

**PROCEDURE ON "AS BUILTS"
FOR STATE PS&E BRIDGES AND STRUCTURES**

After a contract is awarded, the contract plans are processed as follows:

1. The original sheets with "Structures" signature blocks will be forwarded to the Division of Structures (DOS) by Microfilm Services. All other sheets are sent to the District.
2. Blue line prints of sheets with "Structures" signature blocks are obtained by the Resident Engineer or Structure Representative from the DOS Documents Unit.
3. The Resident Engineer or Structure Representative will make the "As Built" changes to the blue lines and forward them to the Office of Structure Construction (OSC) as soon as possible after completion of the structures.
4. OSC will forward the "As Built" prints to the Documents Unit in Division of Structures.
5. The Documents Unit will forward the "As Built" prints and the original tracings to the Office of Structure Design (OSD). Non-structure (no Bridge Number) "As Built" prints will be forwarded to the appropriate District for further processing.
6. OSD will transfer the as built changes to the tracings and return the tracings and the "As Built" prints to the Documents Unit.
7. The Documents Unit will forward the tracings to Microfilm Services for microfilming.
8. The Documents Unit will forward the "As Built" prints to the Office of Structure Maintenance (OSM) for their use and disposal.
9. The Documents Unit will maintain a file of "As Built" aperture cards for bridges, roadside rests, maintenance facilities and other structure-related plans. Copies of the microfilms are also filed in the District, Headquarters Reproduction, and the Department's security file.

Supersedes Memo to Designers 1-20, Attachment 1, dated December 1982