

INTEROFFICE MEMORANDUM

DATE: January 26, 1971

TO: Mr. B. K. Cooper, Chief Engineer
FROM: Veral Pinkerton, Bridge Engineer
SUBJECT: Bridge Site Inspections

In order to alleviate some of the complaints regarding the handling of bridge site inspections the following general procedure will be followed:

1. When the layouts are complete, 2 prints will be sent to the District Engineer with a copy of the enclosed memo.

Please note that it will be optional with the District Engineer as to whether we have a joint inspection on jobs which (a) have had a preliminary inspection by bridge Design during the development of the layout, (b) and which we do not feel that we need to make an additional inspection.

2. After the layouts have been submitted to the District Engineer (generally a minimum of one week) we will contact the District Engineer by telephone to schedule, at his convenience, a site inspection.
3. This procedure will cause some delay in the development of bridge plans. Therefore it will be necessary for the District Engineer to notify us of any objections that he has to the proposed bridge layouts.

VP:bc
encl.

INTEROFFICE MEMORANDUM

S A M P L E

TO: District Engineer

FROM: Veral Pinkerton, Bridge Engineer

SUBJECT: Bridge Layouts - Job 0000

Enclosed are the bridge layouts on the above captioned job for your review prior to the bridge site inspection. We will be contacting you in the near future to schedule a time for the bridge site inspection.

(The following paragraph shall be added for jobs where we have made a preliminary inspection prior to developing the layouts and do not feel that we need to visit the site again.)

We have made a site inspection of these bridges during the development of the layouts. Therefore it won't be necessary for us to visit the site again. Please let us know if you feel that a joint site inspection is needed and we will be glad to schedule one at your convenience. In any case we need to have your reply so that we may proceed with the development of plans.

VP:bc
encl.