

**ALACHUA COUNTY PUBLIC WORKS
AS-BUILT
PROCEDURE AND DOCUMENT CONTROL PROCESSING**

1.0 SCOPE

This procedure establishes and defines the process for compiling and processing as-built drawings and records.

2.0 RESPONSIBILITY

- 2.1 Engineering - Provide signed and sealed originals of all design plans.
- 2.2 Inspections - Maintain as-built files and drawings and provide as-built information at the completion of the project.
- 2.3 Administrative Support - Process and compile final as-built information to permanent file location.

3.0 GENERAL

- 3.1 As-built drawing information will be compiled on signed and sealed plans. The final set of plans shall contain only the latest revision of each sheet.
- 3.2 As-built documentation files shall include copies of all test reports, correspondence, and certifications. Inspection and engineering files shall be merged at the completion of the project in compiling the final project file.
- 3.3 As-built drawings shall be annotated in a neat, clear fashion with all field data such as undercut, under drain, field adjustments, and any areas of concern such as filled sink holes, spring heads, or abandoned well.

4.0 PROCEDURE - CONTROL OF ORIGINAL DOCUMENTS

- 4.1 Engineering will provide two (2) complete sets of signed and sealed design drawings to the inspections office.
- 4.2 One set of plans will be maintained in the field by the assigned inspector. The inspector will post any revised sheets and superseded sheets removed or marked "VOID" over the approval block.
- 4.3 One set of plans will be maintained in the Inspections Office on a stick file. The Project Inspector will post any revised sheets and superseded sheets shall be REMOVED. These plans shall remain clean and unmarked except for transfer of

as-built information. "As-Built" shall be stamped in red above the engineer's seal.

4.4 The Project Inspector for all copies of test results, correspondence, and certifications shall maintain working files. Where possible, originals of all documents will be forwarded to the record file.

4.5 A record file will be maintained at the following locations:

4.5.1 Subdivisions and Commercial Sites in the Development Review files.

4.5.2 T.I.P. Projects in the Director's office files.

Copies of documents may be maintained in working files for reference, but duplicate copies will be discarded when files are merged for the as-built file.

5.0 PROCEDURE - ANNOTATION OF AS-BUILT DRAWINGS

5.1 As-built drawings shall contain only the latest revision of each sheet.

5.2 As-built drawings shall be annotated with the following information:

5.2.1 Undercut - Approximate dimensions of length and width of undercut shall be shown on plan view sheets with YELLOW highlight. Cross section sheets shall show width and depth of undercut highlighted in YELLOW with vertical and horizontal limits outlined with solid lines. Planned undercut depth dimension shall be annotated, i.e. "18" or "24", and lateral dimension annotated, i.e. "10' off edge of pavement" or "3' back of curb".

5.2.2 Under Drain - Location of under drain shall be annotated on plan view sheets in RED, with flow direction indicated by an arrow. Length, material and size of under drain shall be annotated adjacent to the drawn line. Ends of under drain shall be labeled with "C.O." (clean out), "CAP" or "Outfall" as appropriate. Under drain ends terminating in inlets do not require labeling.

5.2.3 Field Changes - Changes occurring in the field, for which plan sheets are not revised, shall be annotated on the affected sheets, with explanation for the change adjacent to the area of the change. Drawing of changes such as added pipe, change of pipe location, inlet changes, etc., shall be drawn in contrasting color to the print lines (i.e. if print is blue, use black, if print is black, use blue).

5.2.4 Areas of Concern - Areas where unusual situations, such as sink holes, spring heads, abandoned wells, etc., are encountered, shall be explained on the appropriate plan sheets. Notes shall be added in RED.

- 5.2.5 Certification of As-built - Upon completion of the annotation of the as-built data, the inspector transferring the information shall sign and date below the red "As-Built" stamp on the cover sheet. Adjacent to the inspector signature, the Construction Inspection Superintendent shall initial and date, signifying review. As-Builts will be forwarded with the completed working file and inventory sheets.
- 5.2.6 Filing of As-Builts - Drawings shall be transferred to permanent storage area by the Staff Assistant after assignment of a file control number. The title of the project shall be annotated on each end of the outside sheet.

6.0 PROCEDURE - PROJECT FILES AND DOCUMENTS

- 6.1 Record and working files will be maintained as stated in Section 4.0.
- 6.2 Original documents and certifications should be filed as soon as possible in the record file, with copies maintained in the working files when necessary.
- 6.3 Superseded plan sheets may be retained as deemed necessary for historical reasons but shall be annotated as "VOID" or "REVISED".
- 6.4 Record and working files shall contain the following records in the order specified:
 - 6.4.1 Subdivision - Working File
 - 6.4.1.1 Final acceptance or completion letter
 - 6.4.1.2 Certification of installation of PCP=s, PRM=s, and lot corners.
 - 6.4.1.3 Punch list prior to final acceptance or completion
 - 6.4.1.4 Preliminary inspection letter
 - 6.4.1.5 Punch list prior to preliminary
 - 6.4.1.6 Engineer's Certification and request for preliminary inspection
 - 6.4.1.7 Construction Permit
 - 6.4.1.8 Test Records - original signed and sealed by testing organization.
Field copies of tests shall be discarded, once certified copy is filed
 - 6.4.1.9 Miscellaneous correspondence, such as draw requests and deficiency reports
 - 6.4.2 T.I.P. Projects - Working File
 - 6.4.2.1 Certificate of Completion
 - 6.4.2.2 Contractor's Final Affidavit and Release of Lien

- 6.4.2.3 Pay Applications
- 6.4.2.4 Change Orders
- 6.4.2.5 Field Change Orders
- 6.4.2.6 Punch Lists
- 6.4.2.7 Notice to Proceed
- 6.4.2.8 Pre Construction Conference Information
- 6.4.2.9 Inspection Reports
- 6.4.2.10 Test Reports
- 6.4.2.11 Miscellaneous Correspondence

6.4.3 Record Files - Record files shall include all of the above items plus any original documentation accumulated of historical value, during the process of the project. As record and working files are merged, information copies of correspondence and duplicate copies shall be discarded.

6.5 Working files shall be forwarded to, and reviewed by, the Construction Inspection Superintendent, then forwarded to the location of the record file as denoted in the Log Book Index. Working files shall be processed with the as-built drawings and inventory forms.

7.0 MISCELLANEOUS DOCUMENTATION

7.1 Utility Permits - Forward to subdivision file or segment no. files as appropriate. Utility permits shall not be included in T.I.P. project files, but shall be forwarded to the segment no. file.

7.2 Driveway Permits - Forward to subdivision files or segment no. files as appropriate, Driveway Permits shall not be included in T.I.P. Project files, but shall be forwarded to the segment number file.

7.3 Inventory Forms - The Construction Inspection Superintendent shall forward these forms with the completed working files for review. Completion and processing of these forms shall be in accordance with the inventory procedure.

7.4 Deficiency Reports - Resolution of these reports shall be completed prior to final inspection and acceptance. Administrative Assistant shall be notified of completion and closeout of this report.