

Design Standards Letter

Letter Number: **G-1960-10**

Letter Date: **05/17/1960**

Effective Date: **05/17/1960**

Section/Plan No.: **None**

Subject: **Xerox Reproductions**

Body

TO ALL DIVISION, DISTRICT AND URBAN ENGINEERS:

This is a supplement to Surveys and Plans General Letter No. 7, 1957, titled "Xerox Reproductions" issued April 17, 1957. That letter called attention to drafting methods which would insure good Xerox reproduction. Most plans submitted by the Districts comply adequately with these requirements. However, every now and then we encounter plans that do not measure up to the standards required, and when printed to the reduced scale, are hard to read. Recently we have had a number of cases wherein it was necessary to "heavy-in" some parts of the plans and to use Reproduction Room personnel in retracing some of the notes on cross-section sheets. We do not have the draftsmen in this office to correct these deficiencies and wish to avoid the necessity of using Reproduction Room personnel to effect this.

We have found on some plans that the pencil lettering is either too light or too small, or both, for good legible Xerox printing. Sharp, clear, open-type lettering is essential. Small size lettering, even when done in ink, may still be hard to read when reduced to half-scale. Please bear this in mind when preparing plans, and be sure to inspect the plans before submittal to this office, especially culvert sheets and cross-sections on which notes may become smudged during design and handling.

Your cooperation in this matter will be appreciated.

C. C. Tevis
Engineer of Surveys and Plans