

Plan Preparation Guide

Chapter 15

Plan Index

Section	Description	Page
1	<u>Plan Organization</u>	15-1
2	<u>Index of Plan Sheets</u>	15-2

1. Plan Organization

Listed below are the sheet numbers that are permanently assigned to certain drawings and a listing of additional drawings to be incorporated into each number set.

The following procedure for drawing organization and sheet numbering may require some alteration or additions. Such alteration should be discussed with and approved by the Project/Engineering Facilitator during plan development.

SHEET NUMBERING SYSTEM

<u>Sheet No.</u>	<u>Description</u>
1, 1A, etc.	Title Sheet
2, 2A, 2B, etc.	Summary of Estimated Quantities; Demolition and Moving Items; Reset/new Fences, etc.
3, 3A, 3B, etc.	Typical Sections and Miscellaneous Details (Not Covered by Roadway Standard Drawings)
4, 4A, 4B, etc.	R/W Data Sheet; Property Strip Map; and Property Closure Sheets
5, 5A, 5B, etc.	General Construction Note, Reference Sheet, Index Sheet
6, 7, 8, etc.	Plan and Profile Sheets (Mainline, Side Roads, Ramp, etc.)
12, 13, 14, etc.	Blow-ups of Plan Sheets; Geometric and Grading Plan for Intersections and Interchanges; Top of Curb Elevations (If can not be shown on plan and profile sheets)
TC1, TC2, etc.	Traffic Control and Construction Phasing; Detour Plan and Profile Sheets
E1, E2, etc.	Electrical and Lighting Plans
L1, L2, etc.	Landscaping Plans
PM1, PM2, etc.	Pavement Marking Plans
SN1, SN2, etc.	Signing Plans
TS1, TS2, etc.	Traffic Signal Plans
S1, S2, etc.	Roadway Structure Plans, (Retaining Walls, Box Culvert, Misc.)
EC1, EC2, etc.	Erosions Control Plans
X1, X2, etc.	Cross-Sections
BR1, BR2, etc.	Bridge Plans

If road profiles are shown on a separate sheet, that sheet should follow the plan sheet and be numbered as an "A" sheet. Example: Sheet 6A, wherein sheet 6 represents the plan sheet.

Only the title sheet will contain the total plan sheet count, and this number will be shown in the box in the upper right-hand corner of the title sheet. As the plan development process proceeds through preliminary right-of-way and construction plans, the number of plan sheets will obviously change, and the number in the box will be revised accordingly.

Upon completion of construction plans, the number shown in the top right box will reflect the sum of the total sheet count as contained in the index of sheets.

2. Index Of Plan Sheets

The index is generally placed in the upper left corner of the title sheet. The numbering system should include all sheets identified with a letter suffix. Sheet descriptions shall be brief and informative. Methodology of sheet numbering is addressed in Plan Organization.

If bridge plans are prepared independently by Bridge Design such plans will be structured in accordance with their preestablished format.

The total sheets in a series of numbers shall be shown in a third column to the right of the sheet descriptions on the last line of the series.

If a series of sheets preceding the plan and profile sheets are omitted, the sheet number and the word "Omitted" shall be shown.

Examples of indexes are on the following sheet.

EXAMPLE OF A SECONDARY PROJECT INDEX

INDEX OF SHEETS

SHEET NO.	DESCRIPTION	SHEET SUBTOTALS
1	Title Sheet	1
2	Quantity Sheet	1
3	Typical Sections & Misc. Details	1
4	Right-of-Way Data Sheet	1
5	Construction Notes	1
5A	Reference Sheet	1
6	Plan and Profile	1
X1 - X3	Cross Sections	<u>3</u>
		<u>10</u>

EXAMPLE OF A PRIMARY PROJECT INDEX

INDEX OF SHEETS

SHEETS NO.	DESCRIPTION	SHEET SUBTOTALS
1	Title Sheet	1
2	Quantity Sheet	1
2A	Moving Item Sheet	2
3 - 3B	Typical Sections	3
3C	Catch Basin Type 16 Standard	1
4 - 4C	Property Data and Closures	4
5	Construction Notes	1
5A	Reference Sheet	1
6 - 11	Plan and Profile (Main Line)	6
12 - 13	Detail of Profile (Intersecting Rds.)	2
14	Detail of Intersection at Rd. S-16	9
TC1 - TC2	Detail of Detours	2
L1	Landscaping Plan at Rd. S-16	1
PM1 - PM4	Pavement Marking Plans	4
SN1 - SN2	Signing Plans	2
EC1	Erosion Control Plan	1
X1 - X15	Cross Sections (Main Line)	15
X16 - X18	Cross Sections (Intersecting Rds.)	<u>3</u>
		50