



# File Naming Standards

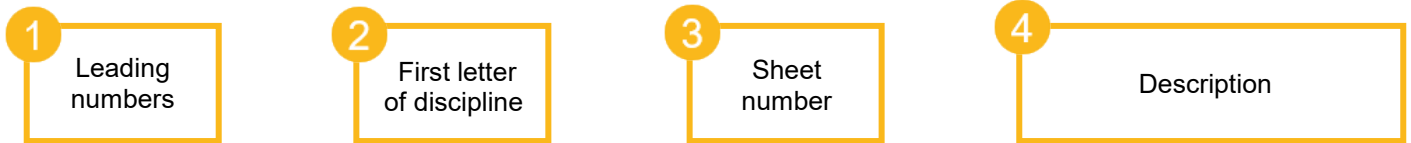
ePlans files are managed and sorted by filename and displayed in numeric – alphabetical order. It is important to follow the below naming standards throughout the life of your project.

## TIPS

- ✓ File names should reflect the file’s content.
- ✓ Limit the file name to 50 characters or fewer.
- ✓ Use abbreviations when necessary.
- ✓ Follow these rules when using special characters.
  - Do use “.” (period), “&” (ampersand), and “ – “ (dashes).
  - Do NOT include any special characters including “\_” (underscores), %, #, “,” (commas), etc. ProjectDox will not upload files with these special characters.

## REQUIRED FILE NAMING FORMAT

Below is the required format for acceptable file names, which include the following 4 data elements:



Required File Name	Description/Example
1 3 leading numbers	All files should be named according to the order listed on your provided title sheet, cover sheet or table of contents. This format ensures files display in a logical order. If you don’t have an index or cover, name plans files in the order you want them displayed.  Example: 001, 002, 003...010...100...
2 First letter of discipline	Filenames should include the first character of the discipline area. All plans, including the associated details, should be submitted under the correct discipline area.  Example: “A” for Architectural, “S” for Structural.  Refer to the table on page 2 for the complete list of drawing types.
3 Sheet number	List sheet numbers with decimals or whole numbers.
4 Description	A short description of the type of document or project  Document examples: Coversheet, Preliminary Site Plans, Second Level Floor Plan Details

## DISCIPLINE KEY

Filenames for drawings submitted through ePlans must include the first character of the discipline name. While the discipline name coincides with the first letter in most cases, there are exceptions such as equipment, contractor drawings and audio visual. Reference the tables below for the most common disciplines. Reference the tables below for the most common disciplines.

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
Other Disciplines	Use letter(s) that best represent the drawing.
	Examples: AUDIO VISUAL      001 AV01.04

## EXAMPLE

### SHEET INDEX

Sheet No.	Sheet Name
	Coversheet
0.1	Erosion & Sediment Control Plan
1.0	Preliminary Site Plan
1.1	Access Plan
1.2	Preliminary Phasing Plan
1.3	Preliminary Circulation Plan
2.0	Preliminary Grading & Drainage Plan

Example: If you were uploading the first three sheets in 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 an erosion and sediment control plan:  
002 L1 Control Plan

Third file is the preliminary site plan:  
003 C1 Site Plan

## RESUBMISSIONS & REVISIONS

Corrected files need to be re-submitted with the SAME EXACT FILE NAME as the original. Do NOT “version”, rename files, or add an extra (blank) space when uploading resubmitted files. ProjectDox will automatically version the file when the upload is complete.

## INSERTING NEW DOCUMENTS IMAGES BETWEEN EXISTING PAGES

To upload a document or drawing between two files, start your file name with the preceding file prefix and include “.#”. Example: if you want to insert a file between **001 A Third Floor Plan** and **002 C Grading Plan**, start the file with **001.1** at the beginning. This ensures your new file will display between the two files.