

File Naming

Plan file names and sort order **must** match the sheet index. ProjectDox sorts alpha then numeric. File names for drawings should include the discipline character, followed by the sheet number. If decimals are needed in the sheet number place it after the third digit. Ex. S.001.00

****All plan sets must be uploaded as individual pdfs and the individual file names must include the sheet name. Simple is better!***

When uploading a revised plan or document, the file name **MUST be uploaded with the same exact final name as the original plan or document.** ProjectDox will recognize

this revised file as a “version” of the original and will allow reviewers to easily located revisions to the plan. *Note: If this standard is not followed the submitted file will appear as a NEW file and not a revision of an existing file.*

This file naming convention will make review time more efficient.

Drawing Type	Discipline	Sheet No.	Example
Alarm	FA	000-999	FA.008.pdf
Architectural	A	000-999	A.100.pdf
Civil	C	000-999	C.007.pdf
Demolition	D	000-999	D.000.pdf
Electrical	E	000-999	E.004.pdf
Equipment	Q	000-999	
Fire Protection	F	000-999	
General	G	000-999	
Geotechnical	B	000-999	
Haz-Mat	H	000-999	
HVAC (Mechanical)	M	000-999	M.003.pdf
Interior	I	000-999	I.009.pdf
Landscape	L	000-999	
Plumbing	P	000-999	P.005.pdf
Sprinklers	FS	000-999	FS.009.pdf
Structural	S	000-999	S.102.pdf
Survey	V	000-999	
Telecommunications	T	000-999	K.006.pdf