



### Instructions

The instructions presented in this document shall be followed by all Third Party Contractors regarding the Drawing Log. The Drawing Log is used to track all drawings and revisions to these drawings on a project. The Third Party Contractor is responsible for maintaining the official version of this log.

Third Party Contractors (Design) shall use this log to track all Issued for Bid drawings and revisions. Third Party Contractors (Construction) shall use this log to track the current set (Issued for Bid or Issued for Construction) of drawings and revisions.

Third Party Contractors shall insert their own company logo in place of the Metra logo in the upper left-hand corner of the log.

This log, and any associated documentation, shall be turned over to Metra as a part of project closeout. All documents shall be scanned, copied to a CD or thumb drive and submitted to Metra electronically.

Follow the directions on the subsequent pages for entering data into the Drawing Log. The log shall be kept current at all times. All columns shall have the required entries without any blanks.

#### Notes:

1. To insert the Third Party logo, go to Page Setup in MS-Excel, click on the Custom Header button under the Header/Footer Tab, use the Insert Picture button and Format Picture button to insert and size the new logo in the Left Section of the Header.
2. Rows may be added as necessary to accommodate all drawings on the project.
3. Row heights shall be adjusted so that all text is readable when printed.
4. Rows 1 - 5 of the Drawing Log are setup to repeat at the top of each page when printed.
5. The general layout of the form has been established by Metra and shall not be altered by the Third Party Contractor.



**Instructions**

<b>Notes</b>	<b>Description</b>
Note 1	Enter the project name.
Note 2	Enter the Metra Project number.
Note 3	Enter the contract number.
Note 4	Enter the task number if applicable.
Note 5	Enter the date that the log was updated.
Note 6	Enter the name of the Third Party Contractor.
Note 7	Enter the Metra Project Manager/Construction Manager name.
Note 8	Enter the drawing number.
Note 9	Enter the drawing revision number.
Note 10	Enter the drawing issue date.
Note 11	Enter the drawing title.
Note 12	Enter the document name that triggered the revision to the drawing.
Note 13	Enter any comments, if applicable. Enter N/A if none.

INSTRUCTIONS



Project Name: Note 1  
Project #: Note 2      Contract #: Note 3      Task #: Note 4      Updated: Note 5  
Third Party Contractor: Note 6      Metra's PM/CM: Note 7

Drawing No.	Revision	Issue Date	Drawing Title	Document(s) Triggering Revision	Comments
Note 8	Note 9	Note 10	Note 11	Note 12	Note 13