

# **AS-BUILT DRAWING CHECKLIST**

## **PUBLIC WORKS / ENGINEERING**

### **CITY OF VIRGINIA BEACH**

#### **2005**

The attached checklist should be utilized prior to submittal of any As-Built Drawing for City approval. This checklist does not apply to those As-Built Drawings required by any other city department such as those drawings required during the various stages of construction for continuing approval of construction stages. This check list is not to be considered a complete specification, but rather as a guideline. This checklist cannot reflect all conditions for all types of As-Built drawings, but should provide guidance in their preparation.

As-Built drawings should not be submitted for City review until all construction items are in place and complete. Bonding of any construction item that is required to be on the As-Built drawings will delay the approval of the drawings.

Basically, an As-Built drawing is a product of an in-field run topographic survey. The survey must be performed by a Land Surveyor that is registered in the Commonwealth of Virginia. Since the surveyor cannot see the location or depth of newly constructed underground pressure pipes, the information for same must be obtained from the Contractor's marked up record drawings. These must be furnished to the Surveyor prior to the survey. Many times, changes have been made on the location or depth of these items due to found existing conditions and the surveyor has no information on such changes.

The As-Built drawings are to be a true representation of elements that exist as a result of a completed construction project. Therefore, all references to PROPOSED or CONTRACTOR SHALL or any other that refers to a construction process must not be on the survey drawing.

All questions on As-Built drawings, reviews, comments, etc should be directed to the office of the City Surveyor within the Public Works Department. That office can be reached at 757-427-4131.

## **AS-BUILT DRAWING CHECKLIST**

### **ROADWAYS**

#### **PAVEMENT:**

- ? Centerline of roadway control line with stations
- ? Curbs or Curb and Gutters with top of curb elevations
- ? Finish pavement elevations along edge of pavement
- ? Finish pavement elevations along centerline of roadway pavement
- ? Finish ground elevations along the centerline of grass medians

#### **TRAFFIC CONTROL:**

- ? Lane paint lines or centerline paint lines
- ? Painted Turn lane arrows
- ? Traffic control signage (Stop, Yield, Street Name, Speed, ETC.)
- ? Signal light Poles, control boxes, etc.
- ? Alpha words painted on pavement

#### **MISCELLANEOUS:**

- ? Street Light Poles with Pole Numbers
- ? Open space access improvements
- ? Right of way width shown
- ? Right of way monuments found during survey shown
- ? Concrete sidewalks with elevations in center
- ? Handicap ramps

### **STORM DRAINAGE SYSTEM**

#### **STRUCTURES:**

- ? Type of structure is clearly defined in LEGEND and in PLAN view
- ? Rim and invert of structure
- ? Inlet shaping noted if in place
- ? Invert elevation of each pipe in structure
- ? End wall or flared end sections clearly noted and shown
- ? Riprap limits outlined
- ? Roadside swale elevations

#### **PIPES:**

- ? Size and type of pipe
- ? Invert of both ends of each pipe
- ? Slope of pipe based on actual invert elevations

#### **BMP PONDS / MAJOR CANALS**

- ? Contours or cross section elevations of entire pond and embankments
- ? Top of water level at time of survey
- ? Inflow and Outlet structures located, shown and adequate information provided

## As-Built Checklist

### Page Two

- ? Aeration devices located and shown
- ? Shoreline treatments located and shown
- ? Maintenance or land pavement

## **LANDSCAPING**

- ? All Landscape items required on construction plan are field located
- ? Street trees located with size and type
- ? Landscape beds within street right-of-way
- ? Private signage structures within public right-of-way (Subdivision Signs, etc)
- ? Decorative subdivision fencing, etc within right-of-ways

## **PUBLIC UTILITIES**

### WATER:

- ? Valves, hydrants, air release structures, etc.
- ? Water line with size and type of pipe
- ? Reflector in street pavement opposite hydrants
- ? Water meters with station and offset data
- ? Bends, tees, reducers, etc.

### SANITARY SEWER:

- ? Pump Station site improvements
- ? Force main location with appurtenances
- ? Sewer manholes with rim and invert elevations
- ? Street main cleanouts with rim elevations
- ? Street main pipe sizes, types and slopes
- ? Lateral lines
- ? Lateral Cleanouts with Station and offset data
- ? Vacuum sewer system improvements completely shown

## **DRAWINGS**

### GENERAL:

- ? Survey and Drawing prepared by Land Surveyor
- ? Surveyor's Seal on all sheets, signed and dated
- ? Name and address of Surveyor
- ? Certification Note giving date(s) of survey
- ? Horizontal Control Datum Note
- ? Vertical Control Datum Note with Bench Mark reference
- ? Site / Project Bench Mark

## As-Built Check List

Page Three

- ? Legend depicting all items on survey drawing
- ? Graphic Scales
- ? Vicinity Map
- ? Cover Sheet with Sheet Index if more than two drawing sheets
- ? Drawing sheets numbered in sequence
- ? All easements shown and labeled

### PLAN SHEETS:

- ? 24" X 36" Sheets
- ? Title states "**AS-BUILT DRAWING**"
- ? Match Lines with sheet match data
- ? Profile sheets showing grades and utility data
- ? Note on Profile Sheets depicting source of pressure pipe data
- ?