

INTEROFFICE MEMORANDUM

DATE: January 3, 1990

TO: Bridge Division Section Heads
FROM: Veral Pinkerton, Bridge Engineer
SUBJECT: Updating Sets of Bridge Layout Drawings

Half-size prints have been made of bridge layout contract drawings for active bridges on our highway system. A total of 4 sets of prints have been, or are currently being, distributed. Each set is organized by District and the last 4 digits of the bridge number. Two sets will be sent to each District Headquarters for bridges in their District. A complete set (all 10 Districts) will be sent to Heavy Bridge Maintenance (HBM) and the final complete set will be retained in Bridge Division.

Effective immediately, the following method will be implemented to keep current and complete these sets of half-size bridge layout drawings:

1. After each letting, Commission Minutes will be circulated to each Design Section Head to identify bridge projects let to contract;
2. The Section Head will be responsible for obtaining 4 sets of half-size layout drawings and completing the standard IOM to be sent to the appropriate district(s) on their bridge projects (Standard IOM attached);
3. If more than one job is let in a given district, the affected Design Section Heads are responsible for coordinating with each other regarding organizing the prints in 4 sets by District and bridge number, and completing the appropriate standard IOM;
4. The 4 sets and IOM's are to be given to the Structure Inventory and Rating Section Head for distribution to the District(s) and HBM, and updating the reference set in Bridge Division.

Enclosure

INTEROFFICE MEMORANDUM

DATE: _____

TO: DISTRICT _____ BRIDGE INSPECTION ENGINEER

FROM: Veral Pinkerton, Bridge Engineer

SUBJECT: Bridge Layout Drawings

The project(s) listed below was recently let to contract in your District.

Enclosed are two prints of half-size bridge layout drawings for the subject project(s).

Please include these prints in both sets of District binders entitled "State Highway Bridge Layouts".

<u>Job #</u>	<u>Bridge #</u>	<u>Layout Drawing #</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ETF:bw
cc & encl: Heavy Bridge Maintenance Engineer