

Appendix A-1

QUALITY REVIEW

As an integral part of the design process, every designer should perform quality reviews, or checks, to review their work. Designers should review the content of both their plans and their PS&E packages. In addition, for in-house projects it is good practice to let another designer review your work prior to submission to the Team Leader.

A thorough review of your design involves checking messages, verifying destinations and their spelling, checking consistency and application, calculating quantities and ensuring all items are accounted for in the estimate and specifications. Before a plan is submitted to the TEDD Project Manager and ultimately the Team Leader, this information should be checked by both the designer, and another designer/manager to ensure quality control and quality assurance.

There are some items that the designer should always keep in mind on a project. Each of these items is discussed in the following sections.

STRUCTURE LOCATIONS

After locations are chosen for all sign structures, signal structures and lighting structures it is important to cross reference these locations with the highway plans. Make sure that there are no conflicts with drainage structures, drainage ditches, overhead utilities, and underground utilities. Designers should also check the Right of Way line to ensure that all proposed equipment is placed within proposed Right of Way.

UPDATE CROSS REFERENCES

Whenever changes are made to the plan sheets, verify that all appropriate sheets are

updated. For instance, changing a sign size may affect the plan sheet, the sign detail sheet, the wood or steel support tables, and the index of quantities.

TRAFFIC BARRIER END TREATMENTS

Check the use of end treatments and make sure that they are appropriate. Also check the use of surface adjustment/grading quantities where slopes are greater than 10:1.

QUANTITIES

Make sure that quantities are consistent from the plan sheets to the quantity sheets to the estimate. Verify that related quantities are included, such as breakaway couplings for steel supports and ground rods for each structure.

SPECIFICATIONS

The designer should verify that the latest specifications have been included in the IFB and any special notes have been added as necessary.