

# Design Standards Letter

Letter Number: **G-1960-25**

Letter Date: **09/30/1960**

Effective Date: **09/30/1960**

Section/Plan No.: **None**

Subject: **Plans Production**

Body

-----  
**TO ALL DIVISION CHIEFS, DISTRICT AND URBAN ENGINEERS:**

**It is quite apparent that we are behind in the production of plans. Immediate steps must be taken to alleviate this situation and increase production. We must initiate methods and establish procedures necessary to produce a given set of plans in a minimum amount of time, and with a minimum amount of man hours.**

**We realize that delays are sometimes caused by changes initiated in this office. Every effort is being made to make certain that such changes are necessary. you can be assured that careful consideration is given before changes are requested or suggested.**

**It is our firm opinion that that production can be increased by making sure that unnecessary time is not used in computing culvert lengths, pavement areas, and other items to accuracies inconsistent with the data on which computations are based and payment is made. Some plans contain needless detail or repetition of detail and notes. Design personnel sometimes waste time because of hesitancy to delegate drafting work to draftsmen and computations to computers.**

**Plans should not contain extraneous information that is over and above that required for the construction of a facility. Notes that repeat information in the specifications should not appear on the plans.**

**There are no doubt, many other factors that may be compounding our mutual problem of plan production. We would like to eliminate as many of these items as possible, even to the extent of lessening plan quality.**

**We ask that you furnish this office with a list of the items which, in your opinion, might be done to decrease plan work and expedite plan production. These suggestions should reach this office not later than October 10, 1960.**

**C. C. Tevis  
Engineer of Surveys and Plans**