

## ELECTRONIC PLAN SHEET SUBMITTAL CHECKLIST

Project Number: \_\_\_\_\_

PCN: \_\_\_\_\_

The Designer and their Supervisor shall review the electronic plan sheets and sign this document.

\_\_\_\_\_ Separate .pdf files are created if the electronic plans are larger than 40 MB as follows:

1. Electronic file(s) created for the plans (40 MB max size each)
2. Electronic file(s) created for the cross sections (40 MB max size each)

\_\_\_\_\_ All .pdf files are named correctly, in accordance with section 2.9 of CADD MANUAL:

*(IM-2-094(070)275 Final Plans #of# ED, IM-2-094(070)275 Final Plans #of# XSEC ED)*

\_\_\_\_\_ All of the sheets are the correct size (11 x 17)

\_\_\_\_\_ All of the sheets are in the correct order and have the correct project number, section number, sheet number, sheet title and description

\_\_\_\_\_ All sheets match the Table of Contents, including Standard Drawings

\_\_\_\_\_ All of the D-101 standard drawings are included in the plans. They should be the first Standards in the back.

\_\_\_\_\_ All of the sheets are in the correct orientation (pages are not rotated or upside down)

\_\_\_\_\_ All of the sheets are black and white (no color pages)

\_\_\_\_\_ There are no blank sheets

\_\_\_\_\_ The electronic distribution statement with the name of the PE, PE-#, and date is on the appropriate pages including the Standard Drawings

\_\_\_\_\_ All the names of designers and agency approvals are listed on the corresponding line they signed on the original Title Sheet

\_\_\_\_\_ Consultant company/firm name displayed at the lower right portion of the title sheet only, outside of the sheet border. Text only, no logos. (See Chapter 1 Section 8).

\_\_\_\_\_ The correct JOB # is listed on the Title Sheet

\_\_\_\_\_ The .pdf plans have been test printed using both a PS (postscript) and PCL (printer command language) drivers. These are the drivers tested (example: DOT-RM424-COLORLASERa (PCL) and DOT- RM424-COLORLASERc (PS)). This information will be used if additional trouble shooting is needed.

I certify I reviewed the plans and all of the above items are accurate.

Designer: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_