

**OFFICE REVIEW GUIDE**

Agency \_\_\_\_\_

DATE \_\_\_\_\_

1) Attendance \_\_\_\_\_  
\_\_\_\_\_

2) Inspection:  
i. BR-86 electronic ? \_\_\_\_\_ paper? \_\_\_\_\_ Laptop in field? \_\_\_\_\_  
ii. Comments recorded where? \_\_\_\_\_

- Maintain list of Fracture Critical Bridges? \_\_\_\_\_
- Load Posting/Closing \_\_\_\_\_ (resolution?) \_\_\_\_\_
- Critical Findings documentation \_\_\_\_\_
- QA/QC procedure \_\_\_\_\_

3) Type of signs for load posting? - % reduction, silhouette, gross tonnage

4) Posting is based on Operating Rating, Inventory Rating, other? ODOT policy or own?

5) Review load rating files : Posted      Field Eval & Doc. EJ

-SFN \_\_\_\_\_

- PE name and stamp \_\_\_\_\_

- Posting match Load rating \_\_\_\_\_

- Section loss accounted for \_\_\_\_\_

6) Review Scour POA \_\_\_\_\_

- Frequency of storm method

7) Review Fracture Critical files list

SFN's \_\_\_\_\_  
- FCM's identified \_\_\_\_\_  
- Fatigue Prone details shown \_\_\_\_\_  
- Procedure detailed \_\_\_\_\_

8) Review Gusset Plate calculations

SFN's \_\_\_\_\_  
- PE name and stamp \_\_\_\_\_  
- Unstiffened edge test \_\_\_\_\_

9) Review UW Files SFN's

- Procedure \_\_\_\_\_  
- Location of UW elements \_\_\_\_\_  
- Frequency identified \_\_\_\_\_

10) Are you inspecting RR bridges over or under county roads?

11) Review of Bridge files:

SFN: \_\_\_\_\_

- Inspection reports, including FC & UW ..... \_\_\_\_\_
- Inventory, photos, repairs ..... \_\_\_\_\_
- Load analysis calculations ..... \_\_\_\_\_
- Load Posting Documentation ..... \_\_\_\_\_  
(date, type sign)
- Critical Findings ..... \_\_\_\_\_
- Scour evaluation ..... \_\_\_\_\_
- Scour POA incl. post-event follow-up ..... \_\_\_\_\_
- Significant Correspondence ..... \_\_\_\_\_
- Special inspection eqpt. or procedures ..... \_\_\_\_\_
- Flood history, Hi water marks, scour) ..... \_\_\_\_\_  
channel cross sections / profile