Bridge Design Details 1.3 August 2019

Titles and Borders

All words in Sheet Titles (e.g., GENERAL PLAN, TYPICAL SECTION, etc.) shall be spelled out completely.

![Sheet titles](image1)

**Figure 1.3.1 Sheet titles**

Abbreviations for Structure Names are acceptable when space is limited (e.g., OC, St, Ave, No., etc). The Structure Name should fit in one box and be the same on every sheet. The main characteristic of a project shall be identified in the Structure Name (e.g., REPLACE, RETROFIT, WIDEN, etc.); if more than one characteristic fits, use "MODIFY."

![Structure names](image2)

**Figure 1.3.2 Structure names**
Names on Structure Plan Sheets

Names shown on Structure Plan sheets should be placed as each component of the work is completed. The check of both the design and details is performed by the Engineer assigned to be the “Checker”. The Engineer who initiates the engineering design is the “Designer” and is never listed as the “Checker”. The “Designer” and “Checker” are both responsible for a complete review of all the details and ensure they meet the intent of the design. Names should be printed using upper and lowercase text.

Please note that on the GENERAL PLAN sheet, additional names are placed in the border. In the lower left corner, the Design Branch Chief’s name at the time the work was completed is given, the Engineers responsible for “Layout” are recorded and the name of the Specifications Engineer is listed for both of the “Specifications” and “Plans and Specs Compared” cells.

The Design Branch is also given all Structure Plan sheets.

Figure 1.3.3 Names on General Plans

Figure 1.3.4 Names on Structure Plans
Sheet Title and Signature Block

Typical Index Block includes the signature and seal of registered Project Engineer with name, license number and expiration date. Index Blocks are used on GENERAL PLAN (GP), Detail Sheet(s) and Bridge Standard Detail Sheets (XS Sheets).

NOTE: Do not change the District placeholder cells (DDDD, CCCC, RRRR, PPPP, ???, ####). These placeholders and signatures are placed electronically with date of authorization during the Expedite phase of a project.

Typical Sheet Title Block for Structure Plan Sheets.

Branch Chief Block on GP sheet.

NOTE: Branch Chief name should be printed using upper and lowercase text.

Typical Sheet Title Block for Bridge Standard Detail Sheets (XS Sheets).

Typical Sheet Title Block for Bridge Standard Detail Sheets (XS Sheets) with long name.

Typical Signature Block for Bridge Standard Detail Sheets (XS Sheets).

Figure 1.3.5 Sheet titles and signature blocks
Level for Engineer’s Signatures

When creating new design sheets, Engineers’ signatures and their corresponding expiration dates shall be placed on Level \texttt{str\_Border\_PSE\_Signature-A}. This level is dedicated solely to these signatures in order to facilitate easy removal.

Note that this level shall also be utilized for the Project Engineer’s signature and date that is recorded in a Change Order (CO) decal.

PE Registration Date

Once a Structure Project Engineer has signed the form for use of electronic signatures and the Structure Design Technician has placed the digitized signature on the sheet, his/her seal information and expiration date remains valid in perpetuity as long as the information on the sheet is unmodified. Any changes made to the sheet will require a new seal and date, or a supplemental seal typical furnished for change orders. This policy applies to all contract plan sheets.

Unit, Phase and Contract Number

The Unit Number on Contract Plan sheet(s) is the four digit cost center number of the Design Branch assigned to do the work. The Project Number is the District assigned EFIS number ending with a 1, which identifies Phase 1 design stage of the Plans, Specifications and Estimate (PS&E). The Contract Number is the District Project EA number ending with a 4. During the planning phase of projects, the Project EA number is listed as the five digit number; the project EA only becomes a contract when plans are delivered to construction.

The Project Number & Phase and Contract Number on all Structure Plan sheets must match the number on Roadway Plans and Special Provisions.

![Figure 1.3.6 Unit, phase, and contract number](image-url)
Revision Date Blocks

A) The date in the first box is the date that the CADD file is created (e.g., 9-02-18). This date does not change throughout the life of the sheet.

![Figure 1.3.7 First date block](image)

B) The next three revision dates follow in the next three boxes (e.g., 10-04-18, 10-06-18, 10-09-18), with the previous revision dates crossed out.

![Figure 1.3.8 Revision date blocks](image)

C) If there are more revisions, delete (blank out) the date in the second box. The next revision date (e.g., 10-11-18) will go in the third box. From this point on, alternate dates between the third and fourth boxes only, leaving the creation dates in the first and second boxes empty.

![Figure 1.3.9 Additional revision date blocks](image)