

INTER OFFICE MEMORANDUM

Note

DATE October 27, 1976

TO: BRIDGE DESIGN PERSONNEL
FROM: *Purdie Harrison*
for Veral Pinkerton, Bridge Engineer
SUBJECT: Procedure for Distribution of Revised Drawings
for Jobs Under Contract

*also
check* →

When original tracings are to be revised on a job, the Design Squad involved will make the revision, flag same and then at bottom of drawing, a similar flag will be drawn with initial of person making revision and the date. Then tracing will be brought to Jim Matthews, Checking Squad for micro-filming, and eight ozalid prints will be made for distribution to the following people: One copy for Bridge Design drawings in rack; one copy to fabricator involved; two copies to R.E.; one copy to contractor, one copy to shop inspector; one copy to construction; and one copy to D.E.

JEM:bw

Flag *FI* *Revised* *DFL, 1-10-76,*
ck *JAS, 1-10-76*

Revision Sheet