

## “AS-BUILT” PLAN GUIDANCE

As-Built plans are the original contract plans that have been revised, after construction is complete, to accurately reflect and graphically document the important features of the project as it was actually constructed. As-Built plans are used as a reference for designing future projects, for repairing, replacing and maintaining our infrastructure, and for maintenance inspections of bridges, so they need to be accurate and reflect any alterations made to the original plans. With respect to bridge As-Built plans, Bridge Maintenance is required by law to have information on file for new bridges and modifications to existing bridges within 90 days of the date the bridge is opened to traffic. As-Built changes may include modifications to the horizontal and vertical location, changes in materials, and additions and/or deletions of items.

A full-size set of contract plans shall be used to generate As-Built plans. Either a red medium felt tip marker or a blue or black medium ball point pen shall be used to mark up these plans- never use pencil. On each revised sheet, write in the lower right-hand corner “Revised As-Built” and initial; on all other pertinent unchanged plan sheets write “As-Built” and initial. On the Title sheet, place your signature instead of your initials.

Given below are guidelines for completing “As-Built”. The items listed are the minimum requirements; however, the Resident should show any additional changes that he/she considers pertinent information.

Revisions to include any changes to:

1. Project length, showing revised beginning and end stations.
2. Plan index.
3. Typical cross-sections.
4. Construction centerline (label it “Centerline as constructed”).
5. Geometrics.
6. Superelevations, showing revised cross-sections.
7. Drainage, on plan sheets and Drainage Summary.
8. Tree removals.
9. Guardrail.
10. Centerline profile grades.
11. Entrance dimensions and their surface treatment.
12. Fence locations.
13. Utility locations, including conduit, foundations, junction boxes, lighting, signs.
14. Structure elevations.
15. Pile locations or type.
16. Structural Steel or Precast members.
17. Structural details.

Any changes affecting the plans as the result of Bid Amendments shall also be included on the As-Built plans.

Information to include:

1. Year project was substantially completed.
2. Permanent bench marks, monuments and survey markers.
3. Year any buildings were removed or “Removed by Others – date”
4. Known ties to utilities.

For landscape projects, actual locations, quantities, and substitutions of plants shall be shown on the location sheets and the quantity sheet. Changes should be made by crossing out the original figures.

Plan sheets that should always be included in the “As-Builts” are as follows:

1. Title sheet
2. Index
3. Plan sheets
4. Drainage Summary sheet
5. Typical Sections sheet
6. Geometrics sheet
7. Profile sheet
8. Structure sheets with details
9. Right-of-Way sheets

Although As-Built plans are not required to be included in the final project documents that are submitted to the Contracts Section, they should be turned in no later than the date on which the project finals are submitted. As-Built plans shall be submitted to the Resident’s direct supervisor.