

Appendix BB

Record Drawing and GIS Updating Procedures for New Development Projects

JURUPA COMMUNITY SERVICES DISTRICT RECORD DRAWING AND GIS UPDATING PROCEDURES FOR NEW DEVELOPMENT PROJECTS

1. Original design drawings (Mylar's) are signed by the District and other appropriate agencies.
2. District's Development Representative transmits the Approved Mylar Drawings to Records Retention for scanning and for placement in the Record Drawing Library.
3. Developer's Engineer submits (2) original design drawings CDs in CAD and in Shapefile to District's Development Representative in conformance with District's requirements per Appendix Z.
4. District's Development Representative transmits both disks in CAD and in Shapefile to District's IT Department who at that time updates the atlas maps with line work to red indicating facilities are "as designed" and "under construction."
5. During construction the District will begin approving occupancies for individual lots within a tract project. Approval of occupancy will activate the water and sewer facilities serving those lots to operational status. At which time, the District's Representative will prepare a "Water and Sewer System Active Service Form for New Development" (attached) and will deliver the form to Operations (water/sewer) and the District's IT Department.
6. District's IT Department will then update the atlas maps line work to orange indicating facilities are now "operational" but have not been accepted by the Board of Directors.
7. During construction it will be the responsibility of the Inspector to immediately notify the District's Development Representative of substantial Red-Line Revisions (as determined by the District) that need to be made to the original Mylar's. The District's Development Representative will notify the Design engineer who at that time will make the Delta revisions to the original Mylar's at the District office.
8. District's Development Representative has the project inspector verify accurate transfer of revisions from approved Delta drawings to the Mylar's. The Development Engineer then verifies the Delta revisions and approves the Delta revisions.
9. District's Development Representative transmits the Delta Revisions to Records Retention for scanning and for replacement of the previous scanned copy of the Mylar's. Records Retention will forward/email the Delta Revisions to District's IT Department.
10. Project construction complete.
11. Developer submits the Final "Red-Lined As-Built Drawings" to District's Development Representative.
12. District's Development Representative has the project inspector confirm Contractor's "red-lined as-built drawings" plans are accurate and inspector signs cover sheet indicating such.
13. District's Development Representative has duplicate copy made of "Red-Lined As-Built Drawings" that they retain until entire process is complete.
14. "Final Walk Inspection" of constructed improvements is performed using the approved red-lined drawings.

15. District's Development Representative contacts District's IT Department to verify existence of electronic copies (i.e. CAD & Shapefile) of original fully signed Mylar's as noted above in step 3.
16. Design Engineer makes as-built revisions to the original Mylar's at the District office, or dependent upon the magnitude of changes provides a new signed Mylar. All sheets including the face sheet will be stamped "Record Drawing" and signed by the "Engineer of Record" within 15 working days.
17. District's Development Representative has the project inspector verify accurate transfer of revisions from Red-Line plans to Record Drawing Mylar's. The Development Engineer then verifies the As-Built/Delta revisions for accuracy and approves the "Record Drawings".
18. District recommends to the Board of Directors acceptance of the facilities after completion of the inspection punch list.
19. District's Development Representative transmits the Record Drawings to Records Retention for scanning and for replacement of the previous scanned copy of the Mylar's. Records Retention will forward/email the Record Drawings to District's IT Department.
20. District's IT Department updates atlas maps and changes line work from orange to blue (for water) and green (for sewer) to indicate facilities have been accepted by the Board of Directors.