

## INTEROFFICE MEMORANDUM

**DATE:** April 7, 1971

**TO:** Bridge Design Personnel

**FROM:** Frank Harrison

**SUBJECT:** General Office Procedures

1. On future jobs discontinue use of .025 ft/ft peaked crown on bridges. .02 ft/ft peaked crown should be used on the bridge when .02 ft/ft or .025 ft/ft is used by Roadway Design or Secondary Roads. If other slopes less than .02 ft/ft are used, such as .015 ft/ft peaked crown or sloped roadway we shall generally match this slope. Superelevated roadways due to curves are of course exceptions to above.
2. While we wait for jobs to be built which have horizontal drain slots in concrete parapet rail so we can evaluate the effectiveness and desirability of this type drain, we shall limit their use to R.C. slab spans, and then only when the spans are used on a job which is not classified as "rush" and are not skewed.
3. With our current system of sending layouts to the District Engineers for comments and review before proceeding with complete design, General Notes on layouts should not be types on the original tracing in the preliminary stage. Any notes which appear on the layout sheet to the District Engineer should either be taped to the original tracing for reproduction purposes, or typed on regular typing paper and attached to the prints.
4. Expansion joints using two angles which do not have a connection to the beams have been found to have caused construction problems in forming end of spans, and should not be used in the future.
5. Future quantity sheets for jobs shall bear the title "Schedule of Bridge Quantities".
6. On secondary projects in rural areas every effort should be made to make bridge structures as simple to construct as possible. This is of particular importance when the bridges are of short length, or if the job contains only one bridge.
7. Do not use drains in end spans in locations where they would drop water on the bridge end slopes. The Maintenance Division says we need more drains than now called for of the drop through type, particularly on steel spans, away from the bridge end slopes. On future jobs the drainage of surface water on bridges should receive more consideration.