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## CHAPTER 5 FINAL RECORD DRAWINGS

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## **CHAPTER 5**

### **FINAL RECORD DRAWINGS**

#### **5.1 PURPOSE**

This chapter establishes the procedures that must be followed by Design Engineers, Land Surveyors, developers, and MSD concerning Final Record Drawings and ensuring that all proposed sanitary sewer plans correctly depict the facilities as constructed. This chapter also applies to MSD drainage projects, but not privately developed drainage plans.

#### **5.2 GENERAL**

A record of all deviations from the contract drawings shall be made by a Land Surveyor licensed in the Commonwealth of Kentucky and hired by the contractors. They shall then, upon completion of the project, generate Final Record Drawings. Final Record Drawings are generated by drawing a line through the original design information and adding the corrected data to the original plans. Therefore, the Final Record Drawings will depict the proposed plan information and the constructed information.

Final Record Drawings information should be added to MSD's originals rather than generating a new set of reproducible drawings unless otherwise authorized by MSD. If a new set of drawings is required, it shall be on double matted, 24-inch high by 36-inch wide polyester-based film at least 3 mil in thickness, using a film negative photographic process. Ammonia based or diazo reproductions are not acceptable. No deviations from either requirement shall be made without prior approval by MSD.

#### **5.3 PROCESS**

MSD will notify the Developer/Engineer/Land Surveyor that a particular project is ready for Final Record Drawings. The Land Surveyor must contact MSD's Engineering Records department to schedule a time they may visit MSD's office to perform the required additions/revisions to the original drawings on file. No original drawings can be removed from MSD's office for the Final Record Drawing process. The completed Final Record Drawings are reviewed by MSD's Inspection Department for verification of information. Once verified, the plans are returned to Engineering Records for final review and acceptance. If the plans are accepted they become Final record Drawings. If they are rejected the above process is repeated until accepted.

#### **5.4 DRAWING INFORMATION**

Where constructed information differs from the contract information, the Land Surveyor shall mark a line through the proposed information and hand letter the corrected information near the crossed-out original data. Original information shall under no

circumstances be erased from the original plans. Plan corrections must be made in the same ink as the original drawing. Lettering must be dark black to ensure a quality image. No red line markings will be accepted. A check mark should be placed beside the original plan information, which has been verified to be correct as constructed.

## **5.5 CONSTRUCTION PLANS**

The following construction items, at a minimum, should be reviewed and verified to produce the Final Record Drawings:

### **5.5.1 Alignment Changes**

#### **5.5.1.1 Changes in Station on:**

- a. Manholes
- b. Catch Basins or Surface Inlets
- c. Headwalls
- d. Retaining Walls
- e. Slope Protection
- f. Channel Linings
- g. Pump Station Wet Wells
- h. Pump Station Valve Vaults
- i. Air Release Valves
- j. Property Service Cleanouts

#### **5.5.1.2 Changes in Elevation for:**

- a. Inverts
- b. Rims (to the nearest hundredth)
- c. Surface Inlet Grates (to the hundredth)
- d. Flow Lines
- e. Structures

### **5.5.2 Changes in Structures**

- a. Manhole Collar Size
- b. All revisions in pipe sizes, lengths, slopes and angles
- c. Changes in offset distances of structures
- d. For Pump Stations and Wastewater Treatment Plants:
  1. All revisions in pipe sizes

2. All revisions to electrical controls
  3. All revisions to exhaust and ventilation systems
  4. Pump modifications
  5. Changes in elevation for inverts and level controls
  6. Equipment layout modifications
  7. Building modifications
- e. For Property Service Connections
1. Size
  2. Length
  3. Depth
  4. Station
  5. End Location
- f. For changes in Lot or Unit Designations
1. Lot Numbers
  2. Tract Numbers
  3. Apartment Unit Designations
  4. Condominium Unit Designations
  5. Patio Home Designations

### **5.5.3 General**

- a. The Land Surveyor shall stamp and sign ALL SHEETS in the space provided.
- b. Any unverified data shall show +/- thereby indicating that information has not been verified.