



**City of Phoenix  
Water Services Department**

**Information to be Furnished on Record Drawings of Capital Improvement Projects**

The following information is required to be furnished on "Record Drawings" for the plans to be considered complete.

**Cover Sheet Information**

The following must be shown on the cover sheet by the City of Phoenix department responsible for construction inspection.

1. Name of the contractor.
2. Date of final acceptance by City of Phoenix inspector or representative.
3. Name of City of Phoenix Inspector or representative who witnessed the construction.
4. Name of City of Phoenix drafter.
5. Record drawing must include all department approvals including the Maricopa County Environmental Services Department.
6. Benchmark(s) location(s) and elevation(s) must be shown on the cover sheet. Only City datum is acceptable.
7. The cover sheet shall show the name, address, and phone number and seal of the Design Engineer and the Engineer certifying "record drawings", stating the following:

"I hereby certify that this "Record Drawing" was made under my supervision or as noted and are correct to the best of my knowledge and belief."

\_\_\_\_\_  
Registered Professional Engineer (Civil)

\_\_\_\_\_  
Date

**General Information**

8. A complete list of all materials installed and abandoned must be shown on the material list sheet. The specific size and material type of each pipeline installed must be shown at every construction reference to that pipe. Any changes to the record drawing must be reflected on the materials list.
9. All items changed or unchanged must have a bold (AB) lettered next to them. Required, minor as-built changes to the approved plans must be shown clearly by boldly striking through the item changed and placing the as-built information next to or as near as possible to it. All as-built annotation changes must be larger and bolder than the original and free from background obscuring.  
**Note:** This includes abandoned pipe. Must note if abandoned pipe is physically removed from ground or remained in place.
10. Prints must be blacklines on white background, having dark, clean, crisp, clear line work, symbols, and annotation. These items must be of sufficient boldness and size, and be free from background obscuring, so as to be legible and easily read. No shading or tinting is acceptable.

## Water Information

11. The record drawing must indicate the locations of the beginning(s) and end(s) of the construction, and all valves, fire hydrants, pipe fittings, service connections and appurtenances. Their locations must be shown by stationing and dimensioning from appropriate monument lines or in their absence appropriate lot lines, property lines or easement line references. Dimensioning and offsets from points of curvature or tangency is not acceptable. The drawings must clearly indicate the specific points of reference.

**Note:** In all cases where the pipe line is constructed within or parallel, in close proximity, with the right-of-way, all stationing and dimensioning must be from the nearest appropriate monument line and monument line intersection.

12. The water service stationing shown must be the locations of the taps at the main. Their locations must be measured perpendicular or radial relative to the appropriate right-of-way monument line, easement centerline, or property line intersection. Service tap locations must be indicated by using the following method throughout the plan set.

Stationing in the same general direction along a straight or curvilinear pipe run starting with the nearest appropriate monument line or monument line intersection, or in their absence, appropriate easement line references as noted in Item 11, being designated as Station 0+00. The relative stationing of all monument line intersections occurs along the pipe runs must also be shown. When a monument line intersection occurs along the pipe run, the as-built preparer begins the service tap stationing again with Station 0+00 at the intersection and repeats this process to the end of the pipe run. Do not locate 0+00 at the closed end of a cul-de-sac or similar type street.

**Note:** When water services are not installed perpendicular to the water main, both the location of the tap at the main and the distance of the meter set from the nearest side property line of the lot must be shown.

## Wastewater Information

13. Every manhole, cleanout, pipe plug, and building connection tap and appurtenance must be located by stationing based upon the nearest downstream manhole always being designated as Station 0+00. Cumulative stationing along the length of the pipe run is not acceptable. In addition, the building connection station must give the location of the tap at the mainline measured perpendicular or radial to the sewer main centerline. For non-perpendicular service connections, the record drawings shall show the station of the tap on the main and a dimension between a side lot line and the end of the tap connection.
14. New manholes built on existing lines require showing its station from the nearest existing downstream manhole and its distance to the nearest existing upstream manhole. Linear feet of pipe shall be measured from center to center of manhole or cleanout covers.
15. Where construction begins with removal of an existing pipe plug or cleanout, 0+00 stationing always begins at the nearest existing downstream manhole. Pipe length measurement and stationing must be from the centerline of the downstream manhole to the centerline of the upstream manhole or cleanout. Always indicate the distance between manhole covers, cleanout covers or pipe ends.

16. All as-built adjustments to manhole, cleanout and pipe information must be shown in both plan and profile and repeated on every sheet in every instance that refers to the same information. Linear feet of pipe shall be measured from center to center of manhole or cleanout covers.



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Carlos Padilla, P.E.

Assistant Director for Water Services Department