

City of Kamloops Record Drawings

Submittal Guidelines/Procedures

- 1) Show all base map design survey pickup.
- 2) Update base map with record survey pickup information. All survey data to be +/- 5mm precision unless otherwise approved by the City.
- 3) Show all newly installed features whether surveyed or not.
- 4) Remove the following information:
 - a) Curve/Curb Return table, numbers, radius lines, grades (Road centerline data to remain)
 - b) Original ground centerline
 - c) Original edge of road
 - d) Original edge of sidewalk
 - e) Saw cut notes
 - f) Original centerline elevations
 - g) Any features physically removed
 - h) Confirmation notes
 - i) References to "Locate, cut, drain"
 - j) Note "Maintain separation"
 - k) Thrust block table
 - l) Relocate external utility notes
 - m) Contours
 - n) Nail control points
- 5) Other changes:
 - a) Text to be changed to past tense.
 - b) Update road elevations/alignment if different from design.
 - c) Confirm station and o/s information is updated.
 - d) Service connection locations at main based on mark-ups.
 - e) If separate "Road" drawing, turn off shallow utilities on "Road" drawing only.
 - f) Confirm that all field changes or design changes have been updated.
- 6) Add the following:
 - a) General note for record drawings only: "External utilities have not been confirmed."
 - b) Water/Sanitary/Storm main install year.
 - c) Update revision box and number.
 - d) Enlarged fitting details if information provided on mark-up.
 - e) Field comments.
- 7) Submission requirements:
 - a) Digital PDF drawing, AutoCAD Civil 3D drawing, and survey CSV files on disc based on City of Kamloops template.
 - b) Record drawings must be signed and sealed by the Engineer of Record registered with APEGBC.
 - c) Record drawings to be submitted for GIS entry within 60 days after construction completion (Total Performance).
 - d) Digital project photographs on disc.