Project Completion Records – As-Built Plans

Revision and Approval

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<th>Revision</th>
<th>Date</th>
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<td>0</td>
<td>04-22-2019</td>
<td>Original issue.</td>
<td>Steve Altman</td>
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Background

This process establishes Structure Construction (S.C.) roles, responsibilities, and procedures for completion and submission of contract plan as-built changes.

Once submitted to S.C. Headquarters, as-built changes are recorded and transmitted in accordance with the provisions of the S.C. Project Management Branch Desk Manual.

Accurate, detailed, and informative as-builts are essential for the design and construction of future rehabilitation and/or demolition projects.

Additional unique requirements for as-builts:

- Local Agency projects are detailed in B.C.M. D-1.04, Administration of Local Agency Projects.

Process Inputs

1. Issuance of contract plans that include structures work.
2. Authorized deviations from the original contract plans.
3. Authorized change orders that alter the structure plans.

**Procedure**

1. All work associated with this process is charged as [Project-Direct – Construction](#).

2. S.C. Staff:
   a. Before construction begins:
      i. Procure a complete set of structure plans that will be used as a working set to document as-built changes.
   b. During construction:
      i. Accurately document Change Order (C.O.) work affecting structure work on designated as-built structure plans. If new structure plan sheets have been provided for a C.O., insert the new plan sheets into the as-built plan set in front of the plan sheet it is replacing. On the plan sheet being replaced, strike through the sheet and specify that the sheet is replaced by sheet xxxRx.
      ii. Accurately document completion of as-built changes on designated working set of structure plans continuously as work is completed with red pen or red pencil.
      iii. Accurately record necessary supplemental information on as-built structure plans per the requirements of [Attachment 1 – Generation of As-Built Plans](#).
   c. Following construction:
      i. Stamp completed as-built plans with as-built stamp and fill in required information.
      ii. Submit as-built plans to S.C. headquarters (H.Q.) in Sacramento no later than 30 days after completion of structure work per [Attachment 1 – Completion of As-Built Plans](#).
      iii. Verify in [VISION](#) that S.C. headquarters has received the as-built plans.

3. SC Supervisors:
   a. During construction:
      i. Verify and document Structure Representatives and Assistant Structure Representatives are progressively recording as-built changes on designated working set of as-built plans. Document on [Form S.C.-6301, Project Record Review](#).
   b. Following construction:
i. Verify in VISION As-built structure plans have been submitted to SC headquarters. If they have not been received contact the S.C. H.Q. Office Associate.

**Process Outputs**

1. As-built structure plans

**Attachments**

1. Attachment 1 - *Completion of As-Built Plans*