

CONSULTANT NOTES FOR EXAMPLE REVISION SHEETS:

If revision is being done by an Engineer other than the original Engineer of Record, a new State of Ohio PE stamp must be applied to the title sheet. This signifies responsibility of the revised section of the plan being transferred to a new Engineer of Record. Unaltered sections of the plans remain the responsibility of the original Engineer of Record.

No existing information shall be deleted- Strikethroughs shall be made with any updated information added as close as feasible to the strikethroughs.

Revision information shall be made in red, including red clouding- See Example Sheets.

Changes shall be clouded with an adjacent revision triangle (with the revision number in the triangle) alongside the cloud. In addition each revised sheet shall be denoted by placing a triangle (with the revision number in the triangle) placed in the lower right hand corner of each applicable sheet.

Note: All new information is clouded on the 1st revision.

Once the plan is revised a second time the clouds from revision #1 are removed, plan wide. Then the only clouded information will be the revised information for revision #2.

If revisions become too numerous on a sheet, that sheet may be replaced by placing a large X (corner to corner of sheet) on the sheet that is being replaced. Included on this sheet will be a notation triangle (with the revision number in the triangle) placed in the lower right hand corner of each applicable sheet with note that sheet has been replaced.

Note: This sheet will remain a part of the plan with the new sheet immediately following.

If a sheet is deleted and not replaced then the sheet shall be labeled as such and the index updated accordingly.