CONSTRUCTION PROCEDURES HANDBOOK

SECTION VII	SUBSECTION H-2	DATE
CONSTRUCTION COMPLETION	AS-BUILT PLANS	08-15-2024

This subsection of the Construction Procedures Handbook provides a standardized procedure and format for the preparation of AS-BUILT Plans. The purpose of the AS-BUILT Plans is to provide a record of the changes of Plan, Addendum and any deviation of the constructed work from the original Plans.

AS-BUILT Plans

RE

The AS-BUILT Plans are a compilation of the advertised Plan Sheets, Addendum Plan Sheets, Change of Plan (COP) sheets and other authorized changes (See CPH Section IV Subsection A). Insert Addendum and COP sheets in front of the sheets they replace or revise (COP Plan sheets are in front of Addendum Plan sheets). Insert Plan sheets not part of the advertised set in an appropriate place.

Transpose red pencil changes shown on the Office Plans to the AS-BUILT Plans in red pencil. See CPH Section VI Subsection V. Authorized changes not covered by a Change of Plan (COP) or Addendum sheets and Addendum changes not included in Addendum sheets are to be shown in red pencil on the plan sheet where the change(s) occurred. Do not fill out the AS-BUILT Quantity column on the Estimate-Distribution of Quantities sheet.

Send completed AS-BUILT Plans to the Designer (could either be in-house or consultant) for creation of the digital plan set (See <u>DC-155</u> closeout workbook document C105A or C105B).

The Designer of Record will write on the digital Key Sheet in red font "AS-BUILT" and the following paragraph with a signature block for the RE to electronically sign and date (See Attachment "A").

"I CERTIFY THAT TO THE BES CONSTRUCTED IN CONFORM AND MODIFICATIONS, IF AN ORDERS".	IITY WITH THE OR	IGINAL PLANS, SP	ECIFICATIONS

DATE

The Designer will electronically send the completed digital AS-BUILT to the RE. The RE is to electronically sign and date the certification and return the signed as-built plans to the Designer. The Designer will then initiate the digital as-built plan submission process (ASBLT-1) in PMRS and will notify the RE once the process is complete. The Designer will also upload the completed as-built plans to the project's "Construction\Project Closeout As-Built Plans" folder in PMRS.

ATTACHMENT "A"

