GIS MAINTENANCE CHEAT SHEET

1. **Budget money** into the utility construction section of your developer's agreements. Budget anywhere from 0.5 - 1.5% to cover the cost of implementing project information into your GIS.

2. **Collect .dwg's, asbuilts, and/or daily reports** from the entity that did the design or inspection on the project. Assets to Include: Utilities, Street Signs, Lights, and Trees.

3. **Send the digital project data** to your GIS Client Manager at RM.

4. **Link documents** that apply to the project into the site as they come in. Documents that need to be linked to the utilities should wait to be linked until after the line work has been added into the website.

5. **Reach out to R/M GIS Client Managers** for advice, to assist with these efforts, or to stay organized.

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ORGANIZE DOCUMENTS IN GIS

Streets
- Contracts
- Agreements and Warranties
- Specifications
- Project Plans

Storm Utility
- Contracts
- Agreements and Warranties
- Asbuilts
- Specifications
- Illicit Discharge Inspections
- Maintenance Agreements
- Pond Asbuilts

Water Utility
- Contracts
- Agreements and Warranties
- Asbuilts
- Specifications

Sanitary Utility
- Contracts
- Agreements and Warranties
- Asbuilts
- Specifications
- Televising Reports

Buildings
- Utility Plans
- Parking Lot Plans
- Building Permits

Property
- New Developments Plans
- Redevelopments Plans
- Easements
- Certified Survey Map (CSM)
- Plat of Survey
- Property Survey Asbuilts
- Landscape Plans
- Grading Plans
- Conditional Use Permits
- Erosion Control Reports

Subdivisions
- Agreements
- Property Regulations
- Plat of Survey
- Project Approved Asbuilts
- Erosion Control Reports

Agreements
- Contractor
- Developer
- Property Owner
- Development Agreements
- Financial Devices

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