



## RECORD DRAWINGS CHECKLIST

### PART I            GENERAL

Record drawings are required to provide a means of schematic verification that the intent of the approved engineering design has been met, thereby substantiating that the health, safety, and welfare aspects of the engineering design have been adequately provided by the construction of the project. Secondly, record drawings serve as a reference tool for future location and maintenance operations. The following requirements shall be applied to each set of Record Drawings developed for the Village of Romeoville.

#### 1.1    GENERAL RECORD DRAWING REQUIREMENTS

- A.    The first sheet of the set will have a vicinity map in the upper right-hand corner.
- B.    Record drawings shall be submitted as revisions shown on the original Engineering Plans and as AutoCAD (version 2020 or newer) files. Record drawings will have the original data lined through and the Record data added to the drawing. At no time will the original data be accepted as the Record data.
- C.    All record drawings for projects are required to be minimum 24" x 36" and shall bear the name, address, and telephone number of the firm preparing the drawings and the date the record data is added to the original plans via the revision block.
- D.    Surveyor's/Engineer's statement (with embossed or wet seal and with original signature on each sheet) shall verify that the record drawings reflect the true conditions in the field.

ENGINEER'S (SURVEYOR'S) STATEMENT

"I have reviewed the "as-built" information included in these plans, and based upon my inspection of the site; I confirm the project was constructed in substantial compliance with the original design intent of the project. Furthermore, I also confirm the as-built grading and overall project site is in compliance with the latest Illinois Accessibility Code requirements.

Signed/Sealed: \_\_\_\_\_ Date: \_\_\_\_\_"

- E.    Contractor's statement (with original signature on each sheet) shall verify that all construction specifications and product qualities have been met or exceeded.

CONTRACTOR'S STATEMENT

"I hereby certify that all construction specifications, product standards and quantities shown and described within these plans have been met or exceeded.

Signed/Sealed: \_\_\_\_\_ Date: \_\_\_\_\_"

- F.    "RECORD DRAWING" shall be labeled on each sheet in 1-inch high letters.



- G. Street names shall be shown on all streets.
- H. If the utility system is to be private (not to be dedicated to local authority), then indicate on each sheet.
- I. The location and elevation of the benchmarks referenced shall be shown on the drawing. If the referenced benchmarks are not within the project limits, then complete descriptions of locations must be provided.
- J. Show all easements within the project limits on the record drawings.
- K. All as-constructed elevations must be referenced to the same benchmark datum as the original approved design plans.

## **1.2 WATER SYSTEM RECORD DRAWING REQUIREMENTS**

- A. Locate valves, fittings, services (b-boxes), shut-off valves, and fire hydrants in two directions (station and offset).
  - 1. Locations shall be perpendicular to the right-of-way and parallel to the water main.
    - a. Lot lines may be used to locate water services.
    - b. Permanent structures that are properly located may also be used.
    - c. Radial ties are not acceptable.
  - 2. All horizontal distances shall be shown to the nearest foot. All vertical distances shall be shown to the nearest tenth of a foot.
- B. Show all materials, sizes, and types of valves, pipes, and fittings.
- C. Elevations shall be given for the top of all manhole covers and for top of pipe.
- D. Special detail drawings will be required where installations are not shown on approved engineering drawings for whatever reason or where required for clarity.
- E. Show location and elevations for pipes and fittings where changes in direction occur.
- F. Show linear distances along watermain from appurtenance to appurtenance (i.e., valve vault to tee, tee to bend, bend to valve, etc.)
- G. Details for water services deviating from typical installation details of the approved engineering plans shall be noted on the record drawings.
- H. Provide copies of all testing records (including but not limited to pressure tests and chlorination reports) for the project.



### **1.3 SANITARY SEWER SYSTEM RECORD DRAWING REQUIREMENTS**

- A. All piping, wyes, tees, valves, cleanouts, manholes and special cases shall be located in two directions, in the same manner as water locations.
- B. Horizontal dimensions shall be to the nearest foot. Vertical elevations shall be to the nearest hundredth of a foot.
- C. Identify the length, size, material, and slope of all piping (i.e., 300 feet of 8" PVC SDR 35 at 0.4%).
- D. Elevations shall be given for the top of all manhole covers and for the inverts of all pipes entering/exiting each manhole.
- E. Service laterals are to be identified with location of end service / plug (station and offset measured upstream).
- F. Details for drop manholes deviating from the details on the approved engineering plans shall be indicated on the record drawings.
- G. Provide copies of all testing records (including but not limited to air test, mandrel test, vacuum test) and video recordings/reports of all sanitary lines.

### **1.4 FORCE MAINS RECORD DRAWING REQUIREMENTS**

- A. Locate all valves, fittings, etc. in two directions in the same manner as water locations.
- B. Locations of fittings shall be shown at all changes in direction.
- C. Elevations shall be given for the top of all manhole covers and for the inverts of all pipes entering/exiting each manhole.
- D. Show all sizes, materials, and types of valves, fittings, pipe, etc.
- E. Special detail drawings will be required where installations are not as shown on the approved drawings for whatever reason.

### **1.5 PUMP STATION RECORD DRAWING REQUIREMENTS**

- A. Wet well size and location shall be shown along with high and low water levels.
- B. Elevations for top, bottom, inverts, adjacent ground and type and size of lines and fittings for all lines entering or leaving the wet well.
- C. All schedules which show pump, motor and electrical data shall be amended and shall be submitted with wet well drawings.
- D. All improvements within the pump station boundaries shall be located horizontally and vertically to the nearest tenth of a foot (i.e., valve pit, pump-out, water spigot, wet well, control panel, bends, fittings, etc.).

- E. Copies of all Operation and Maintenance Manuals (three copies minimum) including pump curves.

#### **1.6 DRAINAGE SYSTEM RECORD DRAWING REQUIREMENTS**

- A. All drainage structures shall be located by station and offset from right-of-way line.
- B. Horizontal dimensions shall be to the nearest foot. Vertical elevations shall be to the nearest hundredth of a foot.
- C. Elevations shall be given for the top of all structure covers and for the inverts of all pipes entering/exiting each structure.
- D. Per the Will County Storm Water Ordinance, any on-site field tiles which remain on-site must be identified on record drawings.
- E. Identify the length, size, material, and slope of all piping (i.e., 300 feet of 12" RCP at 0.4%).
- F. Provide spot elevations and cross-sectional information, as well as slope, on all ditches, canals, etc.
- G. "Record" information required on storm water basins shall consist of:
  - 1. Topographic map of the detention area.
  - 2. Spot elevation on top of bank to confirm minimum design bank elevation.
  - 3. Observed water elevation at date of the record drawing for wet bottom basins.
  - 4. Include record detail of the outlet control structure including elevations of the top of the control structure, throat, faces, orifices, or underdrain.
  - 5. Location of top of bank and existing water edges at time and date of taking elevations.
  - 6. Spot elevations on the bottom of dry bottom basins, or, if requested by the Village Engineer for wet bottom basins.
  - 7. A stage/storage table showing the design and as-constructed pond volumes and release rates.
  - 8. A signed/sealed statement by a Profession Engineer that the detention pond(s) provides the required detention storage and does not exceed the allowable outflow rate(s) per the approved construction plans and hydrology study. If significantly different than the approved drawings (as determined by the Village Engineer), the engineer must submit a revised hydrology study using the as-constructed conditions in order to document this statement.



9. Provide copies of all testing records and video tapes of all storm lines.

### **1.7 GRADING RECORD DRAWING REQUIREMENTS**

- A. A separate ADA specific plan that includes detailed as-built information (elevations and slopes) for all ADA accessible routes for the development shall be included. The engineer of record shall perform a detailed review of the as-built accessible route grading information and denote any discrepancies to the owner so they may be rectified. After any such issues have been corrected and the engineer of record determines all routes are compliant pursuant to the latest Illinois Accessibility Code guidelines, a letter signed and sealed by the Engineer should accompany the plan stating the following:

*"I (Engineer's name), state that I have personally reviewed all as-built ADA accessible route information and certify that all routes adhere to the latest Illinois Accessibility Code requirements."*

- B. Include elevations for property corners, the high or low points, or major break points on all lot lines, and swales.
- C. Include spot elevations on the side property lines at the front and rear lines of the structure extended.
- D. Show contours at a one-foot contour interval. Flat grading may require intermediate contour lines to define swales and drainage patterns.
- E. Locate the lowest adjacent grades (LAGs) to any openings along rear-yard and side-yard swales.
- F. Provide cross-sections, at a maximum spacing of 50 feet, along all 100-year overland flood routes located outside street pavements.

### **1.8 STRUCTURE RECORD DRAWING REQUIREMENTS**

- A. Include as-constructed top of foundation elevations, including all steps in the foundation.
- B. Include as-constructed elevations of basements or walk-outs if present.

### **1.9 STREET LIGHTING RECORD DRAWING REQUIREMENTS**

- A. Provide horizontal ties for light pole foundations and control cabinets as referenced to the approved plan stationing or coordinates.
- B. Service cables and service transformers shall be depicted in schematic form.

### **1.10 ELECTRONIC FILE RECORD DRAWING REQUIREMENTS**

- A. Include AutoCAD (version 2020 or newer) compatible version of all record information.



- B. Provide separate layers for all utilities.

#### **1.11 ACCEPTANCE OF RECORD DRAWING**

- A. No final occupancy permits, or acceptance of the public utilities by the Village of Romeoville will proceed until the record drawings have been reviewed by the Village Engineer and determined to be in compliance with Village Standards.

END OF SECTION