

## **INTEROFFICE MEMORANDUM**

**DATE:** June 13, 2000

**TO:** Bridge Division Employees

**FROM:** Edward T. Fain, Bridge Engineer

**SUBJECT:** Creating and Revising Standard Bridge Drawings

Attached are revised procedures for creating and revising CADD standard drawings. These procedures will provide uniformity in the creation and revision of standard drawings and should be implemented immediately.

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**Standard Drawings with assigned Drawing Numbers**

**New (or complete redraw of) Standard Drawings:**

1. Advise Assistant Bridge Engineer of changes needed and to obtain revision date to be used on drawing.
2. Create the drawing.
  - a. If redrawing an existing standard:
    - Incorporate all previous revisions into new drawing
    - Remove all revision numbers from revision block and drawing
    - Add Revision 1 and state “Redrawn and Revised mm/dd/yr” as revision number 1
    - DRAWN BY/DATE: Initial using CADD  
Drawn by and Checked by Dates will be day after a future letting\*
    - DESIGNED BY:/DATE: Std. (use CADD)
    - CHECKED BY:/DATE: Initial using CADD
    - Checker should verify that all revisions are incorporated into new drawing
    - Revision Checker should Hand-Initial using blue ink at revision note
  - b. If creating a new standard drawing:
    - DRAWN BY/DATE: Initial using CADD  
Drawn by and Checked by Dates will be day after a future letting\*
    - DESIGNED BY:/DATE: Std. (use CADD)
    - CHECKED BY:/DATE: Hand-initial full-size plot using blue ink
3. Give hand-initialed drawing to Assistant Bridge Engineer or Bridge Engineer for review.
4. Take approved full-size drawing to Reproduction to be scanned and microfilmed. Retrieve old full-size and write “VOID” in lower, right-hand corner of drawing below title block.
5. CADD the checker’s initials at the appropriate locations and Email the file to the Assistant Bridge Engineer.

**Revising Standard Drawings:**

1. Advise Assistant Bridge Engineer of changes needed and to obtain revision date to be used on drawing.
2. Retrieve CADD drawing from FMS and revise only the affected details. Identify each revision location with the revision number in a triangle. Do not delete any existing dates in Revision Block, and do not change the DRAWN BY/DATE, DESIGNED BY/DATE, or the CHECKED BY:/DATE.
  - a. Add a revision note that includes:
    - revision number in triangle
    - brief description of revision made
    - initials, date, and “Ck’d by: \_\_\_” ( Note: Date will be day after a future letting\*)
  - b. Add DATE REVISED and previous DATE FILMED to Revision Block using CADD
  - c. Hand-initial full-size plot at the revision note using blue ink.
3. Give hand-initialed drawing to Assistant Bridge Engineer or Bridge Engineer for review.

4. Take approved full-size drawing to Reproduction to be scanned and microfilmed. Retrieve old full-size drawing (do not add revisions to old plot) and write “VOID” in lower, right-hand corner of drawing below title block..
  5. CADD the checker’s initials at the appropriate locations and Email the file to the Assistant Bridge Engineer.
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**NOTES:** \*Check with Assistant Bridge Engineer for revision date to be used on drawing  
If revising, do not add “Filename:\_\_\_\_\_” in border if not present on earlier version of standard drawing  
Add type of drawing (Ex: “Approach Gutter”) to Microfilm Title Block  
All current, full-size plots of standard drawings will be stored in Reproduction in room 203  
All old versions of standard drawings will be stored in drawing file vault in room 509  
CADD versions of standards will be stored on **FMS in BRIDGESTD** directory  
Drawings and dates will be updated on List of Bridge Standard Drawings  
(sssp.doc or sssp.met)

Frequently Used Standard Bridge Drawings  
(frequse.doc or frequse.met)

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**Standard Drawings not assigned Drawing Numbers**

**New Standard Drawings:**

1. Create the drawing.
  - DRAWN BY:/DATE:Initial using CADD
  - CHECKED BY:/DATE: Hand-initial full-size plot using blue ink  
Initial using CADD after plotting
  - DESIGNED BY:/DATE:Std. (use CADD)
2. Store new fullsize plot in drawing file vault in room 509. If redrawing an existing standard add “VOID” to old plot in  
the lower, right-hand corner of drawing below title block
3. Email drawing to Assistant Bridge Engineer
4. New standard will be stored on FMS in BRIDGESTD directory

**Changes for One-Time Use in a Job:**

1. Using CADD, change drawing details
  - DRAWN BY:/DATE:Initial using CADD
  - CHECKED BY:/DATE: Hand-initial fullsize plot using blue ink  
Initial using CADD after plotting
  - DESIGNED BY:/DATE: Std. & \_\_\_\_\_ (Fill in blank with initials)  
Hand-initial fullsize plot using blue ink  
Initial using CADD after plotting
2. Do not use the word “Standard” in title block
3. Have independent check made of changes
4. Store on FMS in respective job directory