

**CI-0705****TAB 7: TECHNICAL DISCIPLINES****Drawing Standards**

Revisions shall be recorded in the appropriate location in the Drawing Identification Block. All amendments or revisions to preliminary, contract or standard drawings shall be recorded in the revision column as follows.

PRELIMINARY DRAWINGS

All revisions to preliminary drawings and sketches shall be recorded, initialled and dated in the revision column. Each revision shall be numbered sequentially starting with number one (1). It shall not be necessary to identify the change in the drawing or to retain a record file copy of the drawing. Should a preliminary drawing become a contract drawing, all noted revisions shall be removed from the revision column.

CONTRACT DRAWINGS

All amendments or revisions to contract drawings shall be recorded, initialled and dated in the revision column. Amendments made during the tender period (by addendum) or revisions made afterward during construction (by change order) shall be numbered sequentially starting with number one (1) and shall be clearly marked to identify the change. The revision number shall be placed directly below the revision cloud in the bottom border to highlight the change location. Description of the change, in the revisions column shall be brief, and should include the change order number. Amendments made during the tender period need not be described, but reference to the "Addenda No" should be indicated. When a drawing is redrawn or a new drawing added, the revision column should indicate "Redrawn" or "New Drawing" respectively. If there are previous revisions on a drawing to be redrawn, then the next sequential revision number shall be used on the redrawn drawing.