

## ELECTRONIC SUBMISSION OF CONSTRUCTION AND BRIDGE REVISIONS

The procedure for the electronic submission of Construction and Bridge Revisions is described below (this includes Consultant plans).

### **The following is the Project Team Manager's responsibility:**

- to ensure the revised "dgn" files are "tif"ed for placement in the Plan File Room in Falcon/DMS DocMan. (revision date needs to be on each sheet along with the Revision Data Sheet, with the exception of Bridge revisions that do not require a Revision Data Sheet but they do require the revisions to be listed on Bridge Sheet 2)
- to ensure that when the "tif" files are generated that construction revision is selected
- to notify the Plan Coordination Section of the revision by emailing the Form LD036 (Revision Data) or appropriate Bridge form
- to ensure that the "tif" files are archived and construction revision is selected

### **The following is the Plan Coordination's responsibility:**

- to verify that the revision has been processed and is in Falcon/Web Suite under Plan File Room
- to notify the appropriate parties by email that the revision has been done and is located in Falcon/Web Suite under UPC # and/or Bridge Plan Number

Only hard copies will be sent to the Residencies and Contractors by the process of the Form LD405 (Print Distribution Chart).

(See Road Design Manual, Chapter 2G, Section 2G-13 – CONSTRUCTION PLAN REVISIONS for further information)

<http://www.extranet.vdot.state.va.us/locdes/Electronic%20Pubs/2005%20RDM/chap2g.pdf>

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