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## AS-BUILT POSTING CHECKLIST

- ☐ Make sure your post items to all places in which they affect. For example, if a door and door hardware is modified, consider posting to the plan view, door schedule, and hardware specification.
- ☐ Bubble all modifications whether the designer did or not.
- ☐ Clearly identify the reference for any posting.
- ☐ Do not mix your bid set folder with your as-built folder.
- ☐ If full sheets are being revised by the designer, make sure the original is still available to view within the as-built set.
- ☐ Confirm that all changes implemented on a designer's sketch are bubbled. If not, send the sketch back to the designer to bubble all modifications.