

## **Instructions**

### **Cover Sheets 11" x 17" (Size B) Landscape**

#### **General Description**

This standard detail is presented as an AutoCadd drawing with 4 layouts. There is nothing in "model space." Two layouts are set up to edit for a specific project using AutoCadd. There is a difference in the construction notes between Hawaii projects and projects to be constructed in other jurisdictions (Territory of American Samoa, Territory of Guam, Commonwealth of the Northern Mariana Islands, Republic of Palau, and Federated States of Micronesia). Hawaii has a one call utility notification system. The other PIA locations do not. As a result and as called for in the NRCS PIA supplement to the National Engineering Manual, there is a difference in General Construction Note 3.

The second two layouts in the AutoCadd drawing are for printing and using arts and crafts (white out, actual pasted location maps, hand lettering, or other similar techniques) to modify and make an original cover sheet for a particular project. All care should be taken to ensure the professional quality of the final construction drawings.

The two PDFs are quick print versions of the last two layouts in the AutoCadd file. Not all who access the website will have access to AutoCadd and this allows use of the product by them.

The Review and Acceptance section is also called for by policy.

#### **Use of the Standard Cover Sheets**

Specific additional information needs to be added or edited for the cover sheet to accomplish the purpose;

1. The Cooperator's Name at the top of the sheet and the general project description, e.g. Horizon Farms Animal Waste Management System.
2. A listing of the conservation practices that comprise the project. For example, Underground Outlet, (620), Diversion, (362), Lined Waterway (468), Waste Transfer (634), etc. This information will be used when determining the project Job Classification See item 7.
3. The name of the Soil and Water Conservation District where the work will be done.
4. The index of drawings is needed when there are more than 5 sheets to a set of construction drawings. It is optional if there are fewer than 5 sheets.
5. Under General Construction Notes, the contact number for the NRCS office servicing the design needs to be added.
6. A project location map is necessary. This can be a jpeg inserted into the AutoCadd file for those with the software and skill, or it can be literally copy and pasted onto a hardcopy printout of the otherwise completed cover sheet.
7. The job class – the size of each of the practices in the project will need to be determined by practice in accordance with the controlling factors in the NRCS PIA Engineering Job Approval Authority.
8. The title block needs to be edited (digitally or with pen & ink) to show the project name and in the lower right hand corner of the title block, the total number of sheets in the completed set of construction drawings needs to be added.

## **Limitations**

The cover sheet isn't intended to address all concerns in all projects. It should address many concerns found in most projects. The intent is to improve quality with a reduction in drafting time (either by hand or with the computer). The paper space entities may be copied onto the clipboard in AutoCadd and utilized in layouts for other AutoCadd drawings. Viewports will need to be created and models developed, but it might save time and/or improve quality.

## **Site Specific Additions to the Construction Drawings**

The need for what and how many additional sheets will depend on the project. They may be a combination of other standard details, site specific topographic and layout information, profiles, cross sections, etc.