

## **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 District.

### **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 District 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 District.

### **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 the District'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 District forces.
2. Account numbers for water and/or sewer services as assigned by the District.
3. Drawing numbers associated with the project as assigned by the District.
4. Easement documentation associated with District facilities.
5. GIS information identified by the District to be included on the drawings.
6. Additional information as identified by the District.

#### 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 District, 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 District 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 District and submit two (2) reproductions made from the corrected originals. Mylars shall not be produced or supplied to the District until all changes have been incorporated and accepted by the District.
4. After the District is satisfied that all remarks have been included, the District 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. Each sheet shall have a "Record Drawing" box signed by the Engineer of Work.
    - i. In some circumstances the District may be required to sign-off on the originals prior to reproducing mylars.
  - b. When plans are prepared on District title block, the District is to receive the original mylars.
  - c. If the project was prepared electronically then the project shall be submitted to the District in accordance with Section 2.2. Media to be used shall be electronically submitted as required by the District. Each submission should be labeled with the project name, project number and Engineer's name and telephone number.

B. Capital Improvement Projects: District personnel typically perform the work required for completion of the Record Drawings. In some cases the District may have the Design Consultant, contracted by the District, perform the work required for completion of the Record Drawings.

1. District personnel shall proceed with the completion of the Record Drawings incorporating all field changes and information as required.

2. If the District proceeds with having the Record Drawings completed by the Design Consultant the District 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 District and submit the original mylars to the District.
  - b. If the project was prepared electronically then the project shall be submitted to the District in accordance with Section 1.2 or 1.3. Media to be used shall be electronically submitted as required by the District. Each submission 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 District will proceed with internal processing of the Record Drawings. Cost incurred by the District 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 Article 175 (See appendix).

### **1.7.8 REFERENCE**

Should the reader have any suggestions or questions concerning the material in this section, contact the District Engineer.

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. Valley Center Municipal Water District Standards:
  - A. Design Guidelines:
    - i. Section 1.2, AutoCAD Guidelines
    - ii. Section 2.2, Development Plan and Permit Processing Procedures
    - iii. Article 175, Recycled Water Facility Guidelines

END OF SECTION