

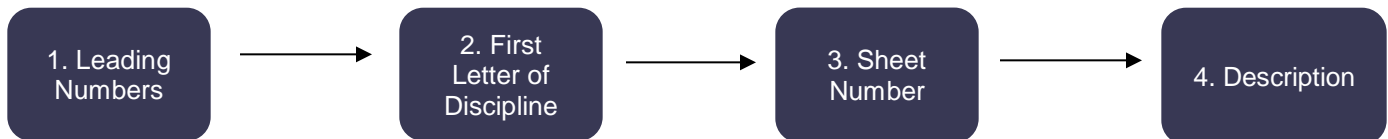
PROJECTDOX PLAN REVIEW

File Naming Standards

ProjectDox files are managed and sorted by filename. It is important to follow the below naming standards throughout the life of the project to ensure all information is easily accessible.

REQUIRED FILE NAMING FORMAT

The required format for acceptable file names is broken into 4 elements. The order of these elements is displayed in the boxes below.



Required File Name	Description
3 Leading Numbers	<p>All files should be named according to the order listed on the plans title sheet, cover sheet or table of contents. If you don't have an index or cover, name plans files in the order you want them displayed within ProjectDox.</p> <p>Example: 001, 002, 003...015...101...</p>
First Letter of Discipline	<p>Filenames should include the first character of the discipline area. All plans, including additional detail pages, should be submitted under the correct discipline area.</p> <p>Example: "A" for Architectural, "S" for Structural.</p> <p>Refer to the table on page 2 for additional drawing types.</p>
Sheet Number	<p>List sheet numbers with decimals or whole numbers.</p>
Description	<p>A short description of the type of document or project</p> <p>Document examples: Coversheet, Illumination Plan, Third Floor Plan Details</p>

DISCIPLINE KEY

Filenames for drawings submitted through ProjectDox must include the first character of the discipline in which it is associated with. While the discipline name coincides with the first letter in most cases and is listed below, there may be files that do not fit a particular discipline or are not listed below, In that case use the letters that best represent the drawing using best judgement practices.

Discipline Name	First Letter
Architectural	A
Civil (includes geotechnical, demolition, and survey/mapping)	C
Contractor & Shop Drawings	Z
Electrical	E
Fire	F
General	G
Hazardous Materials	H
Interior	I
Landscape	L
Mechanical	M
Operations	O

Discipline Type	First Letter
Plumbing	P
Equipment	Q
Radon	R
Structural	S
Telecommunications	T
Unlisted Discipline	Use the best letter(s) that describe the work being completed. Example: Audio & Video work 012 AV1 Audio video plan

EXAMPLE

PLAN INDEX

Sheet No.	Sheet Name
	Coversheet
0.1	Illumination Plan
1.0	Preliminary Site Plan
1.1	Electrical Plan
1.2	Interior Framing Plan
1.3	Landscape Plan
2.0	Floor Plan

Example: If you were uploading the plans into ProjectDox, the file names would be entered as.

First file is the cover sheet which is a general document:

001 G1 Cover Sheet

Second file is illumination

002 L1 Illumination Plan

Third file is the preliminary site plan:

003 C1 Site Plan

REVISION SUBMISSIONS

Corrected files need to be re-submitted with the SAME EXACT FILE NAME as the original. Do NOT "version" files, or add extra characters when uploading revised files. ProjectDox will automatically version the file when the upload is complete.

INSERTING NEW DOCUMENTS IMAGES BETWEEN EXISTING PAGES

To upload a new drawing between two existing files, start your file name with the preceding file prefix and additional decimal point and number after. Example: if you want to insert a file between **001 G1 Cover Sheet** and **002 L1 Illumination Plan**, start the file with **001.1** at the beginning. Example: **001.1 G2 Table of Contents**