



STANDARD OPERATION PROCEDURE

Subject: RECORD DRAWINGS	Number: SOP 100-02	Page: 1 of 2	Effective Date: 08/22/2016
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Purpose:

The purpose of this procedure is to define the process for developing and processing record drawings.

Regulation/Specification:

Arizona Revised Statute 32-152; 2014 PAG Specification Sections 105-9 and 808-3.27.

Definitions:

1. "Contractor" means the individual, partnership, firm, corporation, or any acceptable combination thereof, or joint venture, entering into a contract with the contracting Agency for performance of the prescribed work.
2. "Department" means the governmental body for whom the construction is being done, either by permit or contract.
3. "Engineer" means the Engineer appointed by the County Engineer acting by and under the laws of the State of Arizona and/or local ordinance, or the Engineer's representative in matters relating to contract development, administration and construction activities.
4. "Inspector" means the Engineer's authorized representative assigned to make detailed inspections of contract performance.
5. "Capital Improvement Project" means official project documents approved by the County Engineer and identified by a single project number and bid and awarded as one contract. On occasion, two or more projects may be bid and awarded as a single project.
6. "Project Plans" means the project bid plans awarded under contract inclusive of any revisions per addendum and per issued revised plan sheets during construction.
7. "As-built Plans" means the project plans kept on-site that are used to record (typically by way of handwritten notes in red ink) changes in detail, location, and depth of all items constructed which vary from the contract documents that are made during the actual project construction as well as existing facilities and/or features encountered during the construction that are to remain in place.
8. "Record Drawings" means the clean set of project plans containing as-built information and new or revised plan sheets added during construction that have been reviewed and accepted by the Agency and signed and dated by the Engineer.

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General:

1. The record drawings standard operating procedure applies to all Department of Transportation capital improvement projects.
2. The contractor shall keep a full size set of as-built plans on the project site at all times and, at least weekly, annotate said plans to indicate changes in detail, location, and depth of all items constructed which vary from the project plans as well as all existing facilities and/or features encountered during the construction that are to remain.
3. The Engineer and/or Inspector shall review the as-built plans weekly or as needed for clarity and accuracy.
4. Record drawings shall be kept on file in Pima County Department of Transportation, Mappings and Records Section.

Procedure:

1. Each plan sheet revision shall be clouded, assigned a revision number, and noted in the plan sheet's revision block.
2. Upon completion of the work, the contractor shall transfer the as-built plan information to a clean set of the project plans. The dimensions and notations provided on the record drawings shall be complete, clear, and legible.
3. No later than 60 calendar days after final acceptance of the project or as directed by the Engineer, the contractor shall submit a transmittal letter and record drawings to the Engineer for review and acceptance.
4. Upon acceptance of the record drawings, the Engineer shall sign and date the record drawings acceptance block located on the plans cover sheet.
5. The Engineer shall transmit the accepted record drawings to the Pima County Department of Transportation, Mapping and Record Section for archiving. A copy of the transmittal shall be sent to the project manager.
6. The Mapping and Records Section shall either (a) transfer the record drawings onto microfiche for archiving or (b) if the record drawings are determined to be in such a condition that the microfiche would be of a poor quality or the information may be indiscernible, transfer the information onto a set of project plans kept on file with the Department of Transportation and submit them to the Engineer for acceptance and signature. The Engineer shall return the accepted records drawings to Mapping and Records for microfiche and archiving.

APPROVED BY:


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