



TO: MODIFIED BY EI 84-031 EFFECTIVE 5/25/1984 Director, Preliminary Plan Review Bureau SUPERSEDED BY EB 97-006 EFFECTIVE 2/14/1997	 ENGINEERING INSTRUCTION NEW YORK STATE DEPARTMENT OF TRANSPORTATION
Distribution: <input checked="" type="checkbox"/> Main Office <input type="checkbox"/> Regions <input type="checkbox"/> Special	Code: <u>EI 77-56</u> Date: <u>12/21/77</u> Supersedes:
APPROVED:  <hr/> M. TEGZA, Director, Final Plan Review Bureau	

The microfilming of contract plans, as designed, began in 1963, with a large backlog dating into the previous century. In 1968, the purchase of new equipment made it possible to microfilm plans concurrently with reproduction for contract letting.

At this time, all "as-designed" plans are on microfilm and "as-built" plans are continuing to be filmed.

The purpose of this instruction is to up-date instructions issued on this subject to date and, in so doing, to cancel the following previous instructions:

- D.C.E. Letter No. 62-100
- D.C.E. Letter No. 64-61
- D.C.E. Letter No. 67-9
- D.C.E. Letter No. 68-11
- D.C.E. Letter No. 68-30
- Instruction No. 71-26
- Instruction No. 71-44

PREL	FINAL
LANDSCAPE	
RECEIVED	
FACILITIES DESIGN SUBDIVISION	
DEC 30 1977	
CIRC.	
FILE	DESIGN

The information contained in D.C.E. Letter No. 68-46, Microfilm Cards, is still mostly current and is hereby retained. The main difference is that today we only produce two (2) prints of each microfilm (one for the Region and one for the Albany Office). Also, in January 1976 we adopted the "D" controller number as the contract number and no longer use the alpha-numeric contract number. Accordingly, all contracts now going to letting are limited to a single contract number.

GENERAL

After the letting of a contract, but prior to its award, the Region is sent the original contract drawings plus one (1) set of sepia reproducibles. Following the award, the set of sepias is given to the contractor and the original drawings are retained by the Region for ultimate development of the as-built plans.

Subject: Microfilming of Contract Plans

During construction, necessary field change sheets are developed, approved and microfilmed, and the approved original copies of the field change sheet and microfilm card are returned to the Region.

Following the completion of the contract, the original contract drawings and field change sheets, modified as necessary by construction changes, are sent to the Final Plan Review Bureau as the as-built records. Only the sheets with changes are microfilmed and then the entire set of plans are returned to the Region together with a copy of the microfilm.

NUMBERING OF CONTRACT PLANS

Normally when contract plans are prepared the sheets are numbered consecutively and the number of sheets is indicated on the Title Sheet and in the upper right hand box of each sheet.

ADDED SHEETS

Occasionally, after the contract plans have been sent to the Main Office, and prior to the letting, it is necessary to add a sheet or sheets to the contract. For example: should it be required to insert a sheet to supplement the information given on Sheet 14 of 162, the new added sheet will be numbered 14A1, and if more than one sheet is required they will be numbered 14A1, 14A2 etc. The total number of sheets is then adjusted accordingly. The very last sheet is numbered "162 and Last" although the total number of sheets may be 165.

FIELD CHANGE SHEETS

After a contract is let and awarded and changes have to be made, they shall be included as Field Change Sheets.

Most Field Changes can be handled by reproducing the original sheet or sheets, adding the additional information or change, and adding an F1 to the sheet number and a note saying, ie, "Sheet 9F1 voids all of original sheet 9". Should additional information or changes have to be made at a later date, a reproducible of Sheet 9 is made (use "original" for better quality in reproduction) and all 9F1 changes are indicated thereon. The new change is then added and the sheet is numbered 9F2 with a note saying it voids all of sheet 9F1.

If a field change requires adding a sheet to supplement a change to an original sheet, the original sheet would be numbered 9F1 and the supplemental sheet would be 9F2. If at some later time, sheet 9F1 must be changed, it would be reproduced, any new changes would be indicated, and the sheet numbered 9F3 with a note saying it voids all of sheet 9F1.

AS-BUILT SHEETS

After a contract is completed and accepted, an "as built" set of plans is prepared. Any sheet which has been revised (other than field change sheets) with "as built" features shall be renumbered as follows:

Subject: Microfilming of Contract Plans

Assume that on sheet 14 the station of a culvert was changed. This sheet would become sheet 14R1. If a field change sheet, 18F1, also has "as built" features, it would become 18F1R1. When it is necessary to add various tables to a sheet in order to indicate the "as built" features, there may be cases where there is insufficient room for all of the additional tables on the appropriate sheet. In this case, a new sheet should be prepared and numbered as a revision of the original sheet; ie, sheet 14R2 would be a revision of or supplementary sheet to sheet 14R1.

Any "as-built" revisions made should be noted in the lower right corner of each sheet; ie, "No as-built Revisions", "Alignment Revision, Sta. 10," etc.

Steps to be taken to insure the clarity of Record Plans for both viewing and reproduction purposes:

- a. The original lines or lettering shall not be erased when making corrections.
- b. Line revisions should be made by using heavy weighted lines which stand out clearly.
- c. Revisions to the notes and written matter should be made by crossing out the original and inserting the revision as close to the original as is possible without impairing the legibility. New lettering should be similar in size and spacing to the original lettering so that it will be legible when the drawing scale is reduced approximately one half. Also the use of ink and pencil on the same sheet shall be avoided.
- d. Except as noted below, tables should be revised as noted in "c" or by inserting a new table if the changes are extensive. (See Note "f" below).
- e. No entries should be made on the backs of the Record Plans.
- f. The Estimate of Quantities sheets and the Earthwork and Earthwork Summary Sheets on the plans need not be up-dated for Record Plan purposes. Cross them out and affix a reference directing the reader to the appropriate Final Book for "as-built" quantities. If "as built" changes are shown on the 1" = 50' Record Plans and adequately labeled, most tables need not be updated to "as built" conditions. However, all tables may be updated if you so desire. The changed conditions on the tables should be marked out and referenced to the plans for "as-built" conditions. Tables such as Structures, Driveways, Intersections, Gutter, Sidewalk, Guide Rail, Underdrain, Curb, Fencing etc. fall in this category.

The Table of Lengths and Table of Bench Marks should be updated in the Record Plans.

- g. The words RECORD PLANS should be emblazoned in at least 1" letters across the top of the first sheet of the plans. Sheets that require no change should be so noted in the lower right hand corner (No as-built Revisions).
- h. The following information should be shown in tabular form on the first sheet of the Record Plans: Contract number, Contractor's name, date of award, date of final acceptance, fiscal share costs, and combined total cost. The name of the Regional Director and the Engineer-in-Charge should also appear on this sheet.

Subject: Microfilming of Contract Plans

- i. All field change sheets must be signed either by the Regional Director or Regional Construction Engineer. In addition, the signature of a licensed professional engineer is added by Main Office Construction. All "as built" changes must also be dated and signed by a licensed professional engineer. This may be done by the Regional Construction Engineer or one of his assistants.

SUMMARY

This instruction, together with Letter 68-46 gives the procedure to be followed in the microfilm program of contract plans.

JZ:HM