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## *Inter-Office Memorandum*

**Date:** September 11, 2012

**To:** Design Teams

**From:** Roadway Design Division Engineer  
John Reese 

**Subject:** 1<sup>st</sup> Order Plan Revisions

An additional requirement to the September 4, 2012 memo with subject "1<sup>st</sup> Order Plans and Color Plan/Profile Sheets":

### **Revisions**

Designers need to add the appropriate stamps to revised Final Construction Plans. Section Engineers will advise which stamp to use if the designer does not know. Stamps need to be placed in the upper left portion of each revised sheet and included in both the "revised" and "current" PDF's submitted.

The following stamps should be used:

Project Stage	Stamp Used for Revisions
1 <sup>st</sup> Order Printed	
	1 <sup>st</sup> O.REV.
Advertising Date (Plans sold)	
	ADDENDUM
Contract Awarded (Plans distributed to Project Engineer/Contractor)	
	SPECIAL 2 <sup>nd</sup> O.REV.



Steps to add the revision stamps are available at GOMDOT -> Divisions -> Roadway Design -> CADD Info -> Other Help Documents -> Adding Stamps.

If there are any questions, please advise.

pc: Assistant Chief Engineer - Pre-Construction (Mood)  
Roadway Design Division Engineer (Reese)  
Assistant Roadway Design Division Engineer (Pittman)  
Roadway Design Section Engineers  
Quality Control Engineer (Sutterfield)  
CADD Engineer (Boteler)  
Active Consultants  
District Engineers  
Bridge Division (Altobelli & Walker)  
Planning Division (Ely)  
Traffic Engineering Division (J. Sullivan)  
Materials Division- Geotechnical Branch (Ferguson)  
General Services Division (Wells)  
LPA Division