



CHAPTER 12H

AS-CONSTRUCTED PLANS

The “As-Constructed plans” are used to document the changes that were made to the Contract Plans during construction of the Project. It is important to know the exact details that were constructed to allow proper maintenance to be done, to perform any needed repairs, and to accommodate any future construction on that section of Roadway. It is important that the As-Constructed plans be completed in a timely manner so the Plans can be processed and the information made available for use by ODOT Maintenance forces and for future construction Projects.

As defined in the Contract Plans Development Guide, Chapter 16.0 – As-Constructed, the Resident Engineer (RE) must use the “Not Revised As-Constructed” stamp for the following Plan sheets:

- Title Sheet
- Pipe Data Sheets
- Traffic Control Plan Sheets
- Materials Source Sheets
- Stockpile Site Sheets
- Disposal Site Sheets
- Borrow Source Sheets

All other Plan sheets will be stamped with the “Revised As-Constructed” stamp.

After making all corrections and additions, stamp every sheet (either "Revised" or "Not Revised" as applicable). The RE will provide his/her clearly printed name, signature (wet or digital), and date on each sheet, even if the sheet is not revised. Submit the redlined paper or electronic copies sheets of Standard Drawings with the As-Constructed plans only if the construction details were changed.

Processing and distribution of the As-Constructed plans will follow the procedure outlined in [Technical Bulletin RD22-01\(B\)](#):

1. Process for As-Constructs

Region Construction offices will lead the effort in getting As-Constructs to Tech Center/Design Office and Maps and Plans.

As-Constructs sent to Tech Center (PORs on Project) 45 days after second note for STIP projects that ODOT administers.

- Region Construction Resident Engineer's office will distribute to PORs and Managers within Tech Centers/Design Office's for comments. These will be placed into the 03_Construction folder in ProjectWise.
- Give a 14-day review period and provide comments to construction.
- Once review is completed construction will send the As-Constructs to Maps and Plans.
- The Contract Admin Unit has add a checkbox to the Semi-Final Checklist. This item will not hold up third note or final payment if not checked.

2. As-Constructs process for Private development and Local Agency projects that are on state owned facilities.

District Maintenance Offices or LALs will need to retrieve the As-Constructs.

- Require getting V-Numbers from Maps and Plans for these projects.
- Language needs to be added into the contract/permit to have the contractor/consultant deliver As-Constructs 45 days after second note (or some other equivalent finish milestone).
- District personnel to follow the same process as stated above for STIP projects, except there is no need to have a 14 days Tech Center Review. Submit directly to Maps and Plans.

Maps & Plans will:

- Be the end of the process to place reviewed As-Constructs into FileNet (this includes only the V-numbered contract plans).
- Distribute any electronic portions of the AC contract plans to the respective groups (i.e., Bridge Administration, Traffic/ITS), as submitted to Maps & Plans.
- Some Traffic Structures will need to go to both Traffic/ITS and Bridge. If the Traffic Structure has a structure number it needs to be sent to Bridge to be placed into BDS (along with Traffic/ITS).

Traffic section will:

- Be the end of process to place reviewed ACs into their version of FileNet (signals, signs, illumination, ITS).

Bridge section will:

- Track the 45 days after second note date for all projects with an assigned bridge designer.
- Be the end of process to place reviewed As-Constructs into their BDS repository, with bridge designers following the process of BCM section 7.11.1.

Bridge Admin staff when receiving As-Constructs from Maps and plans will verify if BCM section 7.11.1 was followed. If not, Admin staff will place the scanned files into BDS.

Project Hydraulic Engineer or other assigned Region or Area staff will:

- Submits as-built package in Adobe pdf format consisting of: (1) post-construction photos and (2) copy of the stormwater as-built sheets to ODOT's Hydraulic Engineering Program Lead (or Local Agency representative).
- Recommended photos based on facility type:
 - Ponds: photo numbers 1 or 2, and 3 to 8
 - Swales: photo numbers 1 or 2, 3, 5, 7, and 8
 - Underground facilities: photo numbers 1 or 2, 4, 6, and 8
 - Filter strips and bioslopes: photo numbers 1 or 2, 3, and 8

Note: Post-construction photos for outsourced projects will be taken by ODOT Region or Area staff or consultant staff under contract or by Geo-Environmental at the request by region. Post-construction photos for Local Agency projects will be taken by Local Agency representatives or their designees. (See [Technical Bulletin](#) for additional details.)

The RE or Inspector should maintain “dirty sheet” As-Constructed plans during the Project to show Work progress and changes. These are very helpful when preparing the final As-Constructed plan sheets.

Make As-Constructed corrections and additions in red ink by lining out the incorrect information and entering the correction. Erase mistakes or use correction fluid as necessary to ensure that the corrections and additions are clear.

Be sure to show the following:

- Changes to pipes and other drainage details.
- Nonstandard or changed superelevation details.
- Corrected typical sections, base, and surfacing details.
- Changes in vertical and horizontal alignment.
- Established or re-established Right of Way markers, monuments, and benchmarks.
- Areas where subgrade or slope stabilization occurred.
- New, replaced, removed or abandoned utilities, especially underground. Include all buried cable and conduit installed during construction of the Project.
- Road approaches and access locations. [Refer to Chapter 29 – Right of Way, Access & Approaches]
- Any other significant construction details or appurtenances not shown on the Plans.