or utilize industry standards not otherwise directly referenced within this document.
 1. Water Agencies' Standards
 - a. Design Guide (WADG):
 1. Section 1.2, AutoCAD Guidelines
 2. Section 1.3, MicroStation Guidelines
 3. Section 2.2, Development Plan and Permit Processing Procedures
 4. Section 2.5, Recycled Water Facility Guidelines

END OF SECTION