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|  <p><b>Office of Structures</b><br/> <b><i>Guidelines and Procedures</i></b><br/> <b><i>Memorandum</i></b></p> | <b>PLANS</b>                                                                                     |
|                                                                                                                                                                                                 | Number:<br>OOS-GPM-P-302                                                                         |
|                                                                                                                                                                                                 | Date:<br>08-05-2026                                                                              |
| <b>As-Built Structure Plans</b>                                                                                                                                                                 | Approval:<br> |

## **OVERVIEW**

At the completion of Construction, a set of As-Built structure plans (also referred to as Green Lines) shall be submitted to the Office of Structures from the District Construction Office indicating any plan revisions that have been made and not documented through an Addenda or Red Line Revision. This applies to all projects containing SHA Inventoried Structures. It is recommended that the Office of Structures Project Manager/Liaison follow up with the lead office and District at the time of Final Inspection to remind them of the need for As-Built Structure Plans.

## **AS-BUILT PLAN REVISIONS**

The following guidelines are developed for As-Built Plan revisions.

- All As-Built revisions shall be made clearly in green using good drafting practices. If the plans were drawn on CADD then the revisions must also be drawn using CADD. No deletions will be allowed to revise the advertised plans. If it is impossible to correct an existing detail, then a new detail should be drawn as close to the original as possible and the old detail crossed out.
- The word As-Built must appear in the revision block along with the initials of the person making the As-Built and the date that the As-Built is made.
- When the As-Built revision is of such magnitude that it results in the introduction of a new sheet, it shall be placed in its proper sequence in the Plans and given a sheet number with a letter A, B or C, etc. depending on the size of the As-Built. This sheet does not need to be drawn in green. In the revision block shall be the note “New Sheet Added”.
- All As-Built revisions to the project will be indicated on the title sheet. And the date of the As-Built shall be shown.