

RAMONA MUNICIPAL WATER DISTRICT ENGINEERING DEPARTMENT PROCEDURES	NO. 5.02	Pg. 1 of 5
NUMBERING AND COMPUTER FILING OF PLANS	Rev. 8	Rev. Date: 01-26-09
	Origination Date 12-15-04	Approved By TNS

1.0 Purpose:

To provide guidelines for numbering and storing digital copies of plans for Capital Improvement Program projects (CIP) and Private Development Projects.

2.0 Audience:

Engineering staff.

3.0 Policy:

The District assigns numbers to all plans and maintains a computer file (record) of all plans by scanning them at various stages of development. The following guideline shall be used to assign plan numbers.

Standard format is **xxxxx-yyyy-zz**, where **"xxxxx"** is the Job Order Number, **"yyyy"** is the phase and status of the plans, and **"zz"** is the sheet number.

CIP example: **54175-CP01-01**

Private Project Example: **10412-CPA1-02**

O&M Projects without a JO: **90000-CPB1-03**

3.1 Plan numbers are the same as the project "Job Order" (JO) number so for a Private Development Project with the JO 10412 the plans are numbered 10412. For a CIP project with the JO number 54175 the plans are numbered 54175. For O&M projects and those without JO numbers the Engineering Technician shall assign a 90000 series number and maintain a log of numbers assigned.

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3.2 The status and phase codes are as follows:

Check Plans "CP01" where "O" means no phases, if there were phases an alpha character would be used starting with "A". The "1" is the check cycle.

Design Plans "DPOO " signed plans ready for construction, the "OO" indicates there is no phase. If there were a phase it would be "AO" or "BO" etc.

Field Plans "FPB1" redlined plans from field, where "B" indicates this is the second phase of a phased project and "1" identifies the contractor who provided the relined plans if there are multiple contractor prepared redlines.

Record Plans "RPAO" record drawings (final plans with all changes sometimes called "as-built") the "A" indicates this is the first phase of a multi-phased project.

Phases are identified by an alpha character between starting with "A" , no phase is indicated by using "O"

3.3 The District's Project Engineer shall add the drawing number to the lower right hand corner of each sheet.

3.4 Design Plans and Record Plans are scanned by the GIS Specialist because the consultant sends the mylar or vellum to the District for the District Engineer to sign and scanning is to occur after the District Engineer signs plans.

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4.0 Procedure:

- 4.1 Each time a set of **Check Plans (CP)** are completed by the Project Engineer they shall give them to the GIS Specialist for scanning. The GIS Specialist shall scan and place the file in the computer project folder on the "**P:**" **Drive**, and return the originals to the Project engineer.
- 4.2 When plans are signed by the District Engineer they become **Design Plans (DP)** and the Project Engineer provides them and an **Index form** per **EDP 5.04 "ARCHIVING PLANS"** to the GIS Specialist for scanning and storage. The GIS Specialist shall scan and place the file in the computer project folder on the "**P:**" **Drive** and in the "**V:\SCANS**" folder, and place the original plans (mylar or vellum) in the Archive files per **5.04 "ARCHIVING PLANS"**. The GIS specialist shall notify the Project Engineer that the plans have been scanned.
- 4.3 The Project Inspector compiles the **Field Plans (FP)** based on his records, change orders, and contractor redlines and provides them to the GIS Specialist for scanning and placing in the project folder on the "**P:**" **drive**. The Field Plans are then returned to the Project Inspector for processing to the Design Engineer for preparation of **Record Plans (RP)**.
- 4.4 When the **Record Plans (RP)** have been completed the Project Inspector shall provide them to the Project Engineer who shall have them signed by the District Engineer. The Project Engineer shall prepare an **Index form** per **EDP 5.04 "ARCHIVING PLANS"** and provide the index form and Record Plans to the **GIS Specialist** for scanning and storage. The **GIS Specialist** shall scan and place the file in the computer project folder on the "**P:**" **Drive** and in the "**V:\SCANS**" folder and place the original plans (mylar or vellum) in the Archive files per **5.04 "ARCHIVING PLANS"**. The **GIS specialist** shall notify the **Project Engineer** that the plans have been scanned.
- 4.5 The following are the folders that have been adopted by the District for Records Management. The Record drawings shall be placed in the master folder of all record drawings on the "**V:**" drive in "**V:\SCANS**" in the following folders. If

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drawings contain both water and sewer place a copy of the file in each folder.

RECORDS MANAGEMENT
STRUCTURE

GENERAL	100
BOARD	200
CUSTOMER ADMIN	300
PERSONNEL	400
FINANCE	500
INFORMATION MGT	600
PARKS	700
FIRE	800
FACILITIES	900
UNTREATED	1000
POTABLE	1100
SAN VICENTE	1200
SANTA MARIA	1300
RECYCLED	1400

5.0 References:

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5.02 Numbering and Computer Filing Plans

