

# MVD SHEET FILE NAMING

6 February 2010

## Electronic Drawing File Naming Convention

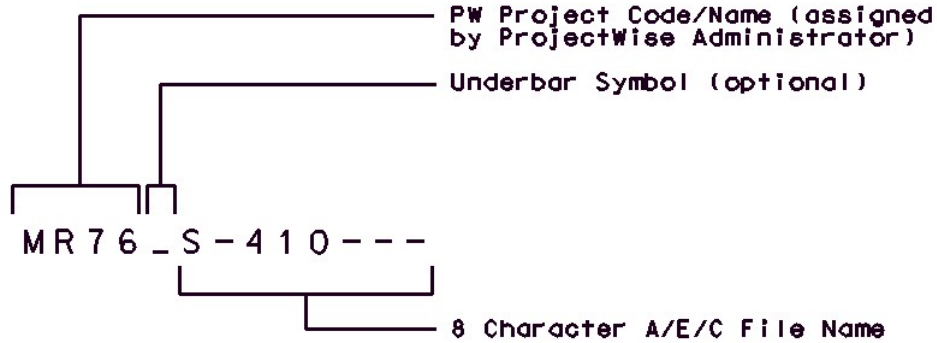
Electronic files shall be named as recommended in Chapter 2 of the A/E/C CADD Standard. This naming convention allows for the use of 28 characters, with the first 20 characters being optional. The first twenty optional characters, defined as the Project Code in the A/E/C CADD Standard, shall be as defined below. The actual number of characters utilized in the Project Code field may vary (20 character maximum). However, use of the last eight characters of the file name, those immediately preceding the file extension, is mandatory.

## Sheet Files

The first 20 characters (Project Code) of a sheet file name shall consist of the ProjectWise (PW) Project Code/Name. Use of the underscore symbol "\_" to separate the fields is optional. With the exception of hydrographic data, reference drawings shall follow the sheet file naming convention.

EXAMPLE: A structural sheet file containing concrete outlet plan and sections for a Mississippi River plans and specifications drawing set would have the file name MR76\_S-410---.dgn.

SHEET FILE PROJECT CODE  
(20 character maximum)



## 8 Character A/E/C File Name

- S- Discipline Designator w/Level 2 Designators (A/E/C Table 2-3)
- 4 Sheet Type Designator (A/E/C Table 2-4)
- 10 Sheet Sequence Number
- User definable (use as placeholders)

<b>Table 2-3 Discipline Designators with Level 2 Designators</b>			
<b>Discipline</b>	<b>Designator</b>	<b>Description</b>	<b>Content</b>
<b>General</b>			
	G-	All General	All or any portion of subjects in the following Level 2 Designators
	GI	General Information	Drawing index, code summary, symbol legend, orientation maps
	GC	General Contract	Phasing, schedules, contractor staging areas, fencing, haul routes, erosion control, temporary and special requirements
	GR	General Resource	Photographs, soil borings
<b>Hazardous Materials</b>			
	H-	All Hazardous Materials	All or any portion of subjects in the following Level 2 Designators
	HA	Asbestos	Asbestos abatement, identification, or containment
	HC	Chemicals	Toxic chemicals handling, removal or storage
	HL	Lead	Lead piping or paint removal
	HP	PCB	PCB containment and removal
	HR	Refrigerants	Ozone depleting refrigerants
<b>Survey/Mapping</b>			
	V-	All Survey/Mapping	All or any portion of subjects in the following Level 2 Designators
	VA	Aerial Survey	Aerial surveyed points and features
	VF	Field Survey	Field surveyed points and features
	VH*	Hydrographic Survey	
	VI	Digital Survey	Digitized points and features
	VU	Combined Utilities	
<b>Geotechnical</b>			
	B-	All Geotechnical	All or any portion of subjects in the following Level 2 Designators
<b>Civil</b>			
	C-	All Civil	All or any portion of subjects in the following Level 2 Designators
	CB*	Civil Beach Renourishment	Beach disposal and renourishment
	CD	Civil Demolition	Structure removal and site clearing
	CE*	Civil Ecosystem Restoration	Environmental restoration
	CF*	Civil Flood Control	Levees, spillways, pump stations
	CG	Civil Grading	Excavation, grading, drainage, erosion control, retention ponds

	CI	Civil Improvements	Pavers, flagstone, exterior tile, furnishings, retaining walls, and water features
	CN*	Civil Navigation	Navigation, harbors, dredging
	CO*	Civil Operation and Maintenance	Repair and upgrade to O&M structures
	CP	Civil Paving	Roads, driveways, parking lots
	CH*	Civil Shore Protection	Erosion protection structures on shoreline
	CR*	Civil Recreation	Recreation facilities
	CS	Civil Site	Plats, topographic, dimension control
	CX*	Civil Security	Security-related work
	CT	Civil Transportation	Waterways, wharves, docks, trams, railways, airfields, and people movers
	CU	Civil Utilities	Water, sanitary sewer, storm sewer, power, communications, natural gas, and steam systems
<b>Landscape</b>			
	L-	All Landscape	All or any portion of subjects in the following Level 2 Designators
	LD	Landscape Demolition	Protection and removal of existing landscape
	LG	Landscape Grading	Proposed contours and spot grades
	LI	Landscape Irrigation	Mainlines, valves, controllers, pumps, etc.
	LL	Landscape Lighting	
	LP	Landscape Planting	Landscape planting
	LR	Landscape Relocation	Vegetation relocation information
	LS	Landscape Site	All site hardscape and callouts
<b>Structural</b>			
	S-	All Structural	All or any portion of subjects in the following Level 2 Designators
	SD	Structural Demolition	Protection and removal
	SS	Structural Site	
	SB	Structural Substructure	Foundations, piers, slabs, and retaining walls
	SF	Structural Framing	Floors and roofs
	SR*	Structural Reinforcement	Concrete reinforcement and anchors
	ST*	Structural Superstructure	Walls, decks, abutments, gates, and weirs
	SC*	Structural Components	Gates, armor, bulkheads, and railings
<b>Architectural</b>			
	A-	All Architectural	All or any portion of subjects in the following Level 2 Designators
	AS	Architectural Site	
	AD	Architectural Demolition	Protection and removal
	AE	Architectural Elements	General architectural
	AI	Architectural Interiors	

	AF	Architectural Finishes	
	AG	Architectural Graphics	
<b>Interiors</b>			
	I-	All Interiors	All or any portion of subjects in the following Level 2 Designators
	ID	Interior Demolition	
	IN	Interior Design	
	IF	Interior Furnishings	
	IG	Interior Graphics	Murals and visuals
<b>Equipment</b>			
	Q-	All Equipment	All or any portion of subjects in the following Level 2 Designators
	QA	Athletic Equipment	Gymnasium, exercise, aquatic, and recreational
	QB	Bank Equipment	Vaults, teller units, ATMs, drive-through
	QC	Dry Cleaning Equipment	Washers, dryers, ironing, and dry cleaning
	QD	Detention Equipment	Prisons and jails
	QE	Educational Equipment	Chalkboards, library
	QF	Food Service Equipment	Kitchen, bar, service, storage, and processing
	QH	Hospital Equipment	Medical, exam, and treatment
	QL	Laboratory Equipment	Science labs, planetariums, observatories
	QM	Maintenance Equipment	Housekeeping, window washing, and vehicle servicing
	QP	Parking Lot Equipment	Gates, ticket, and card access
	QR	Retail Equipment	Display, vending, and cash register
	QS	Site Equipment	Bicycle racks, benches, playgrounds
	QT	Theatrical Equipment	Stage, movie, rigging systems
	QV	Video/Photographic Equipment	Television, darkroom, and studio
	QY	Security Equipment	Access control and monitoring, surveillance
<b>Fire Protection</b>			
	F-	All Fire Protection	All or any portion of subjects in the following Level 2 Designators
	FA	Fire Detection and Alarm	
	FX	Fire Suppression	Fire extinguishing systems and equipment
<b>Plumbing</b>			
	P-	All Plumbing	All or any portion of subjects in the following Level 2 Designators
	PS	Plumbing Site	Extensions and connections to Civil Utilities
	PD	Plumbing Demolition	Protection, termination, and removal
	PP	Plumbing Piping	Piping, valves, and insulation
	PQ	Plumbing Equipment	Pumps and tanks

	PL	Plumbing	Domestic water, sanitary and storm drainage, fixtures
<b>Process</b>			
	D-	All Process	All or any portion of subjects in the following Level 2 Designators
	DS	Process Site	Extension and connection to civil utilities
	DD	Process Demolition	Protection, termination, and removal
	DL	Process Liquids	Liquid process systems
	DG	Process Gases	Gaseous process systems
	DP	Process Piping	Piping, valves, insulation, tanks, pumps, etc.
	DQ	Process Equipment	Systems and equipment for thermal, electrical, materials handling, assembly and manufacturing, nuclear, power generation, chemical, refrigeration, and industrial processes
	DE	Process Electrical	Electrical exclusively associated with a process and not the facility
	DI	Process Instrumentation	Instrumentation, measurement, recorders, devices and controllers (electrical and mechanical)
<b>Mechanical</b>			
	M-	All Mechanical	All or any portion of subjects in the following Level 2 Designators
	MS	Mechanical Site	Utility tunnels and piping between facilities
	MD	Mechanical Demolition	Protection, termination, and removal
	MH	Mechanical HVAC	Ductwork, air devices, and equipment
	MP	Mechanical Piping	Chilled and heating water, steam
	MI	Mechanical Instrumentation	Instrumentation and controls
	MY*	Mechanical Hydraulic Systems	Pump stations, spillways, slide gates
<b>Electrical</b>			
	E-	All Electrical	All or any portion of subjects in the following Level 2 Designators
	EA*	Electrical Airfield Lighting and Nav aids	Visual air navigation systems
	ES	Electrical Site	Exterior electrical systems (power, lighting, auxiliary)
	EC*	Electrical Cathodic Protection	Cathodic protection systems
	EG*	Electrical Grounding	Grounding, lightning protection devices
	ED	Electrical Demolition	Protection, termination, and removal
	EP	Electrical Interior Power	Interior power
	EL	Electrical Interior Lighting	Interior lighting

	EI	Electrical Instrumentation	Controls, relays, instrumentation, and measurement devices
	ET	Electrical Telecommunications	Telephone, network, voice, and data cables
	EY	Electrical Interior Auxiliary Systems	Alarms, nurse call, security, CCTV, PA, music, clock, and program
<b>Telecommunications</b>			
	T-	All Telecommunications	All or any portion of subjects in the following Level 2 Designators
	TD*	Telecommunications Demolition	Protection, termination, and removal
	TA	Audio Visual	Cable, music, and CCTV systems
	TC	Clock and Program	Time generators and bell program systems
	TI	Intercom	Intercom and public address systems
	TM	Monitoring	Monitoring and alarm systems
	TN	Data Networks	Network cabling and equipment
	TS*	SCADA	Supervisory Control and Data Acquisition (SCADA) systems and equipment
	TT	Telephone	Telephone systems, wiring, and equipment
	TY	Security	Access control and alarm systems
<b>Resource</b>			
	R-	All Resource	All or any portion of subjects in the following Level 2 Designators
	RC	Resource Civil	Surveyor's information and existing civil drawings
	RS	Resource Structural	Existing facility structural drawings
	RA	Resource Architectural	Existing facility architectural drawings
	RM	Resource Mechanical	Existing facility mechanical drawings
	RE	Resource Electrical	Existing facility electrical drawings
<b>Other Disciplines</b>	X		
<b>Contractor/Shop Drawings</b>	Z		
<b>Operations</b>	O		

\* = Not in NCS 4.0

1

Notes:

1. Real Estate uses Resource Real Estate (RR)
2. Hydrographs, etc uses Other Disciplines

<sup>1</sup> AEC CADD Standard Release 4.0 July 2009

<b>Table 2-4 Sheet Type Designators</b>	
<b>Sheet Type</b>	<b>Designator</b>
General (symbols legend, notes, etc.)	0
Plans (horizontal views)	1
Elevations (vertical views)	2
Sections (sectional views)	3
Large Scale Views (plans, elevations, or sections that are not details)	4
Details	5
Schedules and Diagrams	6
User Defined	7
User Defined	8
3D Representations (isometrics, perspectives, photographs)	9

2

Examples of drawings types:

General

- Cover Sheet
- Index Sheet

Plans (horizontal views)

- Site plans/overall plans
- Plans
- Plan & Profiles
- boring log location plans

Elevations (vertical views)

- boring logs
- geologic profiles

Sections (sectional views)

- sections
- structural sections

Large Scale (plans, elevations, or sections that are not details)

- structural plans w/elevations and/or sections
- anything containing more than 1 view (plan, profile, or section) except for plan & profile
- civil details that contain topography

Details

- structural details
- civil details without topography

Schedules and Diagrams

- hydrographs, etc
- control tables
- right of way tables

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<sup>2</sup> AEC CADD Standard Release 3.0 September 2006