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6.3.1 Tunnel File

The Tunnel file is the collective term for all documents necessary to provide a comprehensive history of each Tunnel Asset. At a minimum, the Tunnel file is to contain the following documents prior to being identified as complete. Each item is annotated with the required repository.

- Tunnel Inspection Reports
- Original Plans (Either Approved Design signed by PE or As-Built Record)
- All Tunnel Rehabilitation Plans (Either Approved Design signed by PE or As-Built Record)
- Significant Correspondence. Significant correspondence includes agreements regarding inspection responsibility, ownership, operations, or other issues that have an impact on timely inspections.
- Memoranda of Agreement (including Maintenance Agreements), where applicable
- Load Rating Reports and Load Rating Calculations/Models
- Functional System Testing Logs
- Maintenance Reports
- Inspection Procedures
- Posted Speed Limits within the Tunnels (summarized in an Excel file)

The required report sections in a Tunnel inspection report include the following:

1. Report Cover and Location Map
2. Executive Summary. The executive summary is to include a general statement of condition of the Tunnel and a statement of areas of concern.
3. National Tunnel Inventory and Miscellaneous Asset Data, including inspection procedures per TOMIE.
4. Field Inspection Information. Field inspection information is to include sketches and photographs showing typical and deteriorated conditions. A brief narrative is required to justify a change in condition rating. All pictures in the inspection report are to be labeled.
5. Critical Findings. Critical finding documentation is to be in accordance with this Tunnel Inspection Manual.
6. Load Rating and Posting Documentation.
7. Photos and Sketches. All pictures and sketches in the inspection report are to be labeled.
8. Inspection procedures utilized for the inspection.



- 9. Maintenance recommendations for the tunnel owner.

The WisDOT Tunnel file is electronically stored on the Department online file storage system in a location designated by the SPM

6.3.2 Tunnel Numbers

The state uses an alpha-numeric numbering system to identify the Wisconsin Department of Transportation (WISDOT) Tunnel identification number. Since Wisconsin has very few tunnels compared to bridges and culverts, the numbering system is based on:

- a. Structure Type: T for Tunnel
- b. County number: 40 for Milwaukee
- c. Structure number: 4-digit number after county
- d. Unit number: Used if multiple units exist on a structure

The following five tunnels are currently in Wisconsin:

- T400292 South Kilbourn Tunnel
 - Unit 1 State Owned (West Section)
 - Unit 2 City Owned (East Section)
- T400293 North Kilbourn Tunnel
 - Unit 1 State Owned (West Section)
 - Unit 2 City Owned (East Section)
- T400744 College Avenue Tunnel Airport (County) Owned
- T400282 Howell Avenue Tunnel Airport (County) Owned
- T400001 9th Street Tunnel City Owned