

## **GUIDELINES FOR SUBMITTING AS-BUILTS**

As-built drawings are an official record of the project at the time of construction completion. The original "as-designed" contract drawings and specifications are modified to show all additions, deletions and other changes made during construction. Accurate as-built drawings are very important for project operation and maintenance, and future modifications, particularly for work completed underground. These modifications are also taken into consideration for future project designs.

NDOT's Records Management Division scans each as-built set assigning a corresponding bar code for each section. This assists in proper recording and storage of files. It is very important to submit the as-builts properly to ensure accurate record of the drawings. Please refer to NDOT's Documentation Manual, dated January 2010, Chapter 24 and use the following guidelines for a proper submittal.

### **FORMATING GUIDELINES:**

- 1) All changes must be made in **BLUE INK**
- 2) If sheets are omitted, or there's a break in the numbering sequence, it needs to be noted on the "Index of sheets"
- 3) If sheets are added, they need to be in numerical order and included on the "Index of Sheets"
- 4) Use red press board folders with the ACCO fasteners supplied with each folder (posts are not allowed)
- 5) Each as-built folder will be less than 2" thick, separate volumes at a section break
- 6) Identify the following information on front cover of as-built folder:
  - "As-Built Drawings"
  - Contract #
  - Project #
  - Volume # (Volume 1 of 1, etc)
- 7) If there are additional sheets without a specified sheet number (not a supplemental or revision) insert it and assign a sheet number. Make a note on the preceding page, "See next (#) sheets," and revise the "Index of Sheets"
- 8) DO NOT INCLUDE sheets that are 8 ½" x 11". All changes must be identified on the appropriate plan sheets

### **MODIFICATION GUIDELINES:**

- 1) If there are "NO FIELD CHANGES" to the plans, it needs to be noted on the title sheet.
- 2) If changes were made, the working as-builts shall show correct grade, elevations, cross section, or alignment of roadway, earthwork, structures or utilities on the appropriate plan sheet.
- 3) Any changes due to CHANGE ORDERS need to be noted on the plan sheets, with change order number referenced (do not provide a copy of the change order in the plans).
- 4) If a Supplemental Notice is included remove and replace the original sheets with the revised.