

## **NW Region As-Built Plans: CMM 1-65.14.1 Engineer Responsibilities**

**The NW Region As-Built instructions are consistent with CMM 1-65.14.1 but also contain specific Region instructions as described in CMM 1-65.14.2. Please follow these instructions for completing as-built plans in the NW Region.**

Upon completion of the project, the project engineer shall submit an electronic as-built plan. Record all changes from the as-let plan that were built into the project in red using Adobe Acrobat Professional or other equivalent software. Do not scan field notes to create the digital as-built plan.

It is critical that the project engineer note all changes as a project progresses. A working as-built copy may be kept and transferred to Adobe at the end of a project or the changes can be recorded directly in Adobe as work on the contract(s) continues. Using either method it is important to work on the as-built while the job is progressing, so changes can be entered while they are still fresh in your mind.

NW Region requires Electronic as-built plans for all projects. Upon project completion, a PDF of the as-built plan must be submitted with the final documents on a flash drive. Do not password protect the electronic file that is turned into the Region.

Note a plan set might come one of three ways:

1. One project may be bid as one contract, and there would only be one title sheet for a plan set. This is a whole set and only one as-built shall be completed.
2. Several projects may be bid as one contract, and there may be only one title sheet for a plan set. This is a whole set and only one as-built shall be completed.
3. Several projects may be bid as one contract but there may be individual plan sets, each with a separate title sheet. If the contract has multiple plan sets separate them and create an as-built for each project.

Use the correct project identification Number (ID) for labeling the as-built pdf file: 1234-56-78AsBuilt.pdf (If there are multiple projects label the file using the lowest project id).

When the project includes structure plans, use the PDF editor tool to copy all structure sheets in section 8 of the plan into a new PDF file named 1234-56-78AsBuiltStructure.pdf, where 1234-56-78 is the primary project ID. Do not remove the structure sheets from the complete as-built. A copy of the title sheet (with all markups) should be inserted as the first page of the newly created structure file. Add the word STRUCTURE in red text on the title sheet above the as-built plan text box.

An as-built should be prepared for all structures that have the following affixes in their structure ID.

- B: Bridges
- C: Culverts
- P: Bridges with no plans (included for 'Rehab' only)
- S: Sign Bridges
- R: Retaining Walls
- M: Miscellaneous
- N: Noise Walls.

It is the responsibility of the project engineer to insert any addendum or replacement sheets into the electronic file with new electronic file sheets. To do this, renumber them similarly to the original plan sheet.

For example, "Revised Sheet 5" would replace sheet 5. However, all original sheets shall remain in the as-built. If the sheet has been replaced cross it out with an x and indicate the number of its replacement sheet. If additional sheets were added insert them in the logical location and label them with the previous sheet number followed by an "A", "B", "C", etc.

Note the sheet changes on the title sheet under the ORDER OF SHEETS.

The title sheet of the as-built plan should include the following (also see CMM [Figure 4](#) in Example As-Built Plan Title Sheet):

Add a red text box on the title sheet, centered in top margin. Configure the properties as follows-  
Font: Arial, Style: Solid, Border Color: Red, Opacity: 100%, Thickness: 1pt, Fill Color: No Color

AS-BUILT PLAN *Font size 24*  
STRUCTURE (if included) *Font size 24*  
SUPERVISOR: *Font Size 10*  
PROJECT MANAGER: *Font Size 10*  
PROJECT ENGINEER: *Font Size 10*  
PRIME CONTRACTOR: *Font Size 10*  
WORK STARTED: *Font Size 10*  
WORK COMPLETED: *Font Size 10*  
\*FINAL COSTS: *Font Size 10*  
\*\*\*CONTRACT MODS: *Font Size 10*  
\*CONTRACT ID: *Font Size 10*

## AS-BUILT PLAN

SUPERVISOR: Steve Noel  
PROJECT MANAGER: Bill Bertrand  
PROJECT ENGINEER: John Spielmacher  
CONTRACTOR: Vinton Construction Company  
WORK STARTED 4/20/11  
WORK COMPLETED 9/10/11  
FINAL CONTRACTS COSTS: \$\_\_\_\_\_  
CONTRACT MODS: #1 (\$\_\_\_), #2(\$\_\_\_), #3(\$\_\_\_) =Total \$\_\_\_\_\_  
CONTRACT ID:  
*If no changes write: NO CHANGES*

**PLEASE NOTE:** Each con mod in the project shall be listed separately with the amount of each con mod and the total dollar amount of all con mods must be included in the red text box on the title page.

For changes or additions to the as-built use Arial Font 10 and/or line thickness 1pt unless it requires creative customization. In most cases you will not add a text box because the changes should fit in with the original labeling on the plan. Line out or cross out all changed information and type the corrected information above the original or as close to it where ever possible. Use blank spaces on the plan so notes are not superimposed. Urban plans or those with excessive detail may require an alternate approach. Numbered changes or additions may-be shown on supplemental non-plan sheets.

To indicate other additions, use the clouding tool or a text box appearance may be changed to this line feature.



If there are no corrections or additions to the as-let put "NO CHANGE" in red text on the title sheet with other required as-built information.

If there is a Right of Way Plat (R/W) included in the plan a note must be added to the first page of Section 4, Sheet No. 4. Quite often the R/W plats are revised after the plan has been completed. The official right-of-way plat information is recorded at the County Register of Deeds Office. For WisDOT's most current information, the R/W Plat can be viewed on DOTView under the Real Estate Project ID. This information is managed by the regional Right of Way Plat Coordinator.

On the first sheet of section number 4, Sheet No. 4 in a blank space where it can be easily read add a red text box including the note: The most current Right of Way information should be viewed in DOTView using the Real Estate Project ID. The Plat information contained in this as-built Plan may not be the final records. Configure the properties as follows. Font: Arial, Style: Solid, Border Color: Red, Opacity: 100%, Thickness: 1pt, Fill Color: No Color, *Font size 16*

**The most current Right of Way information should be viewed in DOTView using the Real Estate Project ID. The Plat information contained in this As-Built Plan may not be the final records.**

Do not include any of the following changes:

- Miscellaneous Quantities and Estimate of Quantities sheets.
- Every last grade or grade change. Just show the new LC, PC, PI and PT.
- Changes to the right of way sheets.