

Update on Manuals and Standards Project G5149 : Development of Standard Drawings for Typical Details used by Plant Structures Group

(A) Generated two new Reclamation Standard Drawings (1) 40-D-60002 *Typical Guard Posts* and (2) 40-D-60001 *Electrical Equipment Support Type II*. We started an architectural standard drawing, but had to stop since the group architect retired prior to completing the drawing. The two standard drawings are complete and entered into eDraws for use Reclamation-Wide.

(B) Developed seven plant structures group drawings that allow designers to source standard general notes, references, and notes by structure/feature type for use on new specifications drawings in order to be consistent in our product(s) as follows: (1) Switchyard Foundations, (2) Switchyard Steel Structures, (3) Plant Steel Structures, (4) Plant Concrete Outline, (5) Plant Reinforcement, (6) Plant Miscellaneous Metalwork, and (7) Above and Below Grade. The seven drawings could use some peer review and checking or can be refined as they are used by design team members using project funds.

Since the architect was unable to participate and complete the architectural standard drawing (could use some funds for this next FY if we hire another architect), funds were approved for the following related tasks:

(C)(a) As plant structures employees retire or move on to positions outside the TSC they have been leaving boxes of materials that have been shuffled from cubicle-to-cubicle. Reviewed numerous boxes and was able to free up cubicle floor space by appropriately filing and/or discarding unnecessary non-project papers/data. The task is not complete. Require GM to invest in some time to review remaining boxes of engineering related data and there are several boxes of architect related data that requires an architect to review.

(C)(b) In order to reduce flipper drawer space in anticipation of reorganizing the floor space, reviewed hard copies of Reclamation, FEMA, and Corps of Engineers design manuals located on the groups floor space and eliminated hard copies of a digital file were located from intranet and/or Internet sources. To date we have cleared numerous rows of flipper drawers, but there are some remaining hard bound documents that require to be scanned to create digital files prior to discarding. During the effort, we were able to build a directory of digital files that we can share within the Division and groups so that they can review their floor space and eliminate more duplicate hard copies. This inventory of documents will be made to individuals in the Division to store on their assigned computer hard drive and/or external drive, but not to be reiterated on the intranet Reclamation servers unless a planned Division level effort. The inventory will be made available to the Division that is coordinating an effort to bring all Reclamation documents into a central location in an attempt to make them easier to find, but to more importantly to eliminate duplicate digital copies on Reclamation servers to reduce file space. I am more the most part done with the exceptions of making digital copies of remaining hard copies that could not be located in digital format on servers or web. I also have a small stack that I need to scan after hours so I am not ready to alert groups to the source and start making personal copies. I currently have 92 documents in Reclamation/vendor reproductions that have not been returned from the scanning process.