

Working Drawings

Recordkeeper Job Aid

Construction Division

Construction Recordkeeper Job Aid

Overview

The contract may require that the contractor furnish working drawings to supplement the plans with necessary details such as:

- shop drawings
- supplementary bridge plans, or erection drawings for bridge structure components,
- sign supports,
- illumination facilities, and
- other items.

The purpose of this guide is to provide general information on working drawings related to project records and possible Construction Recordkeeper tasks.

Resources

- TxDOT Standard Specifications, Article 5.2., “Plans and Working Drawings” (2014 and 2024 spec books)
- *Construction Contract Administration Manual (CCAM)*
 - [Chapter 4](#), “Project Records and Closeout”
 - [Chapter 10, Section 2](#), “Project Schedules”
- [ProjectWise File Index](#)
- [Shop Drawing Submittal Cycle](#)
- [Guide to Electronic Shop Drawing Submittal](#)

Applications Used

- ProjectWise

For information regarding review procedures, common terms, and contact lists, refer to the [Shop Drawing Submittal Cycle](#) and [Guide to Electronic Shop Drawing Submittal](#).

Recordkeepers should be aware of any office procedures for working drawings and any responsibilities they may have regarding the process.

Preconstruction Meeting

Review the contract with project staff to determine any necessary working drawing submittals to be included in the meeting agenda. During the meeting, establish the routing of submittals for review and approval and identify the list of appropriate contacts when applicable. The 2024 Standard Specifications Article 5.2 states that shop and working drawings should be submitted electronically.

Submittal Review

The contractor is responsible for the accuracy, coordination, and conformity of the various components and details of the working drawings.

A licensed professional engineer must sign, seal, and date working drawings in accordance with Standard Specification Item 5, Table 1 "Signature and Approval Requirements for Working Drawings," or as otherwise specified in the plans.

Review Standard Specifications Article 5.2. and the [Shop drawing submittal cycle](#) webpage for additional information, including the requirements associated with working drawing submittals and review.

Documents in ProjectWise

Once the working drawings are reviewed and approved, file the documents and all related correspondence in ProjectWise per the 2024 Project File Index, Folder 6.6 Shop Drawings. Subfolders should be formatted as "Item Name." Everyone involved in the review and approval process needs to be aware of the file location within ProjectWise.

Final As-Builts

Working drawings are to be placed in the final as-built plans. Refer to CCAM Chapter 4, [Section 5, "Project Closeout,"](#) for additional information.