**Revision Procedure**

**Consultant**

1. Revision changes are made electronically in the Cadd sheets (see guidelines at: <http://www.iowadot.gov/bridge/v8docs.htm>).
2. Place the Cadd Cell (REVISED) and the assigned Revision Date to EACH revised sheet in the lower right hand corner.
3. Receive Cadd file with revisions from Consultants before proceeding.
4. Consultants will submit color PDF’s of revision sheets to Bridge Office.
5. Name the revision PDF file as **CC-RRRS-PPP\_Rev\_**Date**MM-DD-YYYY.pdf** (contract ID format). Do not use the # sign to list the Revision number, use Rev1, Rev2, etc.

Example: IMX-35-3(167)129- -02-77 would be 77-0353-167\_Rev1\_05-12-2014.

(See the “Specifications for Electronic Plan Submittals to the Iowa Department of Transportation” document for explanation of the naming convention at: <http://www.iowadot.gov/contracts/electronic_plan_specs.pdf>).

1. Store the revision PDF file in the contract ID sub-folder (**CC-RRRS-PPP** ex. 77-0353-167) in the Projects Directory.