S&B ELECTRONIC PLAN SUBMISSION
September, 2005

AS BUILT PLANS

Note: These directions are for all plan sheets included in the plan set of a completed structure that is being modified to reflect as-built conditions, and assumes that the plan sheets have been modified in accordance with S&B guidelines for as-builts. This is a bridge-only function and is not reflected on the **Electronic Plan Submission** summary chart.

LEGEND

RAAP	**R**egular **A**dvertisement and **A**ward **P**rocess	SAAP	**S**pecial **A**dvertisement and **A**ward **P**rocess

#	Description	RAAP	SAAP
1	Complete database information for plan sheets that are part of the as-built package in accordance with http://www.virginiadot.org/business/locdes/e-plan-falcon-database-index.asp. (If not already done).	X	X
2	Set the **STATUS** field on General Information Tab to **index** and **Generate Tif** field on the File Format Keywords Tab to **as-built**.	X	X
3	Change **STATUS** field on General Information Tab to **active** for all existing .dgn files which are **not** part of the final as-built plans.	X	X
4	Set the **ARCHIVE** field in Directories & Keywords to **as-built** for all as-built sheets. NOTE: A complete set of plans should be included in all as-built sets, even if no markings are added to some sheets.	X	X
5	Notify the Central Office Computer Operations section, using email, project is ready to be re-indexed. 　　John S. Halsey, Jr.: John.Halsey@VirginiaDOT.org　　804-786-9189, and 　　Doug Horton:　　Douglas.Horton@VirginiaDOT.org　　804-786-1315 (Designer should also include brief description of the project with the following details: Description – rte. ### over ABC river, etc Project location – District and county Project # PPMS# Plan # Point of contact Stage of Project – PAC, FINAL, CONSTRUCTION REVISION, or AS-BUILT An index file, in .htm format, will be generated and sent to the designer for insertion into the Falcon Plan directory.	X	X
6	Create .tif files utilizing the **Bridge Tif File Generator** configuration. 　• Fence file for plotting in normal manner. 　• Active CFG in the PRF Generator window must be changed to **Bridge Tif File Generator**. English unit projects should require no other changes. Metric unit projects will require the scale to be changed as if plotting. 　• This creates only an electronic .tif file. No hardcopy plot will be created.	X	X

#	Description	RAAP	SAAP

7	Notify the Central Office Computer Operations section and the Central Office L&D fileroom:
	
	(Deborah Watkins DD.Watkins@VirginiaDOT.org)
	(Deborah.Moore Debbie.Moore@VDOT.Virginia.gov)
	
	that as-built plans for the project have been tiffed.
	• Upon receipt, the generated .tif files will be renamed to XXX-XXx_YY.
	  a. XXX-XXx: Bridge Plan Number (little x is A, B etc.)
	  b. YY: Sheet Number (may be YYY if over 99 sheets) NOTE: YYY format should be used for ALL sheets if the total is expected to be greater than 99.
	• Renamed .tif files will be added to the bridge plan file room. They can be viewed in the Falcon Web Suite Plan File Room environment under Bridge Plans\district\Structure plan no.
		X	X

8	Once the as-built plans are added to the Bridge Plan File Room, all other plan sheets for the project will be removed from the Bridge Plan File Room. The removed plans will be available in the Archive environment and in dgn format.	X	X
9	Upon notification that the plans are available in the Plan File Room, request an index of the as-built .tif files in accordance with documented procedures.	X	X