

ATTACHMENT 2.5

Appendix/Attachment Title

Non-SCDOT Owned Bridge: Critical Finding Reminder Memorandum

Appendix/Attachment Revision and Year:

Version 1.0, 2024

Appendix/Attachment Introduction and Discussion

In the event that district inspectors determine the municipality, county, town or city has not performed action on a critical finding, a follow-up letter should be sent.

The BITL (Bridge Inspection Team Lead) is responsible for transmitting bridge inspection reports to the counties and municipalities, and shall prepare all letters & correspondences. However, given the importance of the program, the DBE should sign the letter after it is prepared by the BITL.

Following the release of the Critical Finding, the inspector shall follow-up after 15 days with the municipality/county to confirm whether the actions recommended by the inspector have been completed.

The Critical Findings Form, Attachment 5.5, should be transmitted with this memorandum.

The BMO shall be copied on the release letter to the Bridge Owner

Appendix/Attachment Description

This sample letter may be updated as needed. The letter is included in this BIGD as a PDF, but a word document will also be provided to the various authors.

Use the Command Buttons at the bottom of the letter to send to various entities. The Command Buttons will not show when the document is printed.

- BITL (preparer of the letter): Use the **[Send to DBE]** button to send the letter to DBE for signature.
- DBE (signer of letter): Use the **[Complete Form]** button to save the letter as one page. Then return the final file via email to the BITL for release.