Red-Lines /Record Drawing Plans Flowchart

Stage I
Maximum of 45 Days from Project Final Acceptance

- RE Prepare Red-Line Package (See Note 1)
- Red-Lines are a continuous process from the start of a project

Stage II
Maximum of 60 Days from Receipt of Red-Lines

- RE Transmit completed Red-Lines to Record Drawing Designer, Notify Field Reports & Project Manager (See Note 2)
- Record Drawing Designer Check the Red-Lines for Legibility & Completeness
- Record Drawing Designer Create Record Drawings Send to RE for Approval
- No

Stage III
Maximum of 5 Working Days from Receipt of Record Drawings

- RE Submit Record Drawings to Project Resource Office
- Project Resource Office Check Record Drawings for Compliance to Guidelines
- Yes
- No

Stage IV

- Project Resource Office Load Into ROAD Will be Available in AIDW within 24 hours
- Typically Within 1 - 2 Working Days (Depending on complexity of project)

- Project Resource Office Generate Acceptance Email to Field Reports, RE, PM and the Designer
- Typically Within 1 - 2 Working Days (Depending on complexity of project)

- Project Resource Office Submit Final Record Drawings to State Archives

NOTES:

1. The RE must coordinate the submittal format (see Methods In Guidelines) with the Record Drawing Designer and Project Manager. The RE, Record Drawing Designer and Project Manager must understand the requirements of the Record Drawing Guidelines and the Project Submittal Request Form checklist to ensure compliance to the Record Drawing Guidelines.

2. The "Information Block" on Face Sheet must be completed and submitted with Red-Lines and the Record Drawing Preparation Estimate to the Record Drawing Designer. The Record Drawing Preparation Estimate can be used as a tool to verify reasonableness of the designer’s cost to prepare and submit Final Record Drawings.

3. The Project Resource Office will notify the Record Drawing Designer and RE if the Record Drawing Plans are not in conformance with the Record Drawing Guidelines. The RE/Record Drawing Designer have 2-weeks to revise the Record Drawing Plans and re-submit the them to the Project Resource Office for a 2nd review.

4. The RE or Record Drawing Designer can contact the Project Resource Office if additional time is required on the submission of Record Drawings at any step or stage of the development.