## CONSTRUCTION PROCEDURES HANDBOOK

SECTION VII	SUBSECTION H-2	DATE
CONSTRUCTION COMPLETION	ASBUILT PLANS	01/03/2017

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

## **Asbuilt Plans**

The **Asbuilt 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 **Asbuilt 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 Asbuilt Quantity column on the Estimate-Distribution of Quantities sheet.

Write the following paragraph in red pencil on the Key Sheet and sign and date the certification. (See Attachment "A")

"I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THIS PROJECT HAS BEEN CONSTRUCTED IN CONFORMITY WITH THE ORIGINAL PLANS, SPECIFICATIONS AND MODIFICATIONS, IF ANY, AS DESCRIBED IN THE APPROVED CHANGE ORDERS.

RF	DATE

Send completed **Asbuilt Plans** to the Designer (could either be in-house or consultant) for creation of the mylars (See <a href="DC-155">DC-155</a> closeout workbook document C105A or C105B). The Designer transfers the information as marked by the RE onto the project mylars. The Designer will add the following paragraph on the key sheet mylar and sign and date it.

I CERTIFY THAT THESE PLANS ARE A REPRESENTATION OF THE PROJECT WHICH THE RE CERTIFIED AS CONSTRUCTED IN CONFORMITY WITH THE ORIGINAL PLANS SPECIFICATIONS AND MODIFICATIONS, IF ANY, AS DESCRIBED IN THE APPROVED CHANGE ORDERS.

DESIGNER	DATE

When the Designer has completed the mylars, it is the responsibility of Designer to return the mylars to NJDOT Document Control.

## ATTACHMENT "A"

