

On December 30, 2013 a subscription service announcement was sent requesting that a Bridge File Checklist (BFC) be created for a bridge at the time of next Routine Inspection.

14,283 BFC's have been created. Thank you for your efforts in this task. We hope to have a BFC for every bridge by January 1, 2018.

The Bridge File Checklist can be downloaded at the following web address with the file name BBS BFC.

<http://www.dot.il.gov/bridges/bridgforms.html>

Agency Program Managers shall record the number of bridge file checklists completed. As each Bridge File Checklist is generated, a separate PDF document shall be created. The naming convention for the PDF file shall be "StructureNumberBFC.pdf" (0123456BFC.PDF). Local agencies should then forward the PDF document to their IDOT local bridge liaisons. IDOT local bridge liaisons will compile a record of completed checklists and submit the PDF files to the Bridge Management Unit in the Bureau of Bridges and Structures. BFC's files need only be submitted to the Bridge Management Unit once.

District Bridge Maintenance Engineers will place the PDF Checklist in the corresponding structure's Pontis\PDFDocuments folder. The naming convention above should be used.

Program Managers are encouraged to review the requirements of Section 3.9.3.7. The 2013 *Structural Services Manual* can be downloaded at

<http://www.dot.il.gov/bridges/brmanuals.html>

AASHTO's *Manual for Bridge Evaluation* is available at

https://bookstore.transportation.org/item_details.aspx?id=1750