

# Bridge Revision Workflows

## GDOT STANDARD FILE FORMAT

The standard electronic file format for the Department is as follows:

- PDF (.PDF)
- 200 dpi resolution (min.)
- Rotated correctly (rotated such that the bottom of the sheet image is parallel to the bottom of the screen when viewed)
- Single page PDF files (a single page PDF for each sheet - No multi-page PDF files)

## STANDARD FILENAME STRUCTURE

All electronic plan filenames shall comply with one of the two following naming conventions based on the stage of the plans.

- 1) **Non-Drawing Number Format:** File-names shall begin with the PI Number, followed an underscore and numbered consecutively in increments of 0001. For example, if the PI Number is 123456, the cover sheet will be named 123456\_0001.pdf, with the next sheets being named 123456\_0002.pdf, 123456\_0003.pdf, etc.
- 2) **Drawing Number Format:** File-names shall begin with the PI Number, followed an underscore and then the drawing number, following the format of PI#\_Section#-xxxxiii. For example, if the PI Number is 123456, the plan sheets will be named 123456\_13-0001, 123456\_13-0002, etc.

For submission of Use on Construction Revisions, the revisions shall be submitted in the same format of the plans. If the project was converted or submitted for Letting in non-Drawing Number format, then the revisions shall be submitted in non-Drawing Number format. If the project was converted or submitted for Letting in Drawing Number format, the revisions shall be submitted in Drawing Number format. Projects will not contain a mixed format of Drawing Numbers and non-Drawing Numbers. The format must be consistent throughout the plans.

[Use on Construction Revisions](#) (see Notes at top of Use on Construction workflow)

[TIA Project Bridge Plans](#) (Bridge Staff)

[TIA Project Bridge Plans](#) (EDM Staff)

[Shop Drawings](#) (Bridge Staff)

[Shop Drawings](#) (EDM Staff)

[As Built Foundation Information Sheets](#) (see Notes at top of Use on Construction workflow)

## TIA Project Bridge Plans (Bridge Staff)

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| BRIDGE STAFF | <ol style="list-style-type: none"><li>1. Verify that the PI# project exists in ProjectWise.<ol style="list-style-type: none"><li>a. <u>If it does not exist</u>, send a request to the <a href="#">Solutions Center</a> requesting the PI# project be created. Once the project is created, continue with the workflow steps below.</li><li>b. <u>If it does exist</u>, continue with the workflow steps below.</li></ol></li><li>2. Number the Bridge Plan PDF files.</li><li>3. Create a date sub-folder (ie: 112520) under the <i>PI\CST\Construction Plans\UOC Revisions</i> folder.</li><li>4. Place all PDF sheet files in the <i>Date</i> sub-folder.</li><li>5. Send an email to the EDM Inbox (<a href="mailto:EDMDocs@dot.ga.gov">EDMDocs@dot.ga.gov</a>) noting that the plans being submitted for processing are “TIA Project Bridge Plans”.</li></ol> |
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## Shop Drawings (Bridge Staff)

### NOTES:

- These plans **MUST** include the appending of “\_FINAL\_date” to the filename. The “date” shall be the **Plans Completed Date** on the cover sheet. No plans will be accepted that do not correspond to this naming convention.

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| BRIDGE STAFF | <ol style="list-style-type: none"><li>1. Number the shop drawing sheets and name the files correctly.<br/><b><u>NOTE:</u></b><ul style="list-style-type: none"><li>• The shop drawing sheet numbering/file-naming should be setup such that the sheets are numbered/named to correspond to the sheet they are associated to. For example, if the shop drawing sheets relate to items shown on 1234567_35-0001.pdf, then the shop drawings will be numbered/named 1234567_35-0001A.pdf, 1234567_35-0001B.pdf, etc. If there are more than 26 shop drawing sheets, files will continued to be numbered/named as 1234567_35-0001AA.pdf, 1234567_35-0001AB.pdf, 1234567_35-0001AC.pdf, etc.</li></ul></li><li>2. Create a <i>Date</i> sub-folder (ie: 082014) under the <i>PI\CST\Construction Plans\UOC Revisions</i> folder.</li><li>3. Place all existing stamped PDF sheet files and all shop drawing PDF sheet files, along with the shop drawing approval letter in the <i>Date</i> sub-folder.</li></ol> |
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4. Stamp the existing PDF sheet files associated with the shop drawings in the *PI\CST\Construction Plans\UOC Revisions\Date* sub-folder as “*See Shop Drawing(s)*” using Bluebeam Revu ([Batch Stamping in Bluebeam Revu](#)).
5. Send an email to the EDM Inbox ([EDMDocs@dot.ga.gov](mailto:EDMDocs@dot.ga.gov)) noting that the plans being submitted for processing are “*Bridge Shop Drawings*”.

**\*\*\*NOTE:** If the dialog box does not appear to allow the user to set the Document Type in the steps below, please contact the Solutions Center by email with a subject line of “ProjectWise” and request that the ProjectWise Document Wizard be installed.

## TIA Project Bridge Plans & Shop Drawings (EDM Staff)

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| EDM STAFF | <ol style="list-style-type: none"> <li>Complete the document properties for the revision plans in the <i>Date</i> revision sub-folder.               <ol style="list-style-type: none"> <li>Select all the files in the folder.</li> <li>Right-click and select <b>Assign Document Type</b>***</li> <li>Select the following:                   <p><b>Document Group:</b> <i>Preliminary Engineering</i></p> <p><b>Document Category:</b> <i>Design Plans</i></p> <p><b>Document Type:</b> <i>Construction Plans</i> (TIA Project Bridge Plans)</p> <p><b>Document Type:</b> <i>Construction Revision Plans</i> (Bridge Shop Drawings)</p> <p>Click on <b>OK</b></p> </li> </ol> </li> <li>Set the Sheet Types for the plans in the <i>Date</i> folder.               <ol style="list-style-type: none"> <li>Select all the files in the <i>Date</i> folder.</li> <li>Right-click and select <b>Modify</b></li> <li>On the <i>Modify Documents</i> dialog, select the <b>GDOT Environment</b> tab.</li> <li>Scroll down to <b>Sheet Type</b> and lick the drop-down and select <b>35–Bridge Plans</b>.</li> <li>Click <b>Apply</b> and then <b>Close</b>.</li> </ol> </li> <li>Copy the PDF files from the <i>PI\CST\Construction Plans\UOC Revisions\Date</i> sub-folder to the <i>PI\CST\Roadway\Current Plans</i> folder, creating a new version (same as name of <i>Date</i> folder) for any file that previously exists.</li> </ol> |
| EDM STAFF | <ol style="list-style-type: none"> <li>Set Public Access for the files in the <i>PI\CST\Roadway\Current Plans</i> folder.               <ol style="list-style-type: none"> <li>Select all the files in the folder.</li> <li>Right-click and select <b>Modify</b></li> <li>On the <i>Modify Documents</i> dialog, select the <b>GDOT Environment</b> tab.</li> <li>Scroll down to <b>Public Access</b> and set the value to <b>1</b>.</li> <li>Click <b>Apply</b> and then <b>Close</b>.</li> </ol> </li> <li>Reset the Document Type for the files in the <i>DATE</i> revision folder.               <ol style="list-style-type: none"> <li>Select all the files in the <i>DATE</i> folder.</li> <li>Right-click and select <b>Assign Document Type</b>***</li> <li><b>Document Group:</b> <i>Preliminary Engineering</i></li> <li><b>Document Category:</b> <i>Design Plans</i></li> <li><b>Document Type:</b> <i>Working Plans</i></li> <li>Click on <b>OK</b></li> </ol> </li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |