

Discipline Subset Submittal Checklist

The following check list shall be checked and attached to each discipline subset* prior to being digitally signed.

Check	Task	Section in DPD Manual
	1. Attach this checklist to the discipline subset.	Section 3.1
	2. Ensure the plans conform to Section 1.4, step 1 of the Digital Project Development Manual.	Section 1.4
	3. Complete the following tasks using Bluebeam on the discipline subset?	
	a. Apply Page Labels	Section 1.6.2
	b. Apply Sheet Numbers	Section 1.6.2
	c. Apply Watermark	Section 2.4
	d. Flatten Markups	Section 2.4
	e. Digital Signature Field	Section 2.5.1
	4. Type name and telephone number below.	
	5. Upload, if not in Projectwise already, the discipline subset into the 100_Contract_Plans folder in Projectwise and attribute the document correctly?	Section 3.2.4
	a. Discipline = CT	
	b. Main Category = CON	
	c. Sub Category = FDP, DCD, DCD2, ADP, ACD, DCO where applicable	
	d. Label = subset number and name. <ul style="list-style-type: none"> • Example of highways subset would be 03-Highways. • The label for a subset shall be the same for both FDP and DCD submittals. • Addendum submittals shall match FDP submittals with the addition of "_A#". • Change Order Submittals shall match FDP submittals with the 	
	e. Description field is filled in with a description of the subset.	
	f. The applicable bridge no.(s) or signal intersection(s) were selected that is/are associated with this subset.	
	6. Notify Principal Engineer/Engineer of Record so they can apply their Digital Signature	
	7. Apply the QA/QC stamp after the discipline subset has been digitally signed.	Section 3.1

I have performed and checked that all the tasks above were performed correctly.

Submitted By *(Type in Name)*

Phone Number *(Type in Phone Number)*

* Discipline subset includes the General subset and all other discipline subsets. The 02-Revisions does not need a checklist attached. The standard subsets already have a checklist attached to the index sheets.