

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI	SUBSECTION V	DATE
CONSTRUCTION OPERATIONS	OFFICE PLANS	01/08/2024

Office Plans

Maintain a set of **Office Plans** to show progress of the work as it happens. Designate the plans by marking them in red “Office Plans Do Not Remove.” Do not allow these plans to leave the Field Office.

Maintaining **Office Plans** provides a method for office personnel to check inspection personnel reports for proper stationing, quantity reported, overlapping, proper plan sheet, gaps in payment for work completed, etc. and to help prevent the documentation of inaccurate information. A well-maintained set of **Office Plans** shows the progress of the project at a glance and provides ready reference when talking to outside offices and others and is of great value during Asbuilt plan preparation. (See CHP Section VII Subsection H-2).

Insert Addendum sheets and COP sheets in front of the sheets they replace (COP Plan sheets are in front of Addendum Plan sheets). Insert Plan sheets not part of the advertised set in an appropriate place.

Plot daily progress of quantity reported for pay with colored pencils. Do not use red, except use red pencil for plotting test pit locations, indicating off set from baseline and elevation of the items being located. It is not necessary to plot temporary items. However, certain temporary items may be plotted if it would assist in determining if work was previously paid for or not so as not to double pay such as in cases where the Contractor needs to replace damaged work. Indicate the quantity reported and the date completed. Clearly show all authorized changes (See CPH Section IV Subsection A), not covered by a Change of Plan (COP) or Addendum sheets and also show Addendum changes not included in Addendum sheets. Show these changes in red pencil. Use red pencil only for these changes, not planned work, for ease in compiling the Asbuilt Plans. Add the changes to the Asbuilt Plans when they are prepared. (See CHP Section VII Subsection H-2).