CORPS OF ENGINEERS, ALBUQUERQUE DISTRICT
REQUIREMENTS FOR CHANGING DRAWINGS
BECAUSE OF AMENDMENTS AND MODIFICATIONS

1. DEFINITIONS.

a. Amendment. An amendment is a change in the solicitation documents made after
advertising but before bid opening. In the case of 8(a) contracting, an amendment is
defined as a change made after the 8(a) contractor receives the solicitation documents but
before completion of negotiations.

b. Modification. A modification is a change in the contract documents made after bid
opening; or, in the case of 8(a) contracting, after completion of negotiations.

c. Descriptive Change. A descriptive change is a change to the drawings done by words in
an amendment or modification.

2. CHANGING DRAWINGS. BEFORE ANY DRAWING IS CHANGED, A DUPLICATE
ELECTRONIC FILE COPY SHALL BE MADE. This duplicate file copy for modifications will
have its own electronic file extension such as: MD1, MD2, MD3, etc. or AM1, AM2, AM3, etc.
for amendments. This requirement is applicable for each subsequent change to an individual
drawing, and the index sheet. On the original electronic file copy, at the lower right-hand corner
below the title block, keystroke the following: SUPERSEDED BY (new file number, (for civil)),
or (new sequence number, (for military)). If a drawing is completely redrawn on a new sheet, the
original drawing can be marked: SUPERSEDED BY (new file or sequence number).

3. DETAILS OF DRAWING CHANGES. Attached are six sketches with examples of the
drafting procedures to be used in changing drawings because of amendments or modifications.
Attachment 1 shows the details for a first amendment or modification and details for a second and
subsequent amendments or modifications. Attachment 2 shows examples of “pointed” drawings.
On military drawings the sequence number is pointed. On civil drawings the file number is
pointed; Plate numbers are NOT “pointed”. Additional comments and clarifications for
changing a drawing are as follows:

a. The revision block shall contain the date of revision, amendment or modification log
number, revision number (inside the triangle △), number of changes encircled on the
drawing (outside the triangle △), and a brief description of the changes on the drawing.
Successive revisions shall be shown progressing upward in the revision block. See Attachment 6. *The descriptive change will be performed as above, except a small "d" will be added to the right of the triangle, (for example \(\triangle_d\)).* See Attachment 4.

b. When drawings are being revised to incorporate descriptive changes for a previous amendment or modification put the small "d" at the right of the effected triangles. Be sure to update the Revisions Block by stating “Descriptive Changes Only” along with the appropriate ML or AM number. The Index Sheet will have to be changed as stated in paragraph 4.

c. Bubble (cloud) each area of change on the drawing that denotes the current amendment or modification with a heavy, dashed line. The dashed line **shall encircle all areas changed, including areas with deleted data.** CAUTION: Do not obscure drawing details with the heavy dashed line. However, do not make the dashed line the same weight as the other lines on the drawing, as the cloud will blend in with the other lines. See Attachment 3.

d. If there has been a previous revision to the drawing, **remove the bubble dashed line** for that revision, but **do not remove the triangles** for the previous revision. See Attachment 4.

e. Place a triangle near or inside each clouded area on the drawing. Number the clouded areas for the current amendment or modification in a sequential order. Place the number for the clouded area at the upper right exterior side of the triangle (for example; \(\triangle\)). The number placed outside the triangle in the revision block shall be the total number of areas clouded on that drawing for the current amendment or modification. Also, place a triangle (with the current change number inside the \(\triangle\) and the clouded area sequential number outside the \(\triangle\)) directly below and directly to the right of the drawing along the border, in line with each change, as an aid to locating changes. However, do not place triangles adjacent to the title block unless there is a change in the title block.

f. The "point" number (indicated in bold) of the revised sequence (SEQ 34.1, .2, .3, etc.)/file number (RG-TC-A-14.1, .2, .3, etc.) on the drawing and the revision number inside the triangles in the revision block and on the changed areas of the drawing shall agree.

f. When drawings are changed for any amendment or modification, all previous descriptive changes to the drawing will be included on that drawing.

4. **INDEX SHEET.** The index sheet must be changed for each amendment and modification that has changed the other drawings. Fill in the revision block and "point" the sequence number or the file number in the same manner as on other drawings, (for example: 0.1, 0.2, 0.3, etc.). On the drawing listing, make sure to revise the "point" number of each sequence/file number that has
changed, and this will ALWAYS require the index pointing in the listing to be updated also. See Attachment 5. Do not place a triangle beside changes in the “point numbers” nor surround these changes with a heavy dashed line on the drawing listing. Instead, **bold** the entire “pointed up” new listing. When the index is to be superseded, un-bold the bolded text and pointed numbers. Only the changes for the most recent amendment or modification should be bolded on the index sheet.

5. **ADDED DRAWINGS.** An added drawing shall be indicated as “NEW DRAWING” in the revision block **on that drawing**. The added drawing(s) shall be shown on the index sheet by inserting the sequence/file number, drawing number, and title in the proper location and identified in **bold**, or the new drawing(s) can be added at the end of the listing and the **entire new addition identified in bold**. In order to avoid renumbering other drawings, an added drawing may be numbered as “SEQUENCE 2A”, “SEQUENCE 2B”, etc.

6. **DELETED DRAWINGS.** A deleted drawing shall be indicated as “DELETED FROM CONTRACT” in the revision block and in the border area left of the drawing number **on that drawing**. On the Index Sheet, delete the title(s) of the deleted drawing(s) in the listing and replace with “**DELETED BY AM XXXX, or ML XXXX**” in all CAPS and **bolded**.

7. **COORDINATION OF DRAWINGS.** When an amendment or modification encompasses several different disciplines, the **work leaders must coordinate** the different drawing sections with the index. The pointed up sequence (file numbers) on the index listing must match up with the pointed up drawings on the amendment or modification. Each work leader will obtain, through the Cost Engineering Branch, the drawings that will be superseded by the new amendment or modification. After the design process is completed, the **changed printed electronic drawings, along with the existing contract drawings that are superseded** by the changes, will be sent to the Cost Engineering Branch for review. These original (hard copy) contract drawings must be marked “Superseded By (file or sequence number) before returning to Cost Engineering Branch.
THIS IS THE SECOND TIME THIS SHEET IS BEING CHANGED. THERE ARE 3 CHANGES ON THIS DRAWING.
CURRENT NUMBER IN △ WILL ALWAYS MATCH THE POINTED NUMBER OF THE SEQUENCE NUMBER.

MAKE "CLOUDS" HEAVIER THAN OTHER LINework COLOR - CYAN LINESTYLE - 3 (DASHED) LINEnEIGHT - .3 (0.8 mm)

START MODIFICATION AT BOTTOM OF REVISION BLOCK

THE FILE SUFFIX REFLECTS THE NUMBER OF MODIFICATION CHANGES TO INDIVIDUAL SHEET, NOT THE MODIFICATION NUMBER UNDER WHICH IT IS ISSUED.

PLACE △ AT BOTTOM AND RIGHT EDGE OF BORDER.

AMENDMENT NUMBER TO BE ASSIGNED BY CORPS OF ENGINEERS

THIS IS THE FIRST TIME THIS SHEET IS BEING CHANGED. POINT UP SEQUENCE NUMBER BY 1
NOTE: ITEMS IN BLUE WOULD NORMALLY APPEAR IN THE COLOR CYAN LINE WEIGHT 3.
ITEMS BOLDED ARE THE SHEETS BEING CHANGED FOR THIS AMENDMENT/MOD.

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COLOR CYAN, LINE WEIGHT 3.