



MEMORANDUM

Date: June 1, 2016

To: Engineers, Surveyors, and Contractors Doing Business with ECUA

From: William E. Johnson, Jr., PE/PLS, Director of Engineering *MH/ACTING*

Copy: ECUA Project Engineers
ECUA Project Inspectors

Subject: Record Drawing Requirements for ECUA Projects

Proper operation and maintenance of ECUA's water and sewer systems require reliable as-built and record drawings. Historically, ECUA has depended on engineers and contractors to provide this information, and we have accepted documents with only marginal adherence to the requirements outlined in the associated Contract Documents or Utility Service Agreement (USA). This has led to problems related to ownership, access, location and other issues of a similar nature that have resulted in financial and operational problems for ECUA.

In the near future, ECUA will issue an update to the ECUA Engineering Manual which will include revisions to Section 4000 – Record Drawings. The revisions are intended to clarify the requirements for as-built and record drawings developed by contractors, engineers, and surveyors. Perhaps the most noticeable change is the clarification of the requirement of a Record Survey as part of the Record Drawing process. It should be noted that Paragraph 8 of the USA specifically requires a survey of any facilities for which ECUA is to take ownership. This is not a change, but has been a part of the USA for many years.

This revised specification will be applied to all Capital Improvement Projects (CIP) and all System Extension (aka Developer-sponsored) projects that are submitted after the date of the Engineering Manual update. Projects under current review, design, or construction shall continue to use the specification listed as "Record Drawings (12-18-14)" on the Engineering Manual webpage.

Going forward, we expect Record Drawings meeting the new specification to be supplied in an acceptable form before Final Completion (CIP projects) or Final Acceptance (system extensions) can be granted and before new facilities can be placed into service.

Thank you for your attention to this matter.