

# Private Development Inspector Record Drawing Checklist

The record drawing approval process requires verification of record drawing utility locations against actual utilities constructed on project sites. This verification effort largely is the responsibility of the Authority's construction inspectors. The following steps outline the process to complete the verification.

- The record drawing review process activity is initiated by the construction inspectors upon receipt of the draft record drawings from the Development Project Manager.
- The inspector's review requires the inspector to "red line" the draft record drawings for accuracy noting the locations of utilities by visual inspection and noting locations of buried fittings based on the inspector's witnessing of fittings installation during construction.
- Upon completion of the "red line" exercise, the inspector will return the "red line" document to the Development Project Manager (DPM).
- The design consultant's revised record drawings and the inspector's "red line" record drawings will be resubmitted to the inspector from the DPM.
- The inspector will compare the revised record drawings with the "red lined" record drawings. A site visit is not required.
- Revised record drawings not reflecting the "red line" record drawings will be "red lined" by the inspector and returned to the DPM. The original "red line" drawings will be retained by the DPM and made available to the inspector if requested.
- The above cycle will be repeated until the inspector is satisfied the record drawings reflect field constructed conditions.

**Note:** The inspector is not required to evaluate the accuracy of survey data and the Asset Coordinate Table.

The following checklist should be used by the inspector to develop the “red line” record drawing.

## **Water Mains**

- A profile view of water mains is required only at conflict locations and use of fittings for vertical main adjustments.
- Pipe and finished grade elevations over the water main should be shown every 100 feet.
- Show all pipe sizes; materials and pressure classifications, (example: 12” PVC C900).
- Identification of fitting types is required, i.e., 22°, 45°, 90°, bend, cross, tee, wye, etc. The joint mechanism is not required to be shown.
- Show all water main taps including service connections.
- Show all service main terminations at meter box.
- Show all fire hydrants and valves.
- Show changes in pipe diameter. Identification of the reducer is not required.
- Show temporary jumper abandoned connection.
- Show BT sample points if main is tapped.

## **Reuse Mains**

- A profile view of water mains is required only at conflict locations and use of fittings for vertical main adjustments.
- Pipe and finished grade elevations over the water main should be shown every 100 feet.
- Show all pipe sizes, materials and pressure classifications, (example: 12” PVC C900).
- Identification of fitting types is required, i.e., 22°, 45°, 90° bend, cross, tee, wye, etc. The joint mechanism is not required to be shown.
- Show all reuse main taps including reuse services.

- Show all fire hydrants, (if applicable) and valves.
- Show changes in pipe diameter. Identification of the reducer is not required.

## **Force Mains**

- Show force main profile.
- Show valves including air release/vacuum valves.
- Pipe and finished grade elevations over the force main should be shown every 100 feet.
- Show all pipe sizes, materials and pressure classifications, (example: 12" SDR 24).
- Identification of fitting types is required, i.e., 22°, 45°, 90° bend, cross, tee, wye, etc. The joint mechanism is not required to be shown.
- Show all force main taps including test port locations.
- Show changes in pipe diameter. Identification of the reducer is not required.

## **Gravity Sewer**

- Show all manholes, top and invert elevations.
- Show all profiles.
- Show all laterals and lateral bends.
- Show all distances from the center of downstream manhole to service connection at main.

## **Asset Coordinate Table**

- Confirm all assets have a northing and easting; do not confirm accuracy of northing and easting.