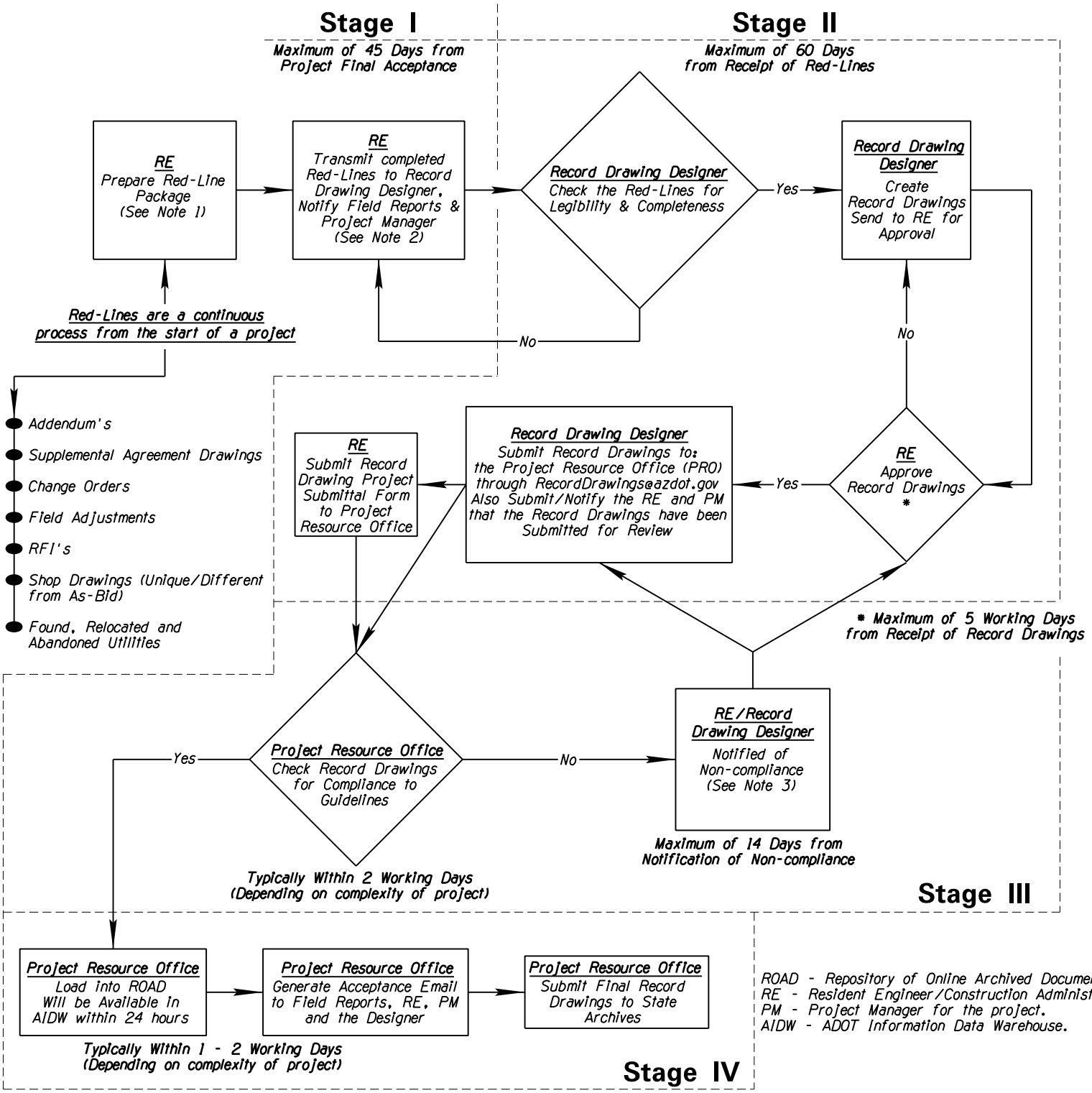
Red–Lines /Record Drawing Plans Flowchart



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 Preperation 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.