

Top 10 Formatting Comments at Production

1. Missing electronic signature note on right side of sheet.
2. The consultant contract number, certificate of authorization number, and vendor number missing on the Key Sheet.
3. The **Applicable Design Standards Modifications** note and **Revisions** subtitle are missing on the Key Sheet. *See PPM Exhibit KS-1.*
4. Incorrect fiscal year shown in sheet's title block (bottom right).
5. Do not use the **Governing Standards and Specifications** note on component plan's key sheets, that are listed on the lead key sheet. (*PPM Vol. II Ch. 3 pg. 3-12*)
6. The Index Sheet descriptions, shown on the Key Sheet, does not match the "Sheetndx.htm" file and each sheet's title block.
7. The P.E. License number and Certificate of Authorization are missing in the sheet's title block.
8. On sheet CTL-1, in the Surveyor's Certification Comments, bottom right, replace the words "sheets x through y" with "sheets CTL-1 through CTL-y"
9. For jobs with multiple FPID numbers, not including strung jobs, and one contract plans set, put all of the FPID numbers under the "Contract Plans" heading on the key sheet. (*PPM Vol. II Ch. 3*)
10. Project Description in the "sheetndx.htm" has incorrect information.