

STEPS FOR DIGITIZING AND RECORDING OF AS-BUILT RECORDS

STEP	DESCRIPTION OF ACTIVITY	Responsibility
1	Request draft as-built records from developers engineer after Substantial Completion Certificate issued	Observer
2	Receive draft as-built records from engineer	Observer
3	Perform first level review of drawings a. Identify any construction related changes b. Identify any inconsistencies with BTMA records c. Identify any attribute inconsistencies with final plan.	Observer
4	FOUND ACCEPTABLE PROCEED TO STEP 7	
5	ERRORS FOUND	
6	Return as-built plans to developers engineer for corrections and perform Steps 3 - 4 again until successful resubmission	Observer
7	Deliver plans to GIS consultant	Observer
8	Perform second technical review	GIS Consultant
9	Digitize attributes: a. Sewer segments b. Manholes c. Laterals d. Populate data tables e. R.O.W. and easements	GIS Consultant
10	PROCEED TO STEP 16 IF ERROR FREE	GIS Consultant
11	ERRORS FOUND	GIS Consultant
12	Mark up draft set and return to Observer	GIS Consultant
13	Return to developer engineer for corrections	Observer
14	Return as-built plans to developers engineer for corrections until successful resubmission	Observer
15	Review resubmission for corrections based on GIS Consultant mark-up	Observer
16	Request mylar copy from developers engineer	Observer
17	Issue Final Completion Certificate (Notarized) when mylar received and accepted	BTMA
18	Label mylar for scanning	Observer
19	Deliver mylar to GIS Consultant	Observer
20	Make any necessary digital corrections to associated layers and data	GIS Consultant
21	Scan mylar	GIS Consultant
22	Link images and update tools	GIS Consultant
23	Perform quality review inspection of all material	GIS Consultant
24	Deliver digital data, tools, and scanned images (TIFF and SID) to BTMA	GIS Consultant
	Return mylar to BTMA	GIS Consultant
25	Upload (update) electronic data, announce availability on network	BTMA
26	File mylar	Observer