

PROJECT DELIVERY ACADEMY

MODULE 6: CONSTRUCTION CLOSEOUT AND MAINTENANCE



Presented by:

Philip Schaffer

Project Resource Office

Topics:

- Record Drawings (PKA As-Builts)
- ROAD Portal



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MODULE 6: CONSTRUCTION CLOSEOUT AND MAINTENANCE

- *Record Drawings* Are a full set of As-Bid engineering plans that show all of the field changes that occurred during construction.
- ROAD PERFORMANCE

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Record Drawings



"We're not that well organized, but we know where everybody is."



DISORGANIZED!

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Record Drawings

Created a web page to pull all of the record drawing resources to one location.

Record Drawing Guidelines

Frequently Asked Questions

- What are Record Drawings?
- Why do we need them?
- Where can I find Record Drawings for a particular project?
- How do I prepare Record Drawings for ADOT?
- How do I submit Record Drawings to ADOT?
- What is a PDF/A and how do I prepare PDF/A's for submittal to ADOT?
- What is a "Quantlist" and why is there no more Quantlist for Field Red-Lines?

Common Mistakes in Preparing Record Drawings

In an effort to streamline the submittal and review of record drawings, below are the common mistakes we are seeing when record drawings are submitted to the Project Resource Office (PRO). Please [contact](#) our office if there are any questions or you are unsure about something.

- Quality of the final submittal
- Submittal not a PDF/A document
- Submittal not being reviewed by the RE (Construction Administrator)
- Projects with guardrail and barrier summary sheets
- Submittals that have a SWPPP sheet

Updates will be posted whenever they become available. It is your responsibility to check back to make sure you have the current file.

All Record Drawings must now be submitted in PDF/A format to [Record Drawings](#).

- [Record Drawing Project Submittal Form](#) Revised June 2019.
- [Record Drawing Guidelines](#) - Revised June 2019
- [Record Drawing Example Plan Set](#) - Revised April 2019
- [Record Drawing Process Flowchart](#)
- [Record Drawing Project Submittal Form](#) - Revised June 2019
- [Instructions for Record Drawing Project Submittal Form in DocuSign](#)
- [Record Drawing Preparation Estimate](#)
- [Repository of Online Archived Documents \(ROAD\)](#)
- [Instructions on using the ROAD portal](#)

Additional Resources

- [Certification Acceptance \(CA\) Agency Record Drawing Documentation Form](#)



Located on the Project Resource Office Internet web site at:

www.azdot.gov/business/ManagementServices/ProjectResourceOffice/record-drawing-guidelines

Project Management Services

Project Resource Office

Overview	Active Project List: Project Managers Report	Scheduling Tools and Documentation
Websignon (PEP, E2C2, SURF, etc.)	Historical Bid Unit Price Lookup - E2C2	PRB and PPAC Calendars
Record Drawings Guidelines	ROAD - Repository of Online Archived Documents	

Overall, the Project Resource Office (PRO) is cooperatively responsible for information management regarding the program's scheduling, resources and budget. This section coordinates with project teams to create critical path schedules for programmed projects. PRO collects, updates and reports on project data and scheduling information (e.g., advertisement dates, project cost, milestone dates, etc.). It is this section's job to monitor project scope and budget changes and to schedule data. Its responsibility to report to management teams the status of projects is essential to proper planning and maintenance of projects in predesign, design and construction phases.

Contact Us

ADOT Engineering Building
205 S. 17th Ave.
Phoenix, AZ 85007
Phone: 602.712.7015

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Record Drawings

How are Record Drawings submitted?

- Record Drawings can be submitted several different ways.

ADOT ShareFile – Consultant FTP – Email

NOTE: Record Drawings must be submitted as a complete set of Record Drawings. We do not accept partial record drawing submittals.

RecordDrawings@azdot.gov

(We no longer require CD's and a hard copy of the plans!)

Project Info

Check List

RE Signature

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: _____

Record Drawing Project Submittal Form

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

- ☐ Are the Record Drawings being submitted as PDF/A?
- ☐ Were there any Addendums on this project?
 - ☐ No.
 - ☐ Yes, the addendums 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?
- ☐ 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 shown 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?
- ☐ 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_voll(pgs1to184of184)RecDwgs.pdf)

RECORD DRAWING CERTIFICATION

I HERBY 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
Rev. 8/2017

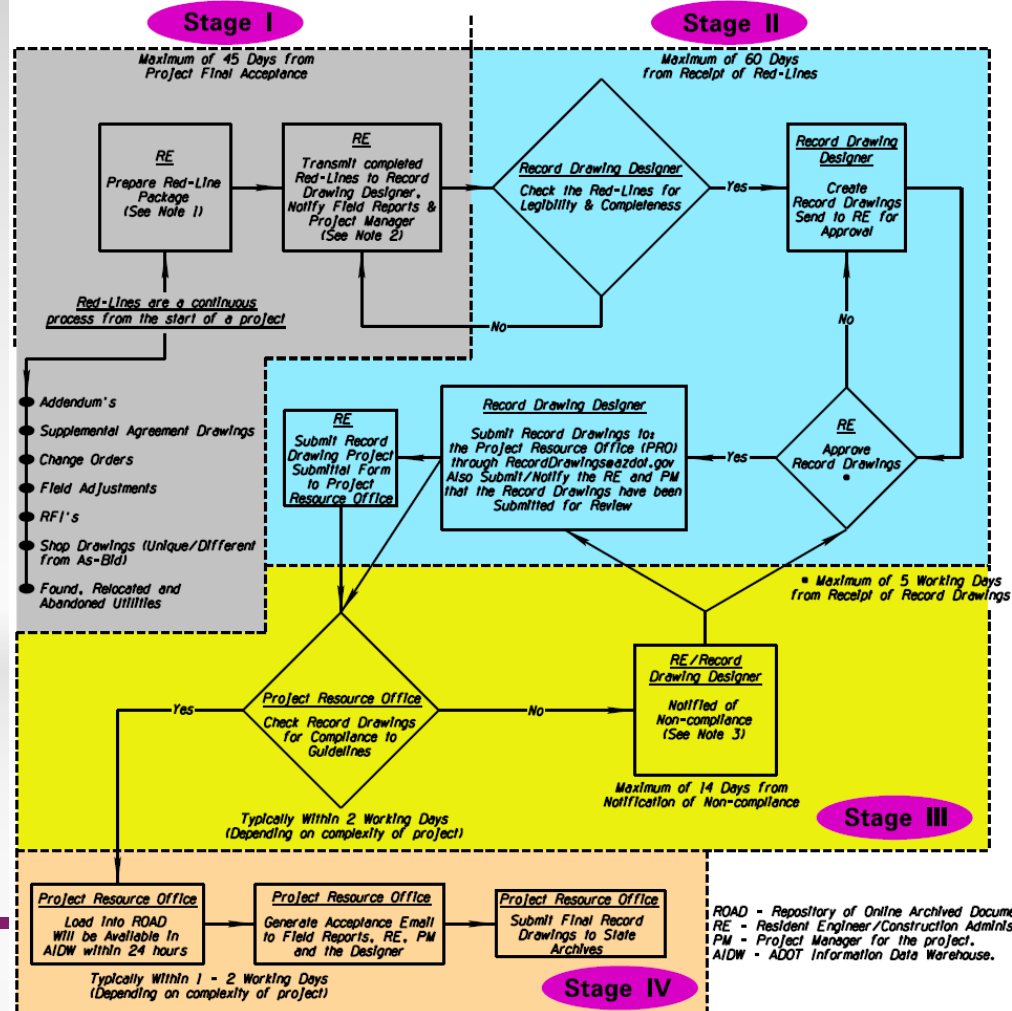
Registration Number

Expiration Date



Red-Lines / Record Drawing Plans Flowchart

Rev. 10/2017



Roles & responsibilities



ROAD - Repository of Online Archived Documents.
RE - Resident Engineer/Construction Administrator.
PM - Project Manager for the project.
A/DW - ADOT Information Data Warehouse.

Questions on Record Drawings?

Contact Info: RecordDrawings@azdot.gov

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MODULE 6: CONSTRUCTION CLOSEOUT AND MAINTENANCE

- Record Drawings
- **ROAD Portal**

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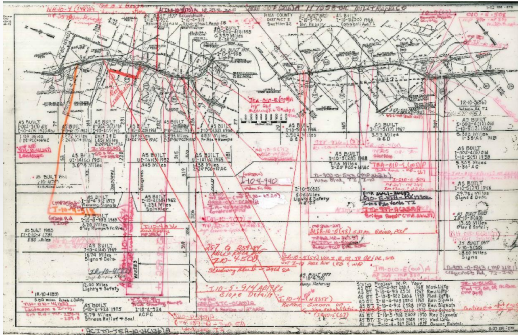
ROAD Portal



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ROAD Portal

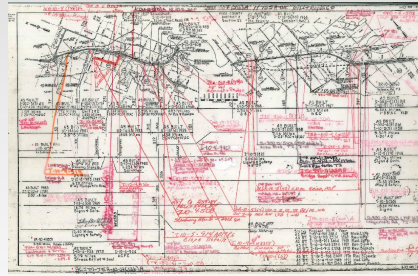
- ~ 9,500+ project files
- ~ The number of files in Engineering Records was exceeding our storage capabilities
- ~ ADOT started receiving plans as PDF documents



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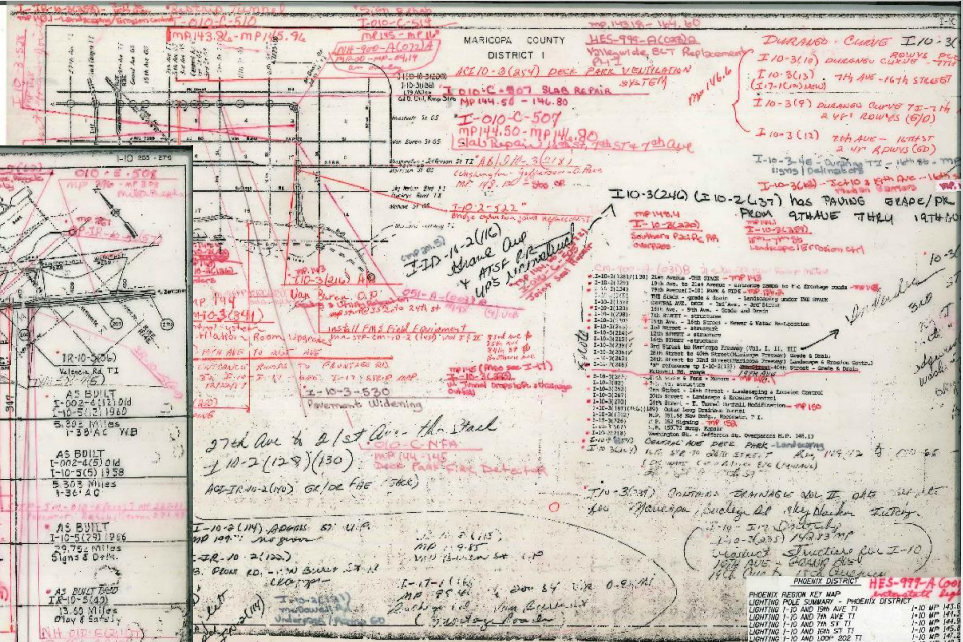
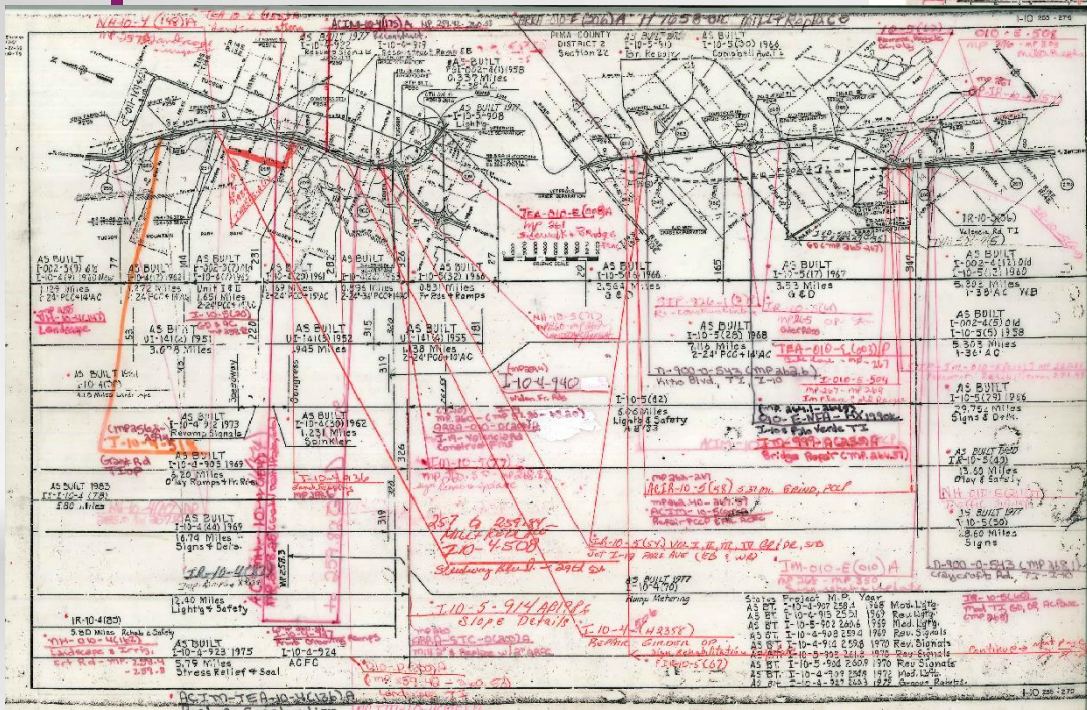
ROAD Portal

- ~ All of the project files in Engineering Records were scanned to PDF
- ~ The scanned documents were uploaded to the ROAD portal and made available to everyone
- ~ During our QC process we are finding that around 10% of the files either were not scanned or were not uploaded (we are working to get these uploaded)



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ROAD Portal



Strip Maps from Engineering Records (I-10 Phoenix)

ADOT f t in o .. You Tube


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803

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Record Number: [Help](#)

Vehicle ID Number (VIN):
 (last 2 digits)

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Link to the ROAD portal

Located on the main ADOT web page: www.azdot.gov



Repository of Online Archived Documents

<https://road.azdot.gov/>

Questions on the ROAD Portal?

Contact Info: RecordDrawings@azdot.gov

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