

Design Standards Letter

Letter Number: G-1966-00

Letter Date: 05/25/1966

Effective Date: 05/25/1966

Section/Plan No.: None

Subject: Notice of Letting

Body

ALL DESIGN ENGINEERS AND REVIEWERS:

In an effort to expedite the preparation and typing of the NOTICE OF LETTING, a new format is proposed for listing this data. Attached hereto is a sample copy of a form on which the Designer will enter all required data for a project (or section). The number and date of letting, and working days will be filled in by the Plans Checker.

Since we desire to initiate this with the July 28 Letting, the use of this form becomes effective on all future projects. Blank copies may be obtained from the stock files, and the forms for those projects placed in a letting will be clipped together and filed as such.

In describing the location of a project, please adhere to the program wording as much as possible. This will enable others, not as familiar with a project as the Designer, to identify improvements.

Should the new system prove inadequate or cumbersome, it will be dropped later.

H. F. Hendrickson
Engineer of Design