

Completing and Archiving As-built Construction Plans

UDOT 08-03

Effective: October 1, 2002

Revised: July 18, 2013

Purpose

To provide guidance for as-built construction plans for the Utah Department of Transportation (Department).

Policy

All As-built drawing must comply with the Department CADD standards.

Procedures

As-Built Construction Plans

UDOT 08-03.1

Responsibility: Contractor

Actions

1. Return all surveying and design data to the resident engineer after project completion marked "as staked/constructed" drawings clearly showing all final dimensions, lines, grades, tie-ins, and deviations from contract plans.
 - a. In MicroStation format or
 - b. A red-lined hard copy plan set

Responsibility: Resident Engineer

2. Review red lined drawings or modified CADD files once project is constructed for accuracy and completeness.

Responsibility: Project Manager, Resident Engineer, Construction Engineer, Preconstruction Engineer, and Design Engineer

3. Review red lined drawings or modified CADD files once project is constructed.

Responsibility: Design Engineer

4. Lessons Learned information submitted to Lessons Learned.
5. Modify CADD files if not already modified.
6. Place As-Built drawings back into the CADD Standard project directory structure.

Responsibility: Project Manager

7. Notify the ETS Engineering Support Manager of completion of As-Built construction Plan and the address on the server where they can be retrieved and archived.

Responsibility: ETS Engineering Support Manager

8. Archive As-Built Plan for future reference and retrieval.