

From December 30, 2013 Bridge File Checklist

Bridge File Checklist:

A Bridge File Checklist is a list of all required documents and items from AASHTO's *Manual for Bridge Evaluation* that must be contained in the bridge file. The location of items not contained in the bridge file may be referenced on the checklist. This can include separate file locations, plan stacks, electronic files, databases, and data in document storage systems, where applicable.

Any information referenced outside the file should be verified to ensure that it is in the referenced location. Space is available on the form to add optional information.

A thorough search should be made to find all available documents.

The 2013 *Structural Services Manual*, Section 3.9.3.7, requires a Bridge File Checklist be included in all bridge files. As each structure comes due for its routine inspection the Bridge File Checklist should be completed and attached to the inside front cover of the bridge file. Bridge File Checklists may be completed prior to the next scheduled routine inspection if resources are available.

The Bridge File Checklist can be downloaded at the following web address with the file name BBS BFC.

<http://www.dot.il.gov/bridges/bridgforms.html>

Agency Program Managers shall record the number of bridge file checklists completed. As each Bridge File Checklist is generated, a separate PDF document shall be created. The naming convention for the PDF file shall be "StructureNumberBFC.pdf" (0123456BFC.PDF). Local agencies should then forward the PDF document to their IDOT local bridge liaisons. IDOT local bridge liaisons will compile a record of completed checklists and submit the PDF files to the Bridge Management Unit in the Bureau of Bridges and Structures.

District Bridge Maintenance Engineers will place the PDF Checklist in the corresponding structure's Pontis\PDFDocuments folder. The naming convention above should be used.

The Bridge Management Unit will track the completion of state and local checklists and will report progress to the FHWA.

Subscribers are encouraged to review the requirements of Section 3.9.3.7. The 2013 *Structural Services Manual* can be downloaded at <http://www.dot.il.gov/bridges/brmanuals.html>

AASHTO's *Manual for Bridge Evaluation* is available at https://bookstore.transportation.org/item_details.aspx?id=1750