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XX/XX/XXXX

TO: City/Town/County/Municipality Maintenance or Highway Department

Mailing Address

City/Town, SC Zip Code

*Attn: Highway Superintendent*

BRIDGE OWNER -or- REM (Resident Maintenance Engineer) EMAIL ADDRESS: email@email.email

SUBJECT: **Bridge Pre-Inspection Maintenance – Action Required**

*COUNTY BEING INSPECTED:* County/Municipality *IN DISTRICT:* XX

Dear [Mr./Mrs. NAME]:

Please be advised that a SCDOT Bridge Inspection Team or a Consultant Bridge Inspection Team working under contract with SCDOT plans to begin inspecting bridge(s) in the county listed above. Please refer to the attached list which includes **Asset ID Numbers** and a **“Date for Inspection”** for a general guideline as to the order and date (within a 30 day window) in which they will be inspected.

To reduce the number of critical findings or repair recommendations noted by the Bridge Inspection Team, general and routine maintenance items shall be completed prior to inspection. The following items should be completed:

• Clearing vegetation (i.e. around/under structure)

• Removing debris (i.e. around/under structure)

• Advanced bridge deck and/or drain washing

• Identify and schedule bridge/approach rail repairs

• General maintenance (i.e. clean deck, weep holes)

The completion of these items shall be done to protect inspectors and to ensure they are able to perform a compliant inspection. Failure to properly prepare for inspection may lead to potentially unsafe conditions and non-compliance with the FHWA Bridge Program.

*\*\*Please sign, date and return this memo to indicate that these items have been completed.*

Bridge Owner -or- RME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completion Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact the DBIS (District Bridge Inspection Supervisor) if you have questions regarding this correspondence:

DBIS Contact: (District Number) DBIS Name <DBIS Email Address>

SCDOT is pleased to assist you in this matter of bridge safety to protect the citizens of South Carolina.

Sincerely,

First Name Last Name Position (DBIS, etc.)

cc: DBE, SCDOT BMO, Bridge File



A blue and white logo

Description automatically generated**BIGD Attachment 5.2**

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| --- | --- | --- | --- |
| Asset ID Number | Projected Date for Inspection  *(30 day window)* | Route / Crossing Information  *(if needed)* | Notes to County RME or  Bridge Owner  *(if needed)* |
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**BRIDGE OWNER:** ⬜ STATE -OWNED (SCDOT) ⬜ COUNTY / MUNICIPALITY

*\*\*A SEPARATE LIST MUST BE MADE FOR EACH BRIDGE OWNER*