

RECORD DRAWING PROJECT SUBMITTAL FORM
ARIZONA DEPARTMENT OF TRANSPORTATION
Project Resource Office

This Record Drawing Project Submittal Form must be completed and submitted with all projects as part of the record drawings submittal process to ADOT.

Record Drawings shall be submitted electronically to: RecordDrawings@azdot.gov

SUBMITTAL DATE: _____

PROJECT NUMBER: _____ TRACS NUMBER: _____

ROUTE: _____ COUNTY: _____ MILEPOST: _____

PROJECT DESCRIPTION: _____

BELOW IS A CHECKLIST OF ITEMS THAT NEED TO BE ADDRESSED AS PART OF THE RECORD DRAWING
SUBMITTAL PROCESS

- Are all As-Bid sheets included?
- Are the Record Drawings being submitted as PDF/A?
- Were there any Addendums on this project? (See Appendix G in the Record Drawing Guidelines – PDF page 49)
 - No.
 - Yes, the addendum numbers _____ are included in the Record Drawings.
- Are all of the field red-lines shown on the plans, clouded and shown in red?
- Were there any Change Orders or Supplemental Agreements on this project that changed the plans?
 - No.
 - Yes, please list the Change Order(s) and sheet number (i.e. CO-4, sht. 25 of 185): _____
- Are the Change Orders identified and the Change Order number shown at the top right of the drawing in red, and the Change Order identified on the drawing by clouding and a triangle number? (See Appendix G of the Record Drawing Guidelines – PDF page 54)
- Is all utility work (gas, water, CAP, electric, communications, irrigation, railroad, etc.) that was moved, added, or abandoned as part of the project included?
- Has all of the information that the Contractor is required to provide been shown in red on the record drawings? (i.e. record drawing information for electrical items, pull box locations, etc.)
- Is the information in the “record drawing block” on the face sheet completed and show in red?
 - Are the Construction Administrator’s name and date and the Record Drawing Designer’s name and date shown in red?
 - Are the Construction Administrator and Record Drawing Designer designated as a PE?
- Do all of the drawings have the PE stamp and signature?
- Are the Record Drawing page numbers and dates shown on each sheet in red (lower right corner)?
- Is the file size of each PDF/A file below < 100 MB?
- Is the PDF/A file unlocked and not password protected?
- Are the file names correct? (i.e. H123401C_vol1(pgs1to184of184)RecDwgs-2016.pdf)

RECORD DRAWING CERTIFICATION

I HEARBY CERTIFY THAT THESE RECORD DRAWINGS WERE MADE UNDER MY SUPERVISION OR AS NOTED AND ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Construction Administrator (RE)
(Signature Required)
Registered Professional Engineer

Registration Number

Expiration Date