S&B ELECTRONIC PLAN SUBMISSION
April, 2007

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 timeline. A link to these instructions is included in the lower left of the 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 Falcon 6 for Structure and Bridge r6.doc and vol5p2/AsBuiltPlans.pdf. (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 COLNDHelpDesk@VDOT.Virginia.gov that the project is ready to be re-indexed. An index file, in .HTML 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 V8 Tif File Generator** configuration. • Fence file for plotting in normal manner. • Active CFG in the PRF Generator window must be changed to **Bridge V8 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

7	Notify: COLNDHelpDesk@VDOT.Virginia.gov, Debbie.Moore@VDOT.Virginia.gov and Deborah.Watkins@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 electronic 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