

File Naming Convention

Required file name format for upload to ProjectDox Review System

Required - Prefix				Applicant File Name																						
Print Order (four digits)	-	Discipline Code	-	Applicant File Name <u>Must Include Sheet Number and Title</u>																						
This sequential numbering of the files (provided by the applicant) will be used to compile all files into a single set later in the process. Assign a unique four digit number for each sheet. Numbers should be assigned in a sequential order that allows all files to be sorted by file name into the same order presented on the sheet index of the cover page. Use one numbering system for all sheets in the entire set (including site plans). Do not repeat any sequential numbers. If a file is added to the set after sequential numbers have been initially assigned, a single sequential letter can be appended to the new file after a four digit number (0005a for example will be compiled after 0005 and before 0006.) Adding a letter is for convenience but should not be a standard practice during the initial numbering.	Separate Print Order from Discipline Code with a dash and a space on both sides of the dash " - "	Assign the most appropriate discipline name to each from the list provided below. If more than one discipline is included on a sheet, use multiple letters separated by a period "." For example: If Mechanical, Electrical and Plumbing are all shown on one sheet the Discipline Code would be "M.E.P"	Separate Discipline Code from File Name with with an dash and a space on both sides of the dash " - "	After the required prefix, include an Applicant File Name that identifies the content of the file. In most cases, this will be the name of the file your company (or your design professional) uses by default. A specific format for the presentation for Applicant File Names is not required as many designers use naming conventions specific to their company. Some companies include codes (contract number or permit number, for example) in the File Name - additional information may be included in the Applicant File Name. The Applicant File Name <u>MUST include the Sheet Number and Sheet Title as identified on the sheet index on the cover sheet.</u> Some examples of acceptable Applicant File Names include: 20933-A-000 - Cover Sheet COM2012-1234 - S.12.A - Structural Details P03 Plubming Layout - Third Floor C-2 - Existing Conditions and Demolition Plan The following characters are NOT ALLOWED in Applicant File Names = , () [] { } @ ^ # % & + * \ : " < > ? / ; ' ! ~																						
<table><tr><th colspan="2">City of Baltimore - Discipline Codes</th></tr><tr><td>General Information and Cover Sheet</td><td>G</td></tr><tr><td>Architectural</td><td>A</td></tr><tr><td>Structural</td><td>S</td></tr><tr><td>Plumbing</td><td>P</td></tr><tr><td>Electrical</td><td>E</td></tr><tr><td>Mechanical</td><td>M</td></tr><tr><td>Telecommunications</td><td>T</td></tr><tr><td>Fire/Saftey</td><td>F</td></tr><tr><td>Civil</td><td>C</td></tr><tr><td>Any Other Disciplines</td><td>X</td></tr></table>					City of Baltimore - Discipline Codes		General Information and Cover Sheet	G	Architectural	A	Structural	S	Plumbing	P	Electrical	E	Mechanical	M	Telecommunications	T	Fire/Saftey	F	Civil	C	Any Other Disciplines	X
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Illustrative Examples

Required Prefix Example	Full Name Examples
INDEX OF DRAWINGS <u>Required Prefix</u> <u>File Name and Number</u> SHEET NO: DRAWING NAME GENERAL 0002 - R - 0003 - R - 0004 - R - 0005 - R - G1.01 REFERENCES, STANDARDS & DRAWING INDEX G1.02 PLAT PLAN ZONING APPROVALS & INFORMATION G1.03 BUILDING CODE INFORMATION G1.04 ATRIUM SMOKE EVACUATION SYSTEM DIAGRAMS 0006 - R - 0007 - R - 0008 - R - 0009 - R - G2.01 ACADEMIC BLDG GRND FLR ACOUSTIC WALL TYPES G2.02 ACADEMIC BLDG FIRST FLR ACOUSTIC WALL TYPES G2.03 ACADEMIC BLDG 2ND FLR ACOUSTIC WALL TYPES G2.04 ACADEMIC BLDG 3RD FLR ACOUSTIC WALL TYPES G2.05 CAFETERIA/PKG FIRST FLR ACOUSTIC WALL TYPES G2.06 VPAC 1 FIRST FLR ACOUSTIC WALL TYPES G2.07 VPAC 1 2ND FLR ACOUSTIC WALL TYPES G2.08 VPAC 2 GROUND FLR ACOUSTIC WALL TYPES G2.09 VPAC 2 FIRST FLR ACOUSTIC WALL TYPES G2.10 VPAC 2 2ND FLR ACOUSTIC WALL TYPES CIVIL 0015 - C - 0016 - C - C-SD-1 EXISTING CONDITIONS PLAN C-SD-2 SITE IMPROVEMENT PLAN C-SD-3 STORMWATER MANAGEMENT CONCEPT PLAN ARCHITECTURAL DEMOLITION AD1.00 DEMOLITION TUNNEL LEVEL REFERENCE PLAN AD1.01 DEMOLITION GROUND FLOOR REFERENCE PLAN AD1.02 DEMOLITION FIRST FLOOR REFERENCE PLAN AD1.03 DEMOLITION SECOND FLOOR REFERENCE PLAN AD1.04 DEMOLITION THIRD FLOOR REFERENCE PLAN AD1.05 DEMOLITION ROOF REFERENCE PLAN 0022 - A - 0023 - A - STRUCTURAL 0035 - S - S1.01 GENERAL NOTES 0036 - S - 0037 - S - S2.01 ATHLETIC CTR - FDN & TUNNEL FRAMING PLAN S2.02 ATHLETIC CTR - GROUND FLOOR FRAMING PLAN S2.03 ATHLETIC CTR - FIRST FLOOR FRAMING PLAN S2.04 ATHLETIC CTR - 2nd FLR & LOW ROOF FRAMING PLN S2.05 ATHLETIC CTR - HIGH ROOF FRAMING PLAN S2.06 FRAMING PLAN S2.07 FIELD LOCKER RM - GROUND FLOOR FRAMING PLAN S2.08 FIELD LOCKER RM - ROOF FRAMING PLAN S2.09 ACADEMIC BLDG - FDN & TUNNEL FRAMING PLAN FOOD SERVICES 0053 - X - 0054 - X - K-1.1 KITCHEN EQUIPMENT PLAN K-1.2 CONCESSIONS EQUIP PLAN & EQUIP SCHEDULE 0055 - X - K-2.1 ELECTRICAL & PLUMBING ROUGH-IN SCHEDULES MECHANICAL 0056 - M - M1.01 MECHANICAL SYMBOLS AND DETAILS	<u>REQUIRED PREFIX</u> <u>APPLICANT FILE NAME</u> (File Name formats may vary) MUST INCLUDE SHEET NUMBER AND NAME PER SHEET INDEX MAY ALSO INCLUDE OTHER INFORMATION PER DESIGNER'S DESIRED FILE NAMING CONVENTION 0000 - G - A01 - COV - TITLE SHEET PRINT ORDER DISCIPLINE CODE File will be placed before all other files when entire set is compiled and returned for signature Discipline Code of "G" indicates that this file is general information or a cover sheet. Sheet Number and Name (Corresponds to Sheet Index) <u>REQUIRED PREFIX</u> <u>APPLICANT FILE NAME</u> (File Name formats may vary) MUST INCLUDE SHEET NUMBER AND NAME PER SHEET INDEX MAY ALSO INCLUDE OTHER INFORMATION PER DESIGNER'S DESIRED FILE NAMING CONVENTION 0034a - S - ST.003.B - STRUCTURAL DETAILS PRINT ORDER DISCIPLINE CODE File will be placed after 0034 and before 0035 when entire set is compiled and returned for signature Indicates that this file has design information relevant to Structural (S) disciplines Sheet Number and Name (Corresponds to Sheet Index) <u>REQUIRED PREFIX</u> <u>APPLICANT FILE NAME</u> (File Name formats may vary) MUST INCLUDE SHEET NUMBER AND NAME PER SHEET INDEX MAY ALSO INCLUDE OTHER INFORMATION PER DESIGNER'S DESIRED FILE NAMING CONVENTION 0014 - A.S 12348 - A.05.1 - FLOOR PLAN PRINT ORDER DISCIPLINE CODE File will be placed after 0013 and before 0015 when entire set is compiled and returned for signature Indicates that this file has design information relevant to Architectural (A) AND Structural (S) A number assigned by architect to help identify project internally - will be ignored by reviewers Sheet Number and Name (Corresponds to Sheet Index)

Note: No special characters such as '+', '=', '@', '&', and '#', should be used.