

Addendums in ProjectWise

What is an Addendum?

An addendum is a revision to a set of plans that has occurred after the job has been advertised and contractors are already buying a set of plans.

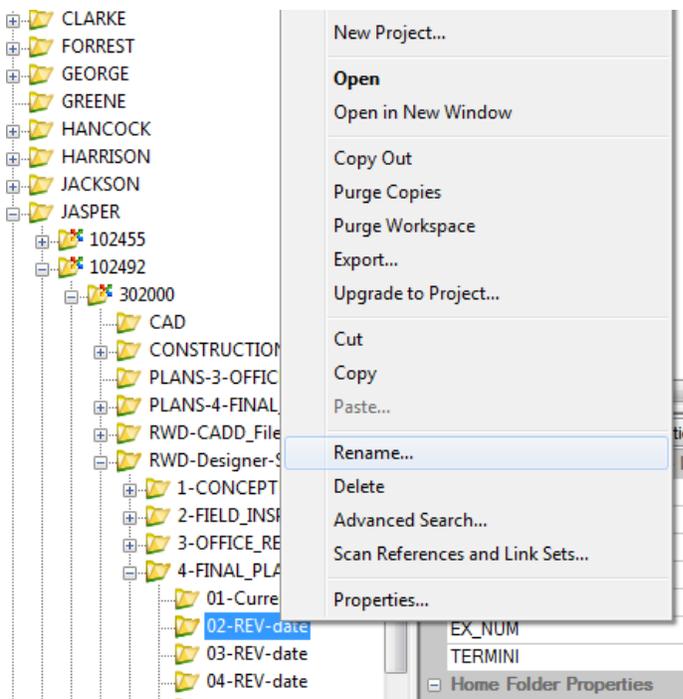
Differences between 1st Order and Addendums:

A 1st order revision is included in the final set of plans that is sold to contractors. An addendum is not included in the final set of plans that the contractor buys. It is a separate entity that is printed by itself.

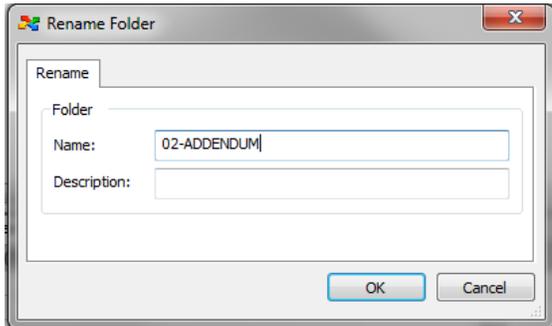
Designer Staging Folders

For addendums, like 1st order revisions, the corresponding folder in ProjectWise under 4-FINAL_PLANS must be renamed to accommodate the type of print. We ask that you rename the folder xx-ADDENDUM (xx is your numerical sequence number). The sheets you update the current set with need to be full scale.

1. Right click and choose rename on the corresponding folder:



2. Change “REV-date” to “ADDENDUM-date” (put the correct date where it says date) and click OK.



3. Copy your addendum PDF file into this folder.
4. Add the up to date sheets to the current set in your 01-CURRENT folder. For the process on updating a set of plans in a folder that already exists in ProjectWise, please view [this](#) PDF.

If you have to print a second addendum, create a second PDF containing the updated files with the new date in the xx-ADDENDUM folder.

Naming Convention

We ask that you name the file FMS-DetailCode-ADDENDUM-2016-XX-XX.

For example:

102492-302000-ADDENDUM-2016-07-15