

1-21 AS-BUILT PLAN CORRECTIONS

General

Refer to Section 1-20 of the “Memos to Designers” for procedures on processing As-Built plans.

Preparation of As-Built Corrections by Structure Construction Representative

After a project has been completed in the field, the Structure Representative must prepare and submit to Structure Construction (SC) “As-Built” corrections of the project plans.

Guidelines for preparing the field corrections are fully covered in Section 9-1.0 of the Bridge Construction Manual, but briefly, the corrections should be:

- Printed on reduced size (11" X 17") plans. Full sized plans may be used if changes are extensive.
- Listed as all on-the-job changes that were made during construction.
- Marked in red on each hardcopy structure plan sheet. New/revised details should be legible with additional notes to clarify details if needed.
- Stamped with an as-built stamp on each sheet of the structure plans. Each sheet shall be stamped whether or not there are changes to the sheet. The stamps must be similar to and contain the minimum information as the stamps below:

CONTRACT No. _____
DATE ACCEPTED _____
AS BUILT
STRUCTURE REPRESENTATIVE _____
REVISIONS BY _____ DATE _____

- If no changes are made to the sheet, above the As-built stamp, mark in red "NO AS-BUILT CHANGES".

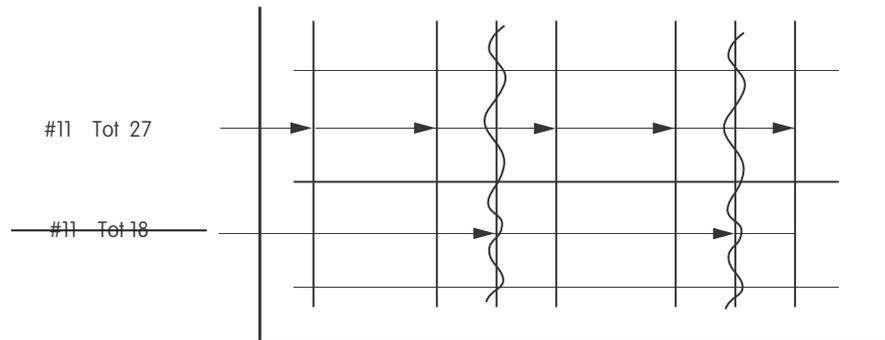
Preparation of As-Built Corrections by the Design Unit

The Design Unit must make “As-Built” corrections to the official “Archived Contract Plans” which include “As-Awarded” plans and Contract Change Orders (CCO).

Changes must be made electronically on the “Archived Contract Plans” CADD files when they are available. If these CADD files are not available, changes must be made by hand using an “F” or softer lead pencil on “Archived Contract Plans” hardcopy plans. Refer to Section 1-20 of the “*Memos To Designers*” and to “*Procedures for Processing Electronic Structures Contract Plans*” for requirements on retrieving “Archived Contract Plans” CADD files and other procedures regarding as-built plans.

In making changes to the “Archived Contract Plans” plans, details and notes shall not be deleted. Instead, draw a line through the item in such a manner that it will not be obliterated.

Example:



No corrections should be made to the Log Of Test Borings file. When the maximum, minimum, and average pile tip elevations appear on the Log of Test Borings sheet, this information should be transferred to the General Plan file.



Stamping Final As-Built plans - CADD Files

Once changes are made to the “Archived Contract Plans” plan sheets, each sheet should be stamped with an as-built stamp.

For changes to CADD files, one of the following As-Built cells should be placed on the left edge of the border of each sheet and filled out:

A) When “As-Built” corrections are not received:

AS DESIGNED AS-BUILTS NOT RECOVERABLE Contract No.: xx - yyyyyy Date Processed: aa / bb / cccc

Structure Rep: NAME

B) When the “As-Built” corrections are received and no corrections are needed:

NO AS-BUILT CORRECTIONS Corrections Transferred by: Detailer Initials Date Transfer: aa / bb / cccc

Structure Rep: Structure Rep name Field Corrections Date: aa / bb / cccc

Contract No.: xx - yyyyyy

C) When “As-Built” corrections are received and corrections are needed:

AS-BUILT CORRECTIONS Corrections Transferred by: Detailer Initials Date Transfer: aa / bb / cccc

Structure Rep: Structure Rep name Field Corrections Date: aa / bb / cccc

Contract No.: xx - yyyyyy

Stamping Final As-Built Plans - Hardcopy

For changes made on hardcopy plans, a stamp or decal with the information shown in the above CADD cell should be placed on each sheet. Make sure the information is legible.