

# **CURRENT POLICY FOR DRAWING NUMBERS**

## **Drawing Number Information**

1. A drawing number is usually giving out in the early stages of the work on the plans.
2. Half size plans should have a 117-?-? on them. 117 tells us that these are 11 x 17 - inches in size.
3. Full size plans should have 62-?-? type number, both of these numbers help to tell us where they are located in the filing system.
4. The plans are not microfilmed until we get the final folder saying that the project is done.

## **Proper Procedure for taking out a Drawing Number**

1. You will need to know the size that the drawing will be, full (22 x 34) or half size (11 x 17).
2. You need to know which drawer in the blue cabinet that the cards are in. This is by Steve & Julie.
3. A short description is to be put on the drawing number card in **PENCIL** to insure that you are the only one that will be getting that number.
4. The description that will be on the cover sheet is to be filled out along with the drawing number on a piece of paper that is on the shelf by Kathie's desk. Always make sure you include the Project Number.
5. On the paper you will need to list every place that you will want this set of plans cross-referenced. (Streets, Projects, Districts, Misc. etc.).
6. The paper then goes on the post on Kathie's desk. Any questions please ask.

## Lessons Learned

**Arnold J Radloff/Notes**  
05/30/2007  
09:57 AM

To Thomas S Shafer/Notes@Notes  
cc  
Subject Re: Question regarding Water Replacement Project 700290 & 700284<sup>(1)</sup>

Thank you Thomas for identifying what needs to be done. As I have **learned in the process of building the Water GIS, having the correct Drawing Number and Project Number on our records is essential for rapid retrieval of the correct drawings.** I hope I haven't caused too much of a problem for everyone involved. Again, thank you very much.

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**Thomas S Shafer/Notes**  
05/30/2007  
09:42 AM

To Steve J Titus/Notes@Notes, Bob D Bewley/Notes@Notes, Curt A Weber/Notes@Notes, Gary J Divis/Notes@Notes, Jeff Hertzler/Notes@Notes, John R Davis/Notes@Notes, Michael S Otte/Notes@Notes, Ron G Edson/Notes@Notes, Wayne L Burcham/Notes@Notes, Bruce W Sweney/Notes@Notes, Craig E Aldridge/Notes@Notes, Dave E Rathjen/Notes@Notes, Erika L Nunes/Notes@Notes, Holly S Lionberger/Notes@Notes, Kent E Evans/Notes@Notes, Kristen A Humphrey/Notes@Notes, Tim H Pratt/Notes@Notes, Kathie J Neemann/Notes@Notes  
cc Arnold J Radloff/Notes@Notes, Mary E Lowe/Notes@Notes, Nick W McElvain/Notes@Notes  
Subject Re: Question regarding Water Replacement Project 700290 & 700284<sup>(2)</sup>

Please double check your drawing numbers, have them updated in the Project Database and if any are incorrect, please have the consultant redo the sheets for records. If any need redone then I don't expect to pay for consultant time, materials, or copying expense to have this work redone correctly. Let me know what needs done and the circumstances.

Tim -- Can the records section use the project database for drawing numbers as well.

**Steve J Titus/Notes**  
05/29/2007  
02:55 PM

To Arnold J Radloff/Notes@Notes  
cc Mary E Lowe/Notes@Notes, Nick W McElvain/Notes@Notes, Thomas S Shafer/Notes@Notes  
Subject Re: Question regarding Water Replacement Project 700290 & 700284<sup>(3)</sup>

It means that consultants still can not remember what they are doing. Some think one number is all they need for life. Others just print away with whatever drawing number may exist in the sheet cell. Either way they are wrong and can either print new sheets or come in and pen and ink change each sheet.

**Arnold J  
Radloff/Notes**

05/29/2007  
11:50 AM

To Thomas S Shafer/Notes@Notes, Steve J  
Titus/Notes@Notes  
cc Nick W McElvain/Notes@Notes, Mary E  
Lowe/Notes@Notes  
Subject Question regarding Water Replacement Project 700290 &  
700284

Steve and Thomas: Today, May 29, 2007, I received a set of plans for Water Replacement Project 700290, S. 34th Street; Smith Street to Lake Street and Smith Street, S. 33rd. to S. 35th Street. The drawing number on these plans was **117-C-121**. When I look at the current Microstation Records for W311007.dgn, the project 700290 has drawing number 117-C-121. Thus, this appears correct.

However, I looked in my files and on April 12, 2007, Thomas Shafer signed a set of plans for Water Replacement Project 700290, and the drawing number on these plans was **117-C-122**. **Did the drawing number change?**

In addition, on April 12, 2007, Thomas Shafer signed a set of plans for Water Replacement Project 700284, S. 20th Street, "A" Street to Prospect Street. The drawing number on these plans are **117-C-121**. When I look at the current Microstation Records for W361006.dgn, the project 700284 has drawing number **117-C-120!**

Can you please help explain these discrepancies, so that I can fix our record keeping? If the plans for 700284 have been revised and new drawing numbers issued, please have Mary Lowe send me 5 copies of the revised drawings. Thank you very much.

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