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GUIDELINES FOR "AS CONSTRUCTED" DRAWINGS AND ASSET DATA COLLECTION

NOVEMBER 2020

Any constructed assets, whether gifted to Council as part of a subdivision or other development, or those assets constructed as part of Council's Capital Works program are now subject to a controlled Asset Data Collection process.

Upon completion of the works and prior to the constructed assets being placed 'on maintenance' or acceptance of practical completion, Council requires the developer / contractor / internal staff member to submit certified "As Constructed" drawings and a completed Asset Data table. Submissions shall be in accordance with the following requirements:

- **All** submissions shall be to the satisfaction of Council's Manager Engineering & Regulatory Services.
- Submissions shall be accepted and approved by Council's engineering staff, prior to the works being placed on maintenance or acceptance of practical completion.

For "As Constructed" drawings:

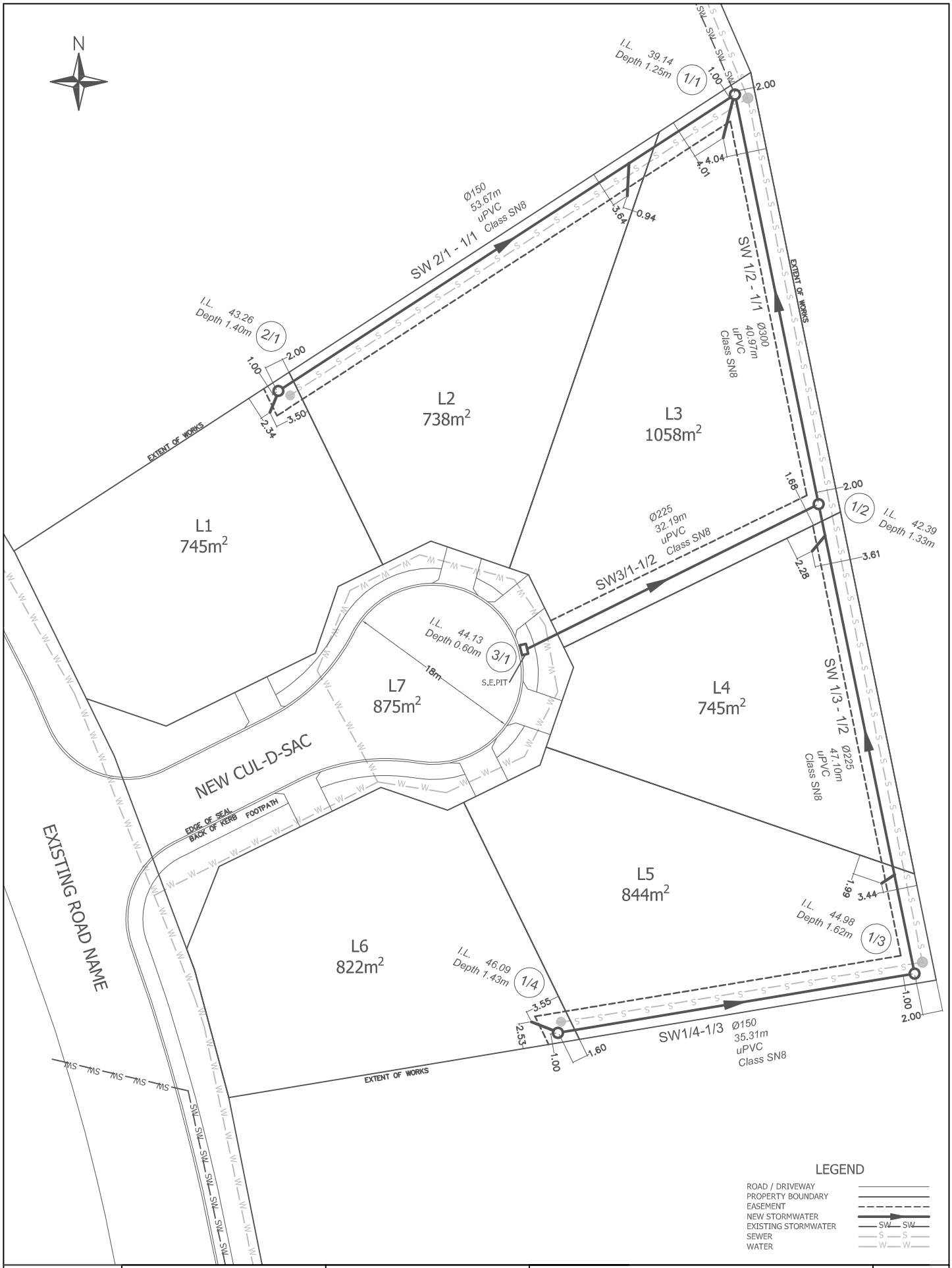
- "As Constructed" drawings must provide all relevant information to the works and be clearly understood. The minimum standard for "As Constructed" drawings is demonstrated through the *As Constructed Example Drawing,* provided as an attachment to these guidelines.
- "As Constructed" drawings must be accurate to AHD and GDA94 and must be drawn to an appropriate scale.
- "As Constructed" drawings must be provided electronically in both .pdf and .dwg or .dxf formats, unless otherwise approved by Council's Manager Engineering & Regulatory Services.
- "As Constructed" .dwg (or .dxf) drawings must include a centreline (on a non-printing layer) for (a) roads, (b) kerb & gutter, (c) footpaths / pathways / recreation trails, or as otherwise approved by Council's Manager Engineering & Regulatory Services.

For the Asset Data table:

- The Asset Data table must be completed and certified by a suitably qualified engineer or registered surveyor.
- Details on how to complete the Asset Data Table and acceptable values can be found in the accompanying document As Constructed Data Spreadsheet and Photo Information.
- The completed Asset Data table shall accompany any "As Constructed" drawings.
- All height and spatial information must be accurate to AHD and GDA94 constructed value detail.
- The Asset Data table must be provided electronically, as an Excel document. A template Excel document may be obtained from Council's Development Engineering Manager.
- All fields are mandatory (where applicable).

Submitted "As Constructed" drawings and completed Asset Data table must be accompanied by a statement of certification by a suitably qualified engineer or registered surveyor. For construction contracts practical completion will not be granted until this information is provided to and accepted by Council.

If you have any queries or require further information, please contact Council's Asset Department by telephone on 6269 0035.



SORELL COUNCIL	SCALE: 1:500	DATE: 30 July 2013	TITLE: AS CONSTRUCTED EXAMPLE DRAWING
	DRAWN BY: NAME	CERTIFIED BY: NAME	A4

Note, As Constructed plans must be accompanied by a completed as constructed data sheet

Version 2.1 Nov 2020

2020 As Constructed Data Spreadsheet and Photo Information

The information below provides information on how to complete the As Constructed Data Spreadsheet which is to be provided along with As Constructed Drawings. A description of fields pertaining to each asset category and acceptable values are outlined below.

ROADS	**Description**	**Values**
Surface Type	Type of Road Surface	Asphalt, Concrete, Spray Seal, Gravel
Length	Length of Road Segment	In Metres
Pavement Width	Width of Road Pavement	In Metres
Seal Width	Width of Sealed Surface	In Metres
Reservation Width	Width of Road Reservation (property boundary to property boundary	In Metres

FOOTPATH	**Description**	**Values**
Surface Type	Footpath Surface Type	Concrete, Pavers, Spray Seal, Gravel
Length	Length of Footpath Segment	In Metres
Width	Width of Footpath	In Metres

KERB	**Description**	**Values**
Profile Type	Type of Kerb Profile	Kerb & Channel, Barrier, V Drain, Mountable
Length	Length of Kerb Segment	In Metres
Width	Width of Kerb	In Metres

STORMWATER PITS	**Description**	**Values**
Pit Type	Type of Stormwater Pit	Manhole, Side Entry Pit, Grated Pit, Inspection Opening
Pit Width / Diameter	Diameter or width measurement of the main Pit Chamber	In millimetres
Pit Length	Where Pit is square or rectangular a length measurement should also be taken	In millimetres
Lid Type	The type of lid of the pit / manhole.	Concrete; Steel; Cast-Iron; Sheet Metal; Gatic Concrete Infill; Gatic Steel; Gatic Cast Iron; Composite
Depth	Depth of manhole from the centre of the lid to the lowest point (the invert of the outflow pipe)	Numeric value
Outflow Invert Level	Height above sea level of the invert of the outflow pipe (Figure 1)	Numeric value
Invert Level (Center of Pit)	Height above sea level of the invert of the centre of the pit / manhole.	Numeric value
Surface Level	Height of manhole above sea level as taken from the centre of the lid.	Numeric value

STORMWATER PIPES	**Description**	**Values**
Pipe Diameter	Internal Diameter of the pipe	In millimetres
Pipe Material	Material of the pipe	PVC, Concrete
Pipe Length	Length of the pipe	In Metres
Lid Type	The type of lid of the pit / manhole.	Concrete; Steel; Cast-Iron; Gatic Concrete Infill; Gatic Steel; Gatic Cast Iron
Upstream Invert	Invert level of upstream end of pipe (Figure 1)	Numeric value
Downstream Invert	Invert level of downstream end of pipe (Figure 1)	Numeric value

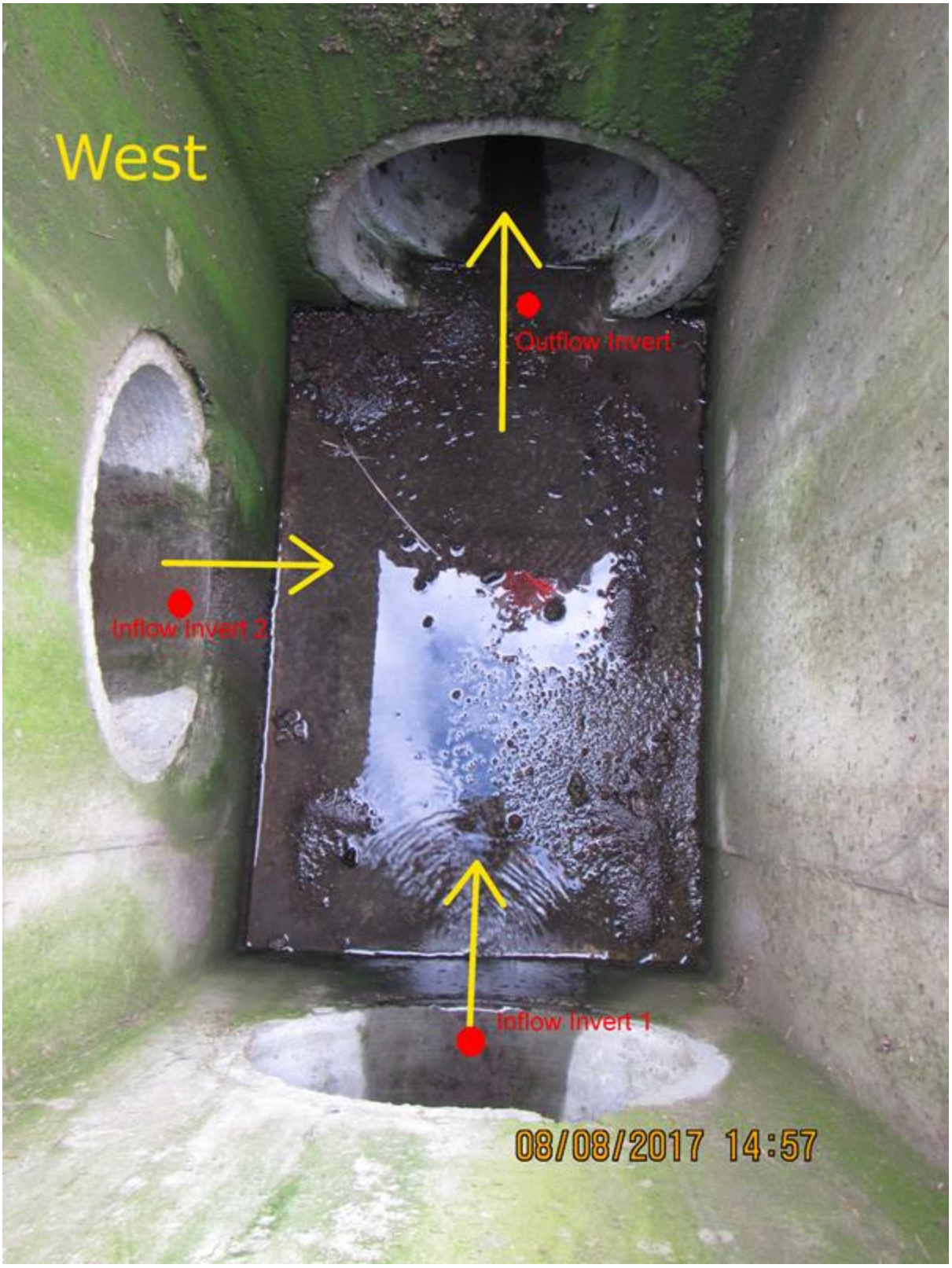


Figure 1. Showing different invert levels to be measured (Inflow Inverts should be applied to downstream invert of corresponding pipes; Outflow Invert should be applied to pit and upstream invert of corresponding pipe.

STORMWATER OUTFALL	**Description**	**Values**
Headwall Type	Type of Headwall	Wingwall, Headwall
Headwall Width	Width of the Headwall	In millimetres
Headwall Length	Length of the Headwall	In millimetres
Headwall Material	Material of the Headwall	Concrete, Rock
Pipe Material	Material of the Headwall Pipe	Concrete, PVC
Pipe Diameter	Internal Diameter of the Headwall Pipe	In millimeters
Outflow Invert Level	Height above sea level of the invert of the outflow pipe	Numeric value
Surface Level	Height of manhole above sea level as taken from the top centre of the Headwall.	Numeric value

GROSS POLLUTANT TRAP	**Description**	**Values**
Model	Model of GPT (generally written on lid)	Humegard, Ecosol
Width / Diameter	Width of the GPT or Diameter if Circular	In millimetres
Length	Length of the GPT	In millimetres
GPT Material	Material of the Headwall	Concrete, PVC
Lid Type	The type of lid of the pit / manhole.	Concrete; Steel; Cast-Iron; Gatic Concrete Infill; Gatic Steel; Gatic Cast Iron
Pipe Diameter	Diameter of the Headwall Pipe	In millimeters
Outflow Invert Level	Height above sea level of the invert of the outflow pipe	Numeric value
Surface Level	Height of manhole above sea level as taken from the centre of the lid.	Numeric value

Constructed Asset Photos

Below are a list of photos required for newly constructed assets grouped by asset class. These must be supplied in a digital format (.jpg) to Council and named using the Asset ID referenced in the As Constructed drawing.

Transport **Asset Type**	**Photos Required**	**Example**
Roads	2 Context Photos taken at either end of Road Segment	 
Footpaths	2 Context Photos taken at either end of Footpath Segment	 
Kerb & Gutter	2 Context Photos taken at either end of Kerb & Gutter Segment	 

Stormwater **Asset Type**	**Photos Required**	**Example**
Pit / Manhole	Context, Lid On, Lid Off (Taken in Direction of Flow)	  
Outfall	Context	
Open Drain	Context	
GPT	Context, Lid On, Lid Off