

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

- All As-Bid sheets are included.
 - Record Drawings are being submitted as a PDF/A.
 - Part 2 of the SWPPP sheet has been filled in or “X’d” out (if Part 2 was not used) if there is one as part of this project.
- 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.

All of the field red-lines shown on the plans are 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) number (i.e. CO-4, LOA-1): _____

All utility work (gas, water, CAP, electric, communications, irrigation, railroad, etc.) that was moved, added, or abandoned as part of the project are shown on the record drawings.

All of the information that the Contractor is required to provide has been shown in red on the record drawings. (i.e. record drawing information for electrical items, pull box locations, etc.)

All of the information in the “record drawing block” on the face sheet is completed and show in red.

The Construction Administrator’s name and date, and the Record Drawing Designer’s name and date are shown in red.

The Construction Administrator and Record Drawing Designer are designated as a PE.

All of the drawings have the PE stamp and signature.

All of the Record Drawing sheet numbers and dates are shown on each sheet in red.

The file size of each PDF/A file below < 100 MB.

The PDF/A file is unlocked and not password protected.

The file names are 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