



Bridge Design Details 1.21 August 2019

Preparation of As-Built Corrections by Structure Construction Representative

After a project has been completed in the field, the Structure Representative shall prepare and submit the “AS-BUILT” corrections of the structure plans to Structure Construction Office Associates. Structure Construction Associates shall forward the As-Built to the Design Branch to process corrections.

Guidelines for preparing the field corrections are addressed in the Bridge Construction *Records and Procedures Manual*: 9-1.0 As-Built Plans; briefly, the As-Built corrections of all on-the-job changes that were made during construction should be:

- Printed on reduced size (11” X 17”) plans. Full-size plans may be used if changes are extensive.
- Changes should be marked in red on each hardcopy structure plan sheet. New or revised details shall be legible with additional notes to clarify details if needed.
- Each structure plan shall be stamped with an As-Built stamp. Each sheet shall be stamped whether or not there are changes to the sheet. The stamps shall be similar to and contain the information shown, as the As-Built stamp in Figure 1.21.1:

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

Figure 1.21.1 As-Built stamp

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



Preparations of As-Built Corrections by Design Branch

The Design Branch shall make the As-Built changes to the official “AS-BUILT” Plans, which include “As-Awarded” plans, Addendums and Change Orders.

Changes shall be made electronically on the “Archived Contract Plans” CADD files when they are available. If these CADD files are not available, changes shall be made by hand using an “F” or softer lead pencil on “Archived Contract Plans” hardcopy plans. Refer to *the Practice and Procedures Manual: 3C-70* and to *Procedures for Processing Electronic Structures Contract Plans Manual* 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

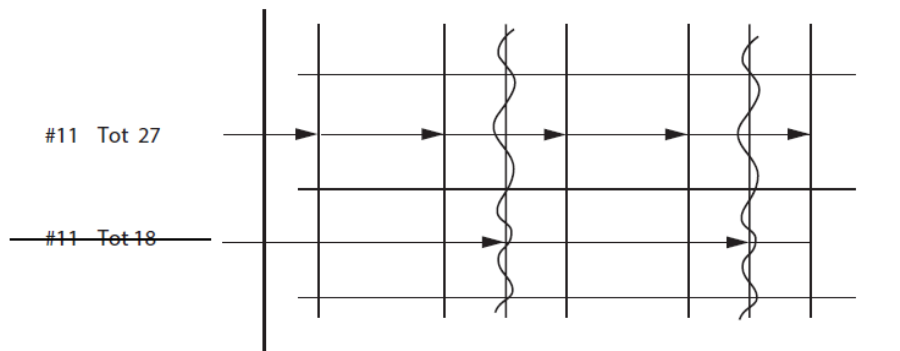


Figure 1.21.2 Example of As-Built corrections

When the maximum, minimum, and average pile tip elevations appear on the LOG OF TEST BORINGS sheet(s), this information shall be transferred to the GENERAL PLAN sheet by the Design Branch.

No As-Built changes shall ever be made by anyone other than the Professional Geologist on the LOG OF TEST BORINGS sheet(s). If “Red Line” changes are required on the LOG OF TEST BORINGS sheet(s), the Structure Project Engineer should contact the Geotechnical Engineer who signed the on the LOG OF TEST BORINGS sheet(s). The latest version of the LOG OF TEST BORINGS sheet(s) are requested by the Design Branch. Then a scanned color .pdf of the red line changes is sent to the Professional Geologist who makes the changes and places the As-Built Stamp cell on the LOG OF TEST BORINGS sheet(s) and fills out the appropriate fields. The .dgn is sent back to the Design Branch for completion of the process



Stamping Final As-Built Plans CADD Files

Once changes are made to the “Archived Contract Plans,” each sheet shall be stamped with an As-Built stamp. After changes are made to CADD files, one of the following As-Built cells shall be placed on the left edge of the border of each sheet and filled out as follows:

A) If “AS-BUILT” corrections are not received:

AS DESIGNED AS-BUILTS NOT RECOVERABLE

Contract No.: xx-yyyyy

Date Processed: aa/bb/cccc

Structure Rep: Structure Rep Name

B) If 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

C) If “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-yyyyy

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 shall be placed on each sheet. Make sure the information is legible



As-Built Stamp When As-Built Corrections are Lost

When processing drawings where the As-Built corrections have become lost, the structure and missing “AS-BUILT” Plans shall be jointly discussed with DES Structure Construction and the Project Engineer. In this case, the As-Built stamp shall indicate that the drawings to be archived are As-Designed. The contract number, the Structure Representative’s name, and the date of processing the As-Designed plans are included in the contents of the stamp.

The following stamp designs shall be used:

Stamp for Hard Copy Drawings

<p style="text-align: center;">AS-DESIGNED</p> <p style="text-align: center;">AS-BUILTS NOT RECOVERABLE</p> <p>Contract No.: _____</p> <p>Structure Rep.: _____</p> <p>Date Prepared: _____</p>
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Figure 1.21.3 As-Built stamp for hard copies

Stamp (cell) for Electronic Drawing

AS-DESIGNED	Contract No.: <u>XX - YYYYYY</u>	Design Completion Date: <u>AA/BB/CC</u>
AS-BUILTS NOT RECOVERABLE	Structure Rep.: <u>NAME</u>	

Figure 1.21.4 As-Built stamp for electronic drawings