

**INTEROFFICE MEMORANDUM**

**DATE:** February 12, 1996

**TO:** Bridge Division Employees  
**FROM:** Dale F. Loe, Bridge Engineer  
**SUBJECT:** Standard Drawings on CADD/OPT

Attached are procedures for creating, changing and revising all CADD standard drawings with or without drawing numbers. These procedures should be implemented immediately.

Procedures for Signing and Revising Standard Bridge Drawings - July 12, 1996

IA. **New** (or complete redraw of) Standard Drawings with assigned Drawing Numbers:

DRAWN BY:/DATE: Initial using CADD

CHECKED BY:/DATE: Hand-initial before microfilming.  
Initial using CADD after microfilming and store on FMS.

**Note:** - Drawn by and Checked by Date will be day after next letting.  
Check with Reproduction for correct date.

DESIGNED BY:/DATE: Std. (put on drawing using CADD).

Store final plot in drawing file vault in room 509.

If redrawing an existing standard, add "VOID" to old final plot in the lower, right-hand corner of drawing below title block.

IB. **Revisions** to Standard Drawings with assigned Drawing Numbers:

Using CADD, revise CADD copy and add revision note to drawing. Use Revision Block.  
Revision note should list revision number in triangle, revision made, initials, date, and "Ck'd by:" note.

**Note** - Date Revised will be day after next letting. Do not delete any existing dates in Revision Block. Check with Reproduction for correct date.

Plot drawing using final. **Revision Check should Hand-Initial final plot at revision note.** Microfilm new CADD final plot. (Do not add revisions to old final plot).

Using CADD, add revision checker initials to revision note.

Replace copy on FMS with new copy.

Store new final plot in drawing file vault in room 509.

Add "VOID" to old final plot in the lower, right-hand corner of drawing below title block.

Update date on List of Bridge Standard Drawings and Frequently Used Standard Bridge Drawings  
(sssp.doc or sssp.met) (freque.doc or freq.met)

IIA. **New** Standard Drawings not assigned Drawing Numbers:

DRAWN BY:/DATE: Initial using CADD

CHECKED BY:/DATE: Hand-initial final plot.  
Initial using CADD after plotting and store on FMS.

DESIGNED BY:/DATE: Std. (put on drawing using CADD).

Store final plot in drawing file vault in room 509.

If redrawing an existing standard, add "VOID" to old final plot in the lower, right-hand corner of drawing below title block.

IIB. **Changes** in Detailing or Design of Standard Drawings not assigned Drawing Numbers for one-time use in a job:

**Note:** Do not use the word "Standard" in title block.

Using CADD, change drawing details.  
Have independent check made of changes.  
Plot drawing using final.

DRAWN BY:/DATE: Initial using CADD

CHECKED BY:/DATE: Hand-initial final plot.  
Initial using CADD after plotting.

DESIGNED BY:/DATE: Std. & \_\_\_\_\_ Hand-initial final plot.  
Initial using CADD after plotting.  
(Fill in blank with initials)