

Check List for As-Built Plan Preparation

A. Title Page (A Sheets)

1. Signature Block
 - a. Year Built
 - b. Contractor
 - c. Project Inspector
2. Correct Index Tabulation (Tab 105-3)
3. Correct Standard Road Plans Used (Tab 105-4)
4. Add Design Detail Sheets Used (No Tab #)
(remove these sheets from the as-built plans)
5. Correct Mileage Summary (Tab 105-1)
6. Correct Project Beginning and Ending Stationing
7. Check to Include Revision Sheet(s)

B. Typical and Tabulations (B Sheets)

1. Correct Typical
(example: dimensions, station locations)
2. Add New Typical Used
3. Correct Tabulations
4. Correct Individual tabulations on Other Sheets
(examples: structural concrete, reinforcing steel, piling)

C. Quantity and Reference Information (C Sheets)

1. Correct Final Quantities
2. Add Contract Modifications
3. Correct reference Information Notes
4. Add Contract Modification Reference Information (if needed)
5. Line Out Quantities in reference Information unless Known to be Correct

D. Plan and Profile Information (D thru F Sheets)

1. Correct Right of Way Information
(Landowner, parcel number, station & offset for breakpoints)
2. Correct Alignment
(vertical, horizontal, curve data, stationing)
3. Correct Ditch Grades
(when staked and built different than plan)
4. Correct Survey Information
5. (benchmarks, land corners, control points)
6. Correct Utility Information
(water & sanitary sewer mains & services, relocated electric, telephone, gas, cable, etc)
7. Correct Access Information
(entrance location, width, access control changes)
8. Correct Drainage Details
(pipe size, flow line changes, location)
9. Add Field Tile Information
(tile size, location)
10. Correct Removals and Work Done
(cross out or remove old facilities for example pipe, entrances)

E. Miscellaneous Items

1. Add Log of Piling Driven
2. Correct Location of Lighting and Traffic Signals
(mast arms, height, approximate location of conduit)