

AS-BUILTS TABLE OF CONTENTS, NOTES, AND CONTROL DIAGRAM PROCEDURE

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ACRONYMS/DEFINITIONS USED IN THIS DOCUMENTERROR! BOOKMARK NOT DEFINED.	
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Overview

Updating Table of Contents and Control Diagrams for As-Built Plan Production.

Process Guide

Application/Tool(s): AutoCAD / Civil 3D
Version(s): 138.1704.0 Civil 3D 2026.2.1
Environment: MDT State Kit 2026.1.0
Released/Revised: 7/31/2026



SUPPORT
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Statement of Need

This procedure demonstrates the steps necessary to create, amend, and finalize Table of Contents and Control Diagram sheets for the As-Built Construction Plans processes.

Revisions

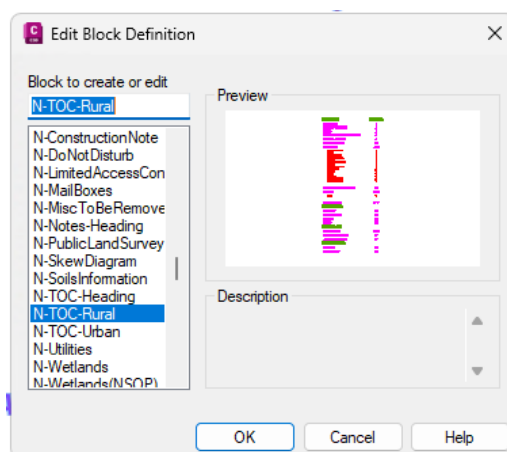
7/31/2026 New Process Document

Table of Contents

Section I. Adding Additional Summaries

Additional Summary frames added to the Summary Pages must also be updated on the Table of Contents.

On the Summaries sheet of the project, double click to edit the block definition of the Table of Contents Block. When prompted, verify you are editing the respective TOC block, urban or rural, then select OK.



Once in the Block Editor, copy a line of the Summary Table of Contents and paste it in its appropriate location within the TOC. Edit the pasted summary name with the summary to be added and update the sheet number accordingly.

SUMMARIES	8-10
CLEARING & GRUBBING	8
GRADING	8
ADDITIONAL GRADING	8
FINISH GRADE CONTROL	8
CULVERTS	9
CULVERT SUMMARY RECAP	9
SURFACING	9
ADDITIONAL SURFACING	9
CATTLE GUARDS	10
GUARDRAIL	10
FENCING	10
MAILBOXES	10
TOPSOIL AND SEEDING	10
PAVEMENT MARKINGS	10
SUMMARY TO ADD (UPDATE SHEET NUMBER ->)	10

Common examples of added Summaries to be updated on the Table of Contents are: Miscellaneous Work, Contract Adjustments, and Change Orders.

Editing Notes, Linear and Level Data

Editing Notes and Linear and Level Data on the summary sheets is an uncommon procedure. In the event a note or a control diagram needs to be updated, make any necessary changes to any Notes on the Summary page by utilizing editing the respective blocks with the block editor tool and matching attributes such as text size, font, and format.

If additional sheets are to be added to the plan sheets to add the relevant inclusions, update the page name with an 'A', and order sequentially through the alphabet after the existing sheet number. For example, if Sheet 12 has additional information on two extra sheets, the sheets should be labeled Sheet 12 (original), Sheet 12A (additional sheet 1), and Sheet 12B (additional sheet 2) to the plan sheet.

Section I. Control Diagram

Control Point Disturbances

Any obliterated control points should be deleted from the plan sheet. Leave the description and add the word "Obliterated" to the end of the description using the font style mentioned before. Do not add any construction control points that were installed by the crew.