

APPENDIX H
RECORD DRAWING CHECKLIST

TOHO RECORD DRAWING CHECKLIST

Accepted

Rejected

N/A

1: GENERAL INFORMATION:

Project Name:

Project Number:

Project Location:

Submitted by:

Cover Sheet with Sheet Index

The following certification shall be provided on the Record Drawing Cover Sheet:

' I CERTIFY THAT THESE RECORD DRAWINGS HAVE BEEN REVIEWED BY ME OR BY INDIVIDUAL(S) UNDER MY DIRECT SUPERVISION AND THAT THESE RECORD DRAWINGS INCORPORATE THE INFORMATION CONTAINED IN CHAPTER 61G17, BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS. TO THE BEST OF MY KNOWLEDGE AND BELIEF THESE RECORD DRAWINGS SUBSTANTIALLY REFLECT ALL WATER, SANITARY SEWER, AND RECLAIM WATER UTILITIES THAT APPLIES, AS CONSTRUCTED. THE ACCURACY OF THESE RECORD DRAWINGS IS RELIANT ON THE ACCURACY APPLIED BY THE SURVEYOR THAT PREPARED THE CERTIFIED AS-BUILT SURVEY'

Street names

Right of way

Centerline of roadway

Survey control line with stations

Parcels

Scaled vicinity map

Scale of drawings and bar scale

North arrow

Location of Bench Mark reference Site / Project Bench Mark

Seal and signature of Florida registered P.E. or R.L.S. on each sheet

All easements identified and dimensioned

Statement designating drawings are "Record Drawing" on each sheet

Horizontal Control Datum Note and Vertical Control Datum Note

Drawing sheets numbered in sequence

Match Lines with sheet match data

The ¼ Section, Township, Range shall be displayed on the lower right hand corner of the cover sheet, as NE ¼ S29 T25S R29E

2: WATER SYSTEM:

Overall master plan of project (including all phases)

Water, reclaim and sewer drawings may be shown on same sheet or separate.

Show state plane coordinates where water main connects to water laterals (services)

Pipe size, material and class must be labeled

Separation from water, reclaim and sewer shown on plans

All valves and blow-offs shall have description of size and type of valve on water plan sheet.

Display a separate, recorded easement for utility extensions outside public rights of way.

Tap sizes, location with coordinates

Water meters with coordinates

Show state plane coordinates for all assets, hydrants, valves bends, tees, reducers, etc...

Show existing water mains and connections for all new water piping tie ends.

3: RECLAIM SYSTEM:

- Overall master plan of project (including all phases)
- Water, reclaim and sewer drawings may be shown on same sheet or separate.
- Show state plane coordinates where reclaim main connects to reclaim laterals (services)
- Pipe size, material type and class must be labeled
- Separation from water, reclaim and sewer shown on plans
- All valves and blow-offs shall have description of size and type of valve on reclaim plan sheet.
- Display a separate recorded easement for utility extensions outside public rights of way.
- Tap sizes, location with coordinates
- Reclaim meters with coordinates
- Show state plane coordinates for all assets, hydrants, valves bends, tees, reducers, etc...
- Show existing reclaim mains and connections for all new reclaim piping tie ends.

4: SANITARY SEWER SYSTEM:

- Overall master plan of project (including all phases)
- Water, reclaim and sewer drawings may be shown on same sheet or separate.
- Show state plane coordinates where sewer main connects to sewer laterals (services).
- Pipe size, material type and class must be labeled
- Separation from water, reclaim and sewer shown on plans
- Rim, invert and grade elevations in plan and profile
- Show street sewer main cleanouts with coordinates
- Show lateral cleanouts with coordinates
- Display grades of sewer mains
- Force main location with appurtenances
- Display a separate, recorded easement for utility extensions outside public rights of way
- Plan and profile is required for all TWA owned sewer mains
- Show existing sewer mains and connections for all new sewer piping tie ends
- Provide a boundary survey for the lift station
- Provide lift station detail sheets
- Dimensions between all manholes shall be field verified and shown. The inverts and rim elevation of all manholes shall be shown on the drawings and provided in the Coordinate Asset Table

5: DIGITAL DATA

- Provide a CD with the following information:
 - a. Original CAD drawings with all associated xref files
 - b. PDF scans of signed and sealed record drawings
 - c. Coordinate asset table in Excel format
 - d. PDF scan of the boundary survey for the lift station

6: MISCELLANEOUS:

- Provide a copy of the original surveyor certified as-built drawing
- Provide engineer certified record drawings
- All privately maintained utilities shall be clearly marked 'PRIVATE' and the limits of the privately maintained areas shown on the record drawings
- Toho maintained utilities shall be clearly marked 'EXISTING TWA' and shown on the record drawings
- Provide coordinates for all fittings, valves, clean-outs, meters, etc. constructed with this project. These coordinates should be included in a Coordinate Asset Table which lists the Northing, Easting, and elevations shot by the surveyor.
- Record drawings shall clearly show all field changes of dimension and details
- Drawings shall clearly show all details not on the original accepted construction drawings
- Create larger details in those instances where essential assets are displayed but the drawing is too cluttered to understand.
- All abandoned or demolished water, reclaim and sewer infrastructure shall be clearly indicated on the drawing.
- There should be three distinct sets of lines for the water, reuse, and sanitary sewer
- All drawing information needs to be legible and easy to interpret.
- All underlying proposed utility locations and base data from the approved drawings should be gray while the as-built information should be a bold and black.
- Plans approved for construction and as-built surveys stamped 'Record Drawings' will not be accepted for review by TWA. The engineer of record shall be responsible for transferring the as-built information on to the record drawings and re-drawing as necessary.
- All construction must be completed in accordance with the approved plans, and applicable Toho Water Authority standards and specifications. Record drawings shall clearly show all field changes. Any and all deviations from the approved plans are verified by a TWA inspector to be true and correct.

7: RECORD DRAWING SUMMARY:

- I. All other requirements outlined in Section 11.6 of the TWA Standards and Specifications must be adhered to with future submittals.
- II. After engineering review of compliance with these comments, the TWA GIS department will review the electronic files to ensure all requirements have been met.