

5-5 Structure As-Built Plans

Structure As-Built Plans (As-Built) are required for bridge and transportation related structures that are constructed within the State right-of-way and other structures for which the State has maintenance responsibilities. As-Built provide historical records of improvements made and are essential to the long-term operation of the State transportation system.

Sponsoring agencies are responsible for ensuring that acceptable structure As-Built are submitted to the Office of Special Funded Projects (OSFP). Structure As-Built consist of all plan details prepared using structure formatted border sheets that were reviewed and approved by OSFP during the PS&E development phase of the project.

As-Built for all other plan sheets are considered to be Roadway As-Built Plans and shall be submitted to the appropriate District office in which the project was developed.

Processing Structure As-Built Plans

Within sixty (60) days following completion and acceptance of the project construction contract, the responsible agency shall furnish acceptable structure As-Built to OSFP. As-Built must be submitted and approved by the OSFP Liaison Engineer within this timeframe, so all involved parties must complete their portion of the As-Built process in a timely manner.

The following procedures shall be used to facilitate the timely processing of structure As-Built.

State Advertised Projects

1. Caltrans Structure Representative – Compile all structure revisions, including supplemental plan sheets and Contract Change Orders. Deliver the field office set of red-marked As-Built prints to the Office of Structure Construction, Sacramento.
2. Office of Structure Construction, Sacramento – Deliver the field office set of red-marked As-Built prints to OSFP.
3. Office of Special Funded Projects – Obtain the set of original drawings and forward them to the sponsoring agency's Design Consultant along with the field office set of red-marked As-Built prints.
4. Design Consultant for the Sponsoring Agency – Make As-Built corrections. Deliver the final As-Built and field office set of red-marked As-Built prints to OSFP by express mail, registered mail, or courier.

5. Office of Special Funded Projects – Review the final As-Builts for acceptance. Return As-Builts to the Design Consultant for any corrections necessary. When found acceptable:
 - For structures with a Caltrans Bridge Number, deliver the final As-Builts to Structure Maintenance and Investigations (SM&I) for final processing into the As-Built database.
 - For structures without a Caltrans Bridge Number, deliver the final As-Builts to the local District office for final processing into their database.

Locally Advertised Projects

1. Construction Contract Administrator/Structure Representative – Review structure As-Built changes with the Caltrans Oversight Structure Representative and ensure that all structure revisions, including supplemental plan sheets and Contract Change Orders, have been compiled. Deliver the field office set of red-marked As-Built prints to the Office of Structure Construction, Sacramento.
2. Office of Structure Construction, Sacramento – Deliver the field office set of red-marked As-Built prints to OSFP.
3. Office of Special Funded Projects – Forward the field office set of red-marked As-Built prints to the sponsoring agency’s Design Consultant.
4. Design Consultant for the Sponsoring Agency – Obtain the set of original drawings from the sponsoring agency that advertised the project. Make As-Built corrections. Deliver the final As-Builts and field office set of red-marked As-Built prints to OSFP by express mail, registered mail, or courier.
5. Office of Special Funded Projects – Review the final As-Builts for acceptance. Return As-Builts to the Design Consultant for any corrections necessary. When found acceptable:
 - For structures with a Caltrans Bridge Number, deliver the final As-Builts to SM&I for final processing into the As-Built database.
 - For structures without a Caltrans Bridge Number, deliver the final As-Builts to the local District office for final processing into their database.

Structure As-Built Plan Corrections

As-Built corrections shall be made to the original plan drawings in accordance to the Caltrans *Bridge Design Details* manual.

The final As-Builts shall be prepared by or under the authority of the registered engineer whose stamp is on the original design plans.

When making As-Built corrections, the Design Consultant shall be aware of the following procedures that are routinely overlooked:

- As-Built corrections must be made on the original drawings. The original drawings are the dated, signed and approved drawings used in printing the as-advertised contract plans.
- The Design Consultant shall place the “As-Built” stamp, as shown in the *Bridge Design Details* manual, on each sheet, including the “Log of Test Boring” sheets and sheets with no changes. Black ink shall be used to apply the stamp.
- If no changes are shown on a sheet, a stamp or decal indicating “No As-Built Changes” shall be placed above the “As-Built” stamp. Black ink shall be used to apply the stamp.
- Transfer all changes from the field set of prints onto the original drawings. Use black pencil (“F” or softer lead) to make As-Built corrections.
- No changes or stamps shall be shown in red pencil or ink.

Deliverables

The As-Built Plans submittal package shall be delivered to OSFP by express mail, registered mail, or courier. The As-Built Plans submittal shall consist of the following deliverables.

Final As-Built Plans (full sized)	1 set
Red-marked As-Built prints (field office set of prints)	1 set