



## 1-20 REVISIONS TO CONTRACT PLANS

### Contract Change Order (CCO):

The original contract plan files may NOT be retrieved after Bid Opening and before the contract is approved.

After approval, sheets needing revisions should be retrieved from the Structures CADD Software Support Unit using Form *Request for Electronic Drawings* illustrated on page 1-20.4.

When revisions to a sheet or additional or supplemental sheets are applicable to more than one bridge, each bridge shall have its own sheet.

### Revising, supplementing or adding contract plan sheets once that contract is approved or "After Award"

These changes are made by either:

1. Revisions
  - (a) Partial revisions (*adding, deleting, or revising existing details, text, etc.*), or,
  - (b) Total replacement of the original contract plan sheets.
2. Supplemental sheets (*additional information to supplement existing plans*).
3. Additional sheets (*new project plan sheet covering information not in the scope of the original contract plans*).

### Partial Revisions

Partial revisions to the original contract plan sheets should be made as illustrated on ATTACHMENT 1-22G.1. Each revision to the original plan sheet must be clearly marked by an equilateral triangle placed near the revision. An identifying number placed within the triangle will refer to a revision block for identification. Like revisions in different places on the sheets should bear the same number; unlike revisions should be numbered consecutively. The revision block cell is available in the cell library.

The identifying number, a short description of the revision, the initials of the person(s) making, checking and detailing it, the date the CCO is to be transmitted and the Project Engineer signature should be recorded in a revision block preferably placed in the lower right-hand



corner of the sheet. The block may be manipulated if necessary to record subsequent revisions. Do not reduce the size of the Engineer's Seal. See ATTACHMENT 1-22G.1. Fill out AUTHORIZATION FOR ELECTRONIC SIGNATURE SHEET for your records to be kept by the Project Engineer.

Add the letter "R" and a number after the sheet number in the upper right-hand title block. For example, the first revision to original sheet 68 becomes 68R1. When sheet 68R1 is to be revised, it should be treated in the same manner as the original sheet, and the sheet number revised to read 68R2. The numbers following "R" will not necessarily correspond with the number in the triangles because it is quite possible that 2 or more revisions can be made each time. See example on page 1-20.5.

Place the "Cell" for the Contract Change Order No. just above, or as near as possible to, the sheet title block. Do not fill in the blanks for change order number or sheet number; they will be added by Structure Construction when the Change Order is prepared.

Do not revise the PLANS Approval Date or signature or DATE of ELECTRONIC SIGNATURE AUTHORIZATION in the upper right-hand corner of the sheet.

Do not change Office Engineer "Total Sheets" number at top of revised sheet.

Upon completion of the revisions, the Design Branch will make reproductions for all interested parties.

## Total Replacement of Contract Plan Sheets

The sheet replacing a contract plan sheet is prepared in the same manner as a usual contract plan sheet. A note identifying the sheet it replaces should be placed as shown on the ATTACHMENT 1-22H.1. Number the sheets in the same manner as "PARTIAL REVISIONS" (upper right-hand corner). The Project Engineer Seal information, Signature, and the authorization date will be added.

Place the cell for the Contract Change Order No. just above, or as near as possible to, the sheet title block. Do not fill in the blanks for change order number or sheet number; they will be added by Structure Construction when the Change Order is prepared.

The identifying data from the original sheet should be completely filled in on the replacement sheet. This will enable everyone concerned to readily identify the job to which the sheet belongs.

Add the District, County, Route, Post Miles and sheet numbers in the Index Block at the top of the sheet. Normally, in the preparation of plans, the data above is left partially incomplete to be filled in by Office Engineer. A replacement sheet does not follow the same procedure. Unless it is completely filled in, it may cause confusion and lost time during routine handling after it leaves the Division of Engineering Services.



Upon completion of the replacement sheet, the Design Branch will make copies for all interested parties.

## Supplemental Sheets

A supplemental sheet is prepared in the same manner as a usual contract plan sheet. Place the sheet number being supplemented in the Index block provided in the upper right-hand corner. This number must be suffixed with the letter “S”, e.g. 68S. Signature block and title block should be prepared in the same manner as a usual contract plan sheet. Place “SUPPLEMENTAL SHEET” in the lower right-hand corner, immediately above the title block matching project title text. See ATTACHMENT 1-22I.1

Subsequent revisions can be made to a supplemental sheet in the same manner as for a revision to an original sheet. After a revision is made on a supplemental sheet, the sheet number would then become 68S1R1, etc. See example on page 1-20.5

All identifying sheet data, including CCO Cell, and approval shall be handled as in “Total Replacement of Original Contract Plan Sheets.”

## Additional Sheets

These sheets should be handled the same as a supplemental sheet, except they should follow the last sheet of the particular structure (usually the Log of Test Borings) and carry the same sheet number as the sheet they follow with the suffix of a letter. The first additional sheet will be “A”, the second “B”, etc. (i.e., 68A, 68B). Revisions to added sheets will be handled in a manner similar to Supplemental Sheets (i.e., 68AR1).





DIST.	COUNTY	ROUTE	POST MILES TOTAL PROJECT	SHEET NO.	TOTAL SHEETS
04	CC	680,580	1.6/2.7;6.1/8.5	68	136

 6-1-2005  
 REGISTERED ENGINEER - CIVIL



JUNE 26, 2005  
 PLANS APPROVAL DATE

*Do not change this number*

1. REVISIONS

- a) Revision to original contract plan sheets ..... 68R1  
 Subsequent revisions to contract plan sheets ..... 68R2, etc.
- b) Total replacement of a contract plan sheet ..... 68R1
  - Add this note at top of sheets:  
 "This sheet replaces Sheet No. 68 of 136 of plans approved June 26, 2005"

2. SUPPLEMENTAL SHEETS

- Addition of supplemental sheet ..... 68S1
  - a) Add "Supplemental Sheet" above the lower right-hand title block
  - b) Subsequent Supplemental Sheets to contract plan sheets ..... 68S2, etc.
- Revision of a supplemental sheet ..... 68S1R1, etc.

3. ADDITIONAL SHEETS

- Additional sheets ..... 68A
- Revisions to additional sheets ..... 68AR1