ELECTRONIC PLANS REPRODUCTION

- Place images of plans to be printed in a PI_Date folder under the appropriate office folder under:
  \\gdot.ad.local\gdot\Preconstruction\RoadDesign\PCCOMMON\Printroom Request Images\

- Send Standard Work Order Form to:
  printroom@dot.ga.gov
  (Available from http://mygdot.dot.ga.gov/offices/designpolicies/Pages/default.aspx)

- Receive notification for pick-up/distribution

FIELD PLAN REVIEW PROCESS

"Package"
(project-specific special provisions, etc.)

PM places FPR "package" (PDF) on *ReviewStore* (\\gdot.ad.local\gdot\Preconstruction\RoadDesign\ReviewStore\) in PI_Date folder

Plans

If printing is required (Hard-Copy):
- Submit Plans & Work Order Form with *PFPR/FFPR* selected on form
- After printing, DPL is notified to pick-up plans for distribution

If printing is required (Electronic):
- Submit Work Order Form (Print Room email address) with *PFPR/FFPR* selected on form
- Place the plan images in a PI_Date folder at the following location:
  \\gdot.ad.local\gdot\Preconstruction\RoadDesign\Pccommon\Printroom Request Images\FPR\

If no printing is required (Hard-Copy):
- Submit Plans/Work Order Form with no printing designated & *PFPR/FFPR* selected
- Specify to scan and load images to *ReviewStore* in *Comments/Additional Information* box at bottom of form
- After printing, DPL is notified to pick-up plans

If no printing is required (Electronic):
- Submit Work Order Form (Print Room email address) with no printing designated & *PFPR/FFPR* selected on form
- Place the plan images in a PI_Date folder at the following location:
  \\gdot.ad.local\gdot\Preconstruction\RoadDesign\Pccommon\Printroom Request Images\FPR\
- Specify to load images to *ReviewStore* in *Comments/Additional Information* box at bottom of form

Electronic Plans Process
Quick User Reference

All electronic images (Lettings, Construction, RW, Revisions, As-Builts, etc.), unless noted, shall comply with the format and naming standards below. All processes contained herein apply to projects that are not in ProjectWise. For ProjectWise projects, see the ProjectWise web page (http://www.dot.ga.gov/PS/DesignSoftware/Projectwise) for all workflow Information.

STANDARD FILE FORMAT

- PDF (.PDF) - 200 dpi resolution
- 11x17 (Effective 7/1/17—see letter) — Monochrome
- Rotated correctly (rotated such that the bottom of the sheet image is parallel to the bottom of the screen when viewed)
- Adobe Version 7+
- Single page PDF files

STANDARD FILENAMES

Non-Drawing Number Format:
PI Number, underscore, numbered consecutively in increments of 0001 (except for UOC/RW Revisions)
    1234567_0001.pdf
    1234567_0002.pdf

Drawing Number Format:
PI Number, underscore, Section Number, dash, numbered consecutively in increments of 0001
    1234567_13-0001xxx (xxx for "A" sheets, etc.)
    1234567_13-0002xxx (xxx for "AAA" sheets, etc.)

ACCESSING PLANS (GEOPI)

Access plans using GeoPI

LETTINGS - ROADWAY PROJECTS

Plans submitted **by 10:00AM** on the "Original Plans to Reproduction Section" date on the Letting Schedule by:

- Server (Files named according to standard)
  - Images scanned in correct order
  - Images placed in PI folder under
    \\gdot.ad.local\gdot\Preconstruction\RoadDesign\Pccommon\Printroom Request Images\Letting Files\
  - Verification form in folder with images
  - Email EDM Group Mgr. and ED-MDocs@dot.ga.gov with Subject Line of *Letting Files*

LETTINGS - LOCAL LET PROJECTS

No projects are to be submitted until the PM has confirmed that the project has been AWARDED.

- Server (Files named according to standard and in correct order)
  - Images placed in PI_Date folder under
    \\gdot.ad.local\gdot\Preconstruction\RoadDesign\Pccommon\Printroom Request Images\Letting Files\ Local Let Files\
  - Email EDM Group Mgr. and EDMDocs@dot.ga.gov with Subject Line of *Local Let Files*

LETTINGS - MAINTENANCE (LETTER) PROJECTS

- Server (**AFTER AWARD** - Multi-Page PDF)
  - Images placed in PI_Date folder under:
    \\gdot.ad.local\gdot\Preconstruction\RoadDesign\PCCOMMON\Printroom Request Images\Letting\Maintenance Files
  - Email EDM Group Mgr. and EDMDocs@dot.ga.gov with Subject Line of *Maintenance Project Letting Files*

RW PLANS—PRE-APPROVAL

- Submit TWO full-size paper sets to the RW Office
- Create images of plans and place in PI_Date folder in
  \\gdot.ad.local\gdot\Preconstruction\RoadDesign\Pccommon\Printroom Request Images\RW\ (Standard File-naming scheme of PI_0001.pdf, PI_0002.pdf, etc.)
- Send email to PlansOffice@dot.ga.gov (*plans are available*—Subject Line of: *PI# - PreApproval Plans*) and to NEPA Coordinator
- Subsequent submittals to RW Office only in paper format

RW PLANS—APPROVAL

- Receive approval email: (1) Notification of approval of RW Plans (2) Notification to submit current X-Section and Driveway Profile sheets to EDM Group
- Create images of X-Section and Driveway Profile sheets and place in PI_Date folder in
  \\gdot.ad.local\gdot\Preconstruction\RoadDesign\Pccommon\Printroom Request Images\XSDW\
  NOTE: Filenames can vary from standard for X-S and D/W Profile images since they can be generated from PRF files instead of scanning
  NOTE: If revisions occur after original submittal of the X-Section and Driveway Profile Sheets, it will be the responsibility of the District RW Team Manager to work directly with the PM to get updated x-section or driveway profile sheets for a particular parcel.
- Send email to EDMDocs@dot.ga.gov (*plans are available*) (Subject Line of: *PI# - XS and DW Plans*)
- RW Office will publish approved RW Plans
- EDM Staff will stamp ("Preliminary") and place submitted X-Section and Driveway Profile plans in "XSDW Plan" folder under project on RWStore

RW PLANS—REVISIONS (ELECTRONIC ONLY)

- Create and place images of revised RW Cover and RW Plans (std. file-naming scheme—named same as sheet being revised), and scanned cover/transmittal letter (PDF format—PI_0000.pdf) in PI_Date folder in
  \\Gdot.ad.local\gdot\Preconstruction\RoadDesign\RD14\RW Revision\
- Send email to PlansOffice@dot.ga.gov , District Team Manager, DPL/PM notifying of revision (Subject Line of: *PI# - RW Revision*)
- RW Office publishes revisions

USE ON CONSTRUCTION/AMENDMENT REVISIONS & BRIDGE AS-BUILT REVISIONS

NOTE: All UOC sheets (except Cover) must contain "Use on Construction" stamp according to PPG.

- Server
  - Images (std. file-naming—named same as sheet being revised) & scanned transmittal letter (PI_0000.pdf) placed in PI_Date folder under
    \\Gdot.ad.local\gdot\Preconstruction\RoadDesign\RD14\Use On Construction\
  - Email Standard Printroom Work Order Form to printroom@dot.ga.gov (Location of images on form) - Not required if no printing is needed
  - Email EDMDocs@dot.ga.gov Subject Line of *PI# - UOC*

CONSTRUCTION AS-BUILT PLANS (HARD-COPY)

- Submit plans and Transmittal Letter to *Office of Design Policy & Support, State Design Policy & Support Engineer, Attn: EDM Group Manager*
- Include specific contact information in Transmittal Letter
- Plans clearly designated as "AS-BUILT PLANS" (Plans will be returned to District after scanning)

ELECTRONIC PLANS RESEARCH

http://www.dot.ga.gov/BS/HistoricalPlansResearch

- **TransPI Search**
  Searches can be performed *By Project*, *By Metadata*, or *By Document Type* internally or externally by using the TransPI search.
- **Plans Research Request Form**
  EDM Staff will perform the research based on the information you provide.

Research Request Form

Contact Information: GDOT Employees Check This Box --> ☐ Internal

First Name: _____ Company: _____
Last Name: _____ Address: _____
Phone: _____ City: _____
Email Address: _____ State: ___ Zip: ___

Project Information:

Date Needed: _____ (Document additional requests in Comment field)
County: _____ Type Plans Needed (Plan Sheets, etc.)
Route #: _____ Media: _____
Project #: _____
PI Number: _____
Landmark (Intersection, Creek, Railroad, etc.): _____
Comment: _____

Submit