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CHAPTER 4

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* Indicates 11 x 17 sheet; all others are 8½ x 11.

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GENERAL PROCEDURES

Chapter 4 of this manual establishes the practices for the completion of interior sheets for a plan assembly. General guidelines are also provided for the S&B standard detail sheets.

The sheet is a cell named **SHT** and may be found in the *bdetails1.cel* library. It is recommended that this sheet be generated by using the *bsht* program from the **VDOT BRIDGE MDL** task bar. This ensures that the cell is placed at the proper location in the file and facilitates the entering of information in the project block and title block.

As a general rule, notes on interior sheets should be consolidated and located in the upper right-hand corner. At times, specific note(s) dealing with a particular detail may be located near the detail; however, this should be avoided as much as possible. Construction lines are visible on the sheet cell for the left and right borders of the notes when the *Constructions* box is checked on the *SETTINGS-VIEW ATTRIBUTES* palette.

NOTE:

Due to various restrictions on placing files in this manual onto the Internet, portions of the drawings shown do not necessarily reflect the correct line weights, line types, fonts, arrowheads, etc. Wherever discrepancies occur, the written text shall take precedence over any of the drawn views.

General:

The upper right-hand corner project block for the interior sheet is illustrated below. Detailed information is given for the required data in each block.

STATE	FEDERAL AID		STATE		SHEET NO.
	ROUTE	PROJECT	ROUTE	PROJECT	
VA.	—		29	0029-062-104, B601	12

Diagram illustrating the project block layout with callouts:

- ② points to the Federal Aid Project cell.
- ④ points to the State Route cell.
- ③ points to the State Project cell.
- ① points to the Sheet No. cell.

- ① Sheet no.: Enter the number of the bridge plan sheet.
- ② Federal aid route and project number: The federal aid project number, if any, shall not be shown on the interior sheets. This number is shown only on the title sheet and the estimated quantities sheet. The route block will contain a dash as this is part of the sheet cell and may remain on the interior sheets.
- ③ State project number: Do not include the PE number or construction number, e.g., C501.
- ④ Enter route number when available. Otherwise, draw a dash in this block.

Text Sizes: The information in the project block may be placed when the sheet is first generated using the *bsht* program from the **VDOT BRIDGE MDL** task bar. This will ensure that all parameters (size, weight, color, level and font) are correct. If the information is placed at a later time, the *bsht* program may be re-accessed. By selecting "Existing", additional text may be placed automatically.

To set the text parameters without using the *bsht* program, select *bls* program from the **VDOT BRIDGE MDL** task bar. From the **Line Settings S&B** sub-palette, select *lettering/dimension*.

**INTERIOR SHEET
PROJECT BLOCK
GENERAL INFORMATION**

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SHEET 1 of 1
FILE NO. 04.01

General:

The lower right-hand corner of this sheet contains the title block. Detailed information is given for the required data in each block.

			COMMONWEALTH OF VIRGINIA DEPARTMENT OF TRANSPORTATION			
			STRUCTURE AND BRIDGE DIVISION			
			① ABUTMENT B			
			Designed: JTG	Date	Plan No.	Sheet No.
			Drawn: MGP	Sept. 2004	224-01	12 of 18
			Checked: RRH			
© 2004, Commonwealth of Virginia			Revisions			



- ① Provide appropriate title(s) for sheet.
- ② Format for date is: month and year; e.g., Sept. 2004 - no comma between month and year. Month and year shall agree with date on title sheet.
- ③ Each bridge plan requires a plan number. This number is on each sheet of the plans. See File No. 02.04-3 for further information.
- ④ Copyright date (year) shall reflect the year the plans are dated.

			COMMONWEALTH OF VIRGINIA DEPARTMENT OF TRANSPORTATION			
			STRUCTURE AND BRIDGE DIVISION			
			PROJECT: 6007-021-101, B607 ROUTE 7 OVER LITTLE RIVER ABUTMENT B			
			Designed: JTG	Date	Plan No.	Sheet No.
			Drawn: MGP	Sept. 2004	224-01	12 of 18
			Checked: RRH			
© 2004, Commonwealth of Virginia			Revisions			

UNACCEPTABLE

- ⑤ Do not show project number or description of bridge in this block.

Text Sizes: The description, initials, date, plan number and sheet number may be placed when the sheet is first generated, using the *bsht* program from the **VDOT BRIDGE MDL** task bar. This will ensure that all parameters (size, weight, color, level and font) are correct. If the information is placed at a later time, the *bsht* program may be re-accessed. By selecting *Existing*, additional text may be placed automatically.

Text in revision block shall be selected from the **Line Settings S&B** sub-palette; select *CADD no./initials*.

For projects identified as containing Critical Infrastructure Information, the cell **CIII**, found in the *bdetails1.cel* library, shall be placed on the pertinent interior sheet(s). The snap point for the cell is at the bottom right-hand corner of the sheet border, as depicted below.

approx. 1/8" → ←

-- RESTRICTED --
 CRITICAL INFRASTRUCTURE INFORMATION
 Sensitive Security Information

			COMMONWEALTH OF VIRGINIA DEPARTMENT OF TRANSPORTATION			
			STRUCTURE AND BRIDGE DIVISION			
			CONTROL SYSTEM			
No.	Description	Date	Designed: ...ACP... Drawn: ...YBC... Checked: ...HSR...	Date	Plan No.	Sheet No.
Revisions				June 2004	224-02	23 of 129

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Snap point for **CIII** cell

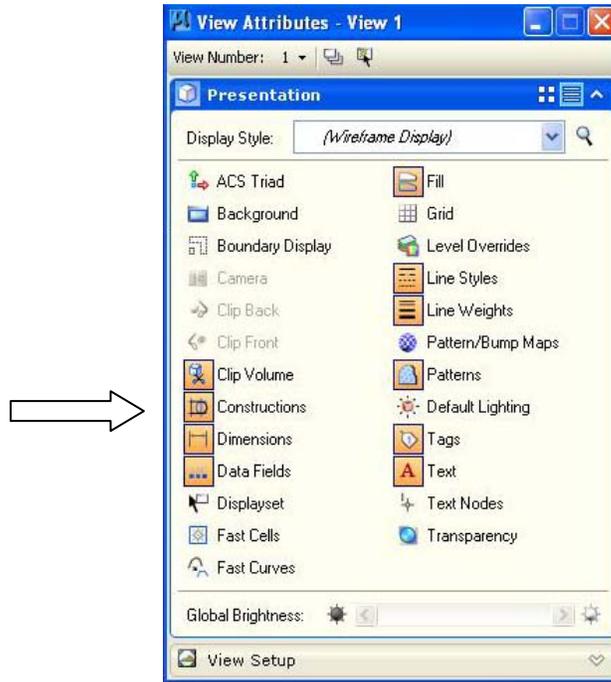
**INTERIOR SHEET
 TITLE BLOCK
 CRITICAL INFRASTRUCTURE INFORMATION**

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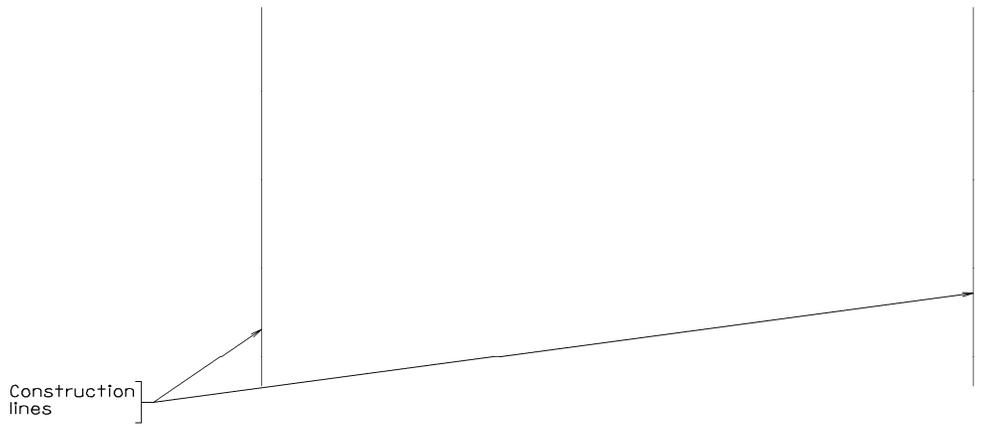
General:

As a general rule, notes on interior sheets should be consolidated and located in the upper right-hand corner and should not be numbered. At times, specific note(s) dealing with a particular detail may be located near the detail and may be numbered; however, this should be avoided as much as possible.

Construction lines, which give guidance for placing the notes, are in the **SHT** cell. If the construction lines are not visible, they may be displayed by selecting **SETTINGS-VIEW ATTRIBUTES**. Check the *Constructions* box and click on **Apply**.



STATE	FEDERAL AID		STATE		SHEET NO.
ROUTE	PROJECT	ROUTE	PROJECT		
VA.	—				



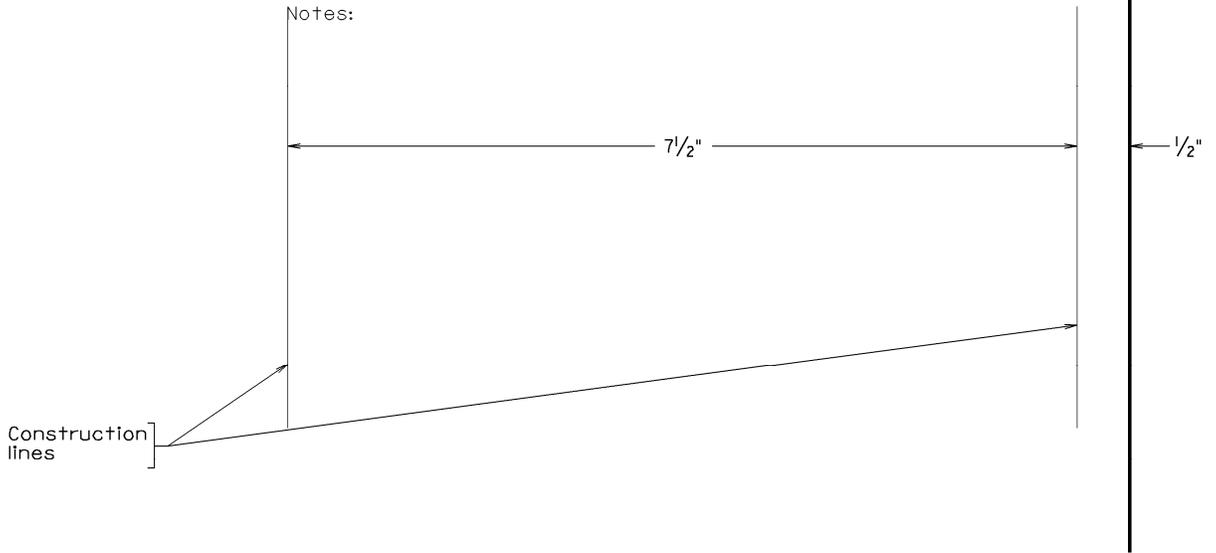
**INTERIOR SHEET
NOTES
GENERAL INFORMATION**

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To print without the construction lines appearing on older drawings, select *SETTINGS-VIEW ATTRIBUTES*, uncheck the *Constructions* box and click on .

To print without the construction lines appearing on newer drawings, no action is needed since the lines are located on a level that is not plotted automatically.

STATE		FEDERAL AID		STATE		SHEET NO.
ROUTE	PROJECT	ROUTE	PROJECT	ROUTE	PROJECT	
VA.	—					



The heading "Notes:" should be located at top of Construction line as shown and shall be in upper and lower case text. The first note shall be located two spaces below the heading, one line shall be allowed between all subsequent notes.

**INTERIOR SHEET
NOTES
GENERAL INFORMATION**

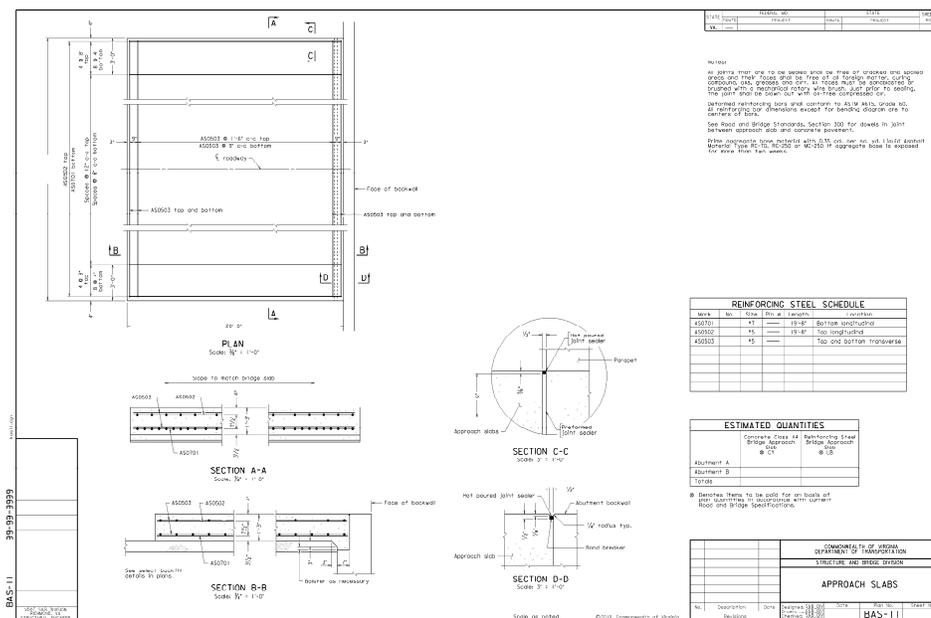
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FILE NO. 04.03-2

General:

Standard detail sheets are provided by VDOT Structure and Bridge Division and shall be used as insertable sheets for a plan assembly whenever possible. Standard detail sheets are located in the *Manual of the Structure and Bridge Division – Volume V - series*.

- Any view shown on the standard detail sheet should remain on the sheet even if it does not apply to the design, but may be deleted if room is needed for additional details.
- Do not line through views that do not apply. A note may be appropriate on some occasions.
- The designer is to ensure all details, specification references, spelling, etc. are correct prior to finalizing the set of plans. Discrepancies shall be brought to the attention of the Structure and Bridge Division project manager.
- Verify that the correct standards, such as approach slabs and bridge conduit/future lighting, are being used in the set of plans.

An example of an approach slab standard sheet is shown below:



Text Sizes: The text in the title block, project block and lower left corner may be placed using the *bsht* program from the **VDOT BRIDGE MDL** task bar. Be sure to select *Standard* as the sheet type. This will ensure that all parameters (size, weight, color, level and font) are correct.

To set the text parameters without using the *bsht* program, select *bls* program from the **VDOT BRIDGE MDL** task bar. From the **Line Settings S&B** sub-palette, select the appropriate text settings.

**INTERIOR SHEET
S&B STANDARD DETAIL SHEET
GENERAL INFORMATION**

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DATE: 14Jun2010
SHEET 1 of 2
FILE NO. 04.04-1

General:

The title block of a standard detail sheet is shown below:

			COMMONWEALTH OF VIRGINIA DEPARTMENT OF TRANSPORTATION			
			STRUCTURE AND BRIDGE DIVISION			
			① APPROACH SLABS			
			Designed: S&B DIV	Date	Plan No.	Sheet No.
			Drawn: ... S&B DIV	July 2004	999-99	27 of 28
			Checked: S&B DIV			
			Revisions			
© 2001, Commonwealth of Virginia						

② → (copyright notice)
③ → (Designed/Drawn/Checked initials)
④ → (Date)
⑤ → (Plan No.)

- ① The title of the standard detail sheet is pre-printed and normally will not need to be revised.
- ② The copyright date of the standard detail sheet is pre-printed. This date shall not be revised unless modifications are made to the sheet; in that case, the copyright date shall be changed to match the year the plans are dated. Completing tables is not considered a modification and will not necessitate a change to the copyright date.
- ③ The initials for Designed, Drawn and Checked are pre-printed with "S&B DIV". This text shall not be revised unless modifications are made to the sheet; in that case, the initials of the appropriate design personnel shall be entered. Completing tables is not considered a modification and will not require that the sheet be designated a modified sheet; however, if tables are filled-in, the Designed and Checked initials shall be changed to those responsible for the table information.
- ④ Format for date is: month and year; e.g., July 2004 – no comma between month and year. Month and year shall agree with date on title sheet. Month may be abbreviated to fit in block.
- ⑤ Each bridge plan requires a plan number. This number is on each sheet of the plans. See File No. 02.04-3 for further information.

**INTERIOR SHEET
S&B STANDARD DETAIL SHEET
TITLE BLOCK**

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SHEET 2 of 2
FILE NO. 04.04-2