

AS-BUILT SIGNING SHEETS PROCEDURE

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Overview

Updating Signing Sheets for As-Built Plan Production.

Process Guide

Application/Tool(s): AutoCAD / Civil 3D
Version(s): 13.8.1704.0 Civil 3D 2026.2.1
Environment: MDT State Kit 2023.1.0
Released/Revised: 7/31/2026



SUPPORT
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Statement of Need

This procedure demonstrates the steps necessary to create, amend, and finalize Signing Sheet documents for As-Built Construction Plans.

References

[Signing Plan Preparation Specification Summary](#)

Revisions

7/31/2026 New Process Document

Signing Sheets

Section I. Updating Signing Summaries

Use the XXXXX000SISUM00X.xlsm file located in the Traffic Signing folder update the signing summaries.

- Change the quantity for each bid item.
- Edit table descriptions to the past tense. For example, “REMOVE” is updated to “REMOVED”.
- Update any changes to the sign summaries including quantities, post types, sheeting type, locations, breakaways, removals, resets, etc.
- Add additional rows for signage that was not shown on the original plans and were added during the project.
- Update the totals and the delineator summaries.
- Save and close the file.

Section II. Updating Signing Plans

Open the XXXXX00XSISUM00X.dwg drawing file.

- Verify that the Excel OLE Links to all the summary tables have been updated. Most files will automatically update once the excel file has been saved. If the link is not automatically updating, delete the OLE reference in the CAD drawing and re-paste the Excel Table into the PAPER space of the project.
- Edit feature labels to the past tense. For example, “REMOVE” is updated to “REMOVED”.
- Update any changes to the plans including quantities, post types, sheeting type, locations, breakaways, removals, resets, etc.
 - If there are changes to breakaways, ensure you use the correct symbol for what was installed.
- Any signs that were removed should be deleted from plans including text, line, symbol, and diagram.
- If additional signage that was not shown on the original plans are added during the project, use GuideSIGN to add the corresponding sign diagram block into the model. Verify whether the sign is a single or doubly supported post sign and the rotation of the sign to be facing the correct direction of travel. Contact the sign design group for help with GuideSIGN.