

Plan Revisions

After the project has been advertised for bids, if it is determined that a plan revision is necessary, the Design Project Manager and the Construction Project Manager will determine what revisions are required. It will then be the responsibility of the Design Project Manager to be sure the plan revisions are completed. The Design Project Manager will also be responsible to see that the appropriate copies of the revision sheets are made and given to the Construction Project Manager. The Construction Project Manager will be responsible for getting the plan revisions to the Contractor.

1.1 Revisions Procedures

All drawings, quantities or notes to be revised are to be crossed out with a single line or clouded but left legible and should never be erased. Standards and tools are provided within the current CADD Standards.

All revisions, upon approval, should be filed in the records. All revised sheets will be identified below the index of sheets block on the cover sheet as indicated in **Figure 1**.

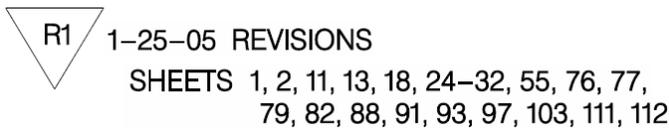


Figure 1

Revised sheets will be depicted with a revision symbol and revision date directly above the corner block in the lower right-hand corner of the sheet. Generally, the revision symbol and revision date is to be located just to the left of the engineer's seal. The revision symbols and revision dates will be shown as indicated in Figure 2. The number inside the symbol will represent the revision number. The revision symbol, not the date, will be shown near the revised data.

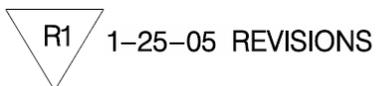


Figure 2

1.2 Additions

Revisions to existing sheets should be made on the original sheet wherever practicable. Revisions so extensive as to preclude them from being made on the original sheet should be made on a new sheet, placed immediately after the original sheet, and differentiated from it by the addition of a letter to the sheet number; for example, added sheet No. **43A** would be placed immediately following original sheet No. **43** which will then be a deleted sheet. Sheets added to a set of plans after final numbering will be placed in the proper order and differentiated by the addition of a letter to the sheet number. Along with the Revision bubble for the additional sheet, give a brief description of the revision as indicated in Figure 3.



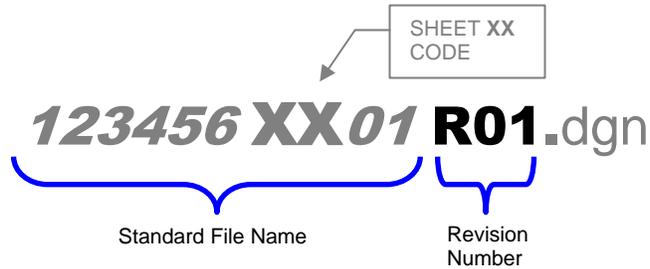
Figure 3

1.3 Deletions

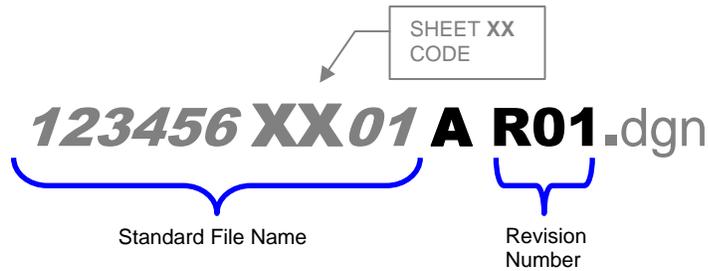
Sheets which are to be canceled, voided, or deleted from the plans shall remain in their position within the plan set and a large "X" shall be placed across the sheet. The revised symbol shall be noted at the lower right-hand corner of the sheet, and labeled "**Deleted Sheet**" and dated.

1.4 Electronic Submittal

Revision sheet files should be copied prior to revisions. These copies shall be renamed according to the Figure below. Adding the "R" and the appropriate revision number, will enable electronic tracking and archiving.



Added sheets should be numbered as follows:



Deleted sheets should be numbered as follows:

