STATE OF CONNECTICUT

DEPARTMENT OF TRANSPORTATION

memorandum

subject: Digital As-Built Drawings (as-builts)

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This memorandum is a procedural update to Construction Manual Chapters 3, 10, and 22 regarding the maintenance and completion of as-builts. For projects with digital PDF plans, the as-builts must be completed on the digitally-signed PDF plans in ProjectWise.

Training is required prior to altering digital plans. Please contact Bruce Bourgoin, Office of Engineering Applications, at (860) 594-2760. The procedure is also explained in the Office of Engineering's Digital Project Development Manual at website:

http://www.ct.gov/dot/lib/dot/documents/aec/Digital_Project_Development.pdf

The responsibilities described in the Construction Manual that are related to the maintenance and completion of the as-builts remain the same. (Example: Project Engineers are still responsible to review the as-builts (digital and/or paper.)) However, each District Office shall develop procedures which address the following:

- Designate whether the as-built information is maintained on white paper plans, or in the digital file, or both, as the project progresses. (Project duration, staff size, etc., may be considered.)
- Designate the staff title(s) or unit responsible for transferring the white paper plan as-built information to the digital file in ProjectWise.
- Determine how soon the information is to be loaded into the digital file after the information is documented on the paper plans.

The Office of Engineering Applications will monitor the electronic as-builts to ensure that the digital files are accurately completed. If there is an issue, that office will contact the respective district staff and, in some cases, further training may be required.

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