



Table of Contents

CHAPTER 3 ~ File Naming Conventions and Layout of Plan Sheets

WORKFLOW 1: Naming Convention, Microstation Design Files3-2

Table 3-1: For All Master Design Files3-2

Table 3-2: Plan Sheet Organization 3-3

Table 3-3: Project Number Organization3-3

Table 3-4: File Type Descriptor3-4

WORKFLOW 2: Naming Convention, EFLHD GEOPAK Job Number Files3-5

Table 3.5: Example: Suggested Naming Convention for NWR

Project-RRP LOP 10(2).....3-6

Table 3-6: Example: Plan Sheet Organization for the project.....3-7



Chapter 3 File Naming Conventions and Plan Sheet Organization

There are many types of files in use at EFLHD. Of utmost importance is the naming convention of the Microstation design files produced throughout a project. The file naming convention is set up to allow anyone to identify the contents of a CAD file without actually opening the file. The following design File Naming Convention is to be implemented on all new projects. This convention is to be used by all EFLHD users and A&E consultant.

Also shown, at the end of this section, is the order of plan sheets for a typical EFLHD project. It is hard to imagine every type of file that may be created in a special case. If a file is not shown, best judgment must be exercised to place the file in an appropriate place within the plan set.



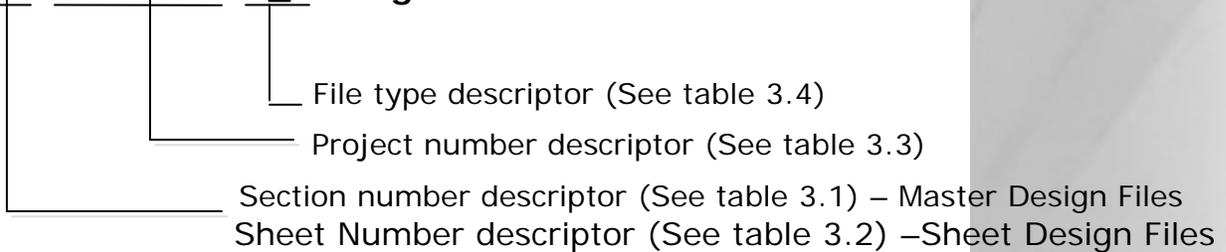
Naming Convention, Microstation Design Files For Highway Design Section

There are two types of design files that are produced in the process of generating construction plan sheets; Sheet design files and Master design files; Sheet design files represent the finished construction documents for a project, and the Master design files will be used as a reference to the sheet design files.

Assigning file names to CADD design files is to be done with consistency to make future searches for the files a simpler task.

All EFLHD Microstation design files should be named with the following formats:

XXX-YYYYYYYY_ZZZ.dgn



For All Master Design Files:

Section Number Descriptor	Description
01	Highway Design Section
02	Survey
03	Hydraulics
04	Safety Engineering/Environmental Engineering
05	Geotechnical Engineering
06	Traffic Engineering/Pavement Engineering
07	Bridge Design Section
08	Construction Engineering
09	A&E (All Consultants)

Table 3.1



Plan Sheet Organization:

Sheet Number Descriptor	Description
A	Title Sheet, Conventional Plan Symbols and Abbreviations, Location plan, Survey and horizontal alignment information plan
B	Typical Sections
C	Tabulation of quantities and Summaries & Schedules
D	Mainline Plan and Profile Sheets
E-K	Minor Roadways Plan and Profile Sheets and others.
M	Erosion Control Plan & Narrative, Landscape Plan (last)
N	Temporary Traffic Control Plans
P	Permanent Signing & Striping Plans
R	Bridge Plans
S	Standard Details Sheets and Special Details
T	Mainline Cross Section Sheets
U-Z	Minor Roadways and others Cross Section Sheets

Table 3.2

Note:- *I, L, O, and Q letter designations are not to be used so as not to cause confusion between these letters and the numbers 0 and 1.*

Project Number Organization:

	Forest Highway	Park, Refuge Road	Other
Project Name	AR PFH 65-3(5)	PRA RICH 300(1)	MT OMAD 18(33)
State/Park/Program	Arkansas	Richmond State Park	Missile Road
Highway Route	65	300	18
Segment of Route	3	N/A	N/A
Project Number	5	1	33
Project Number Descriptor	AR653(5)	RICH300(1)	OMAD18(33)

Table 3.3

File Type Descriptor:



	File Type Descriptor
Title Sheet	tfl
Vicinity Maps/Location Sheet	loc
Symbols and Abbreviations	sym
Survey & Horizontal Alignment Inf.	sur
Typical Sections	typ
Summary of quantities/Tabulation	qnt
Plans and profiles	Pln(for plan), prf(for profile), p&p(for plan & profile)
Storm drainage plan	dpl
Storm drainage profile	dpr
Box Culvert Plan & Profile	bpp
Drainage cross section	xsd
Utility Plans and profiles	upp
Erosion Control Plan/narrative	e&s
Landscaping Plan	lnd
Temp Traffic control plan	tcp
Permanent Signing & Striping plan	ssp
Bridge Plan	brp
Roadway Cross sections sheets	xss
Master Design Files	
Project Border File	bdr
Master file for design and Alignment	des
Master file for Profile	pro
Super elevations, pattern for x-sections	wrk
Area Pattern for new pavement etc.	pat
Master Cross section (mainline)	Dxs
Minor Roadways cross section& others	Exs, Fxs, Gxs, Hxs, etc.
Hydraulic, drainage, sediment & erosion	hyd
Master Survey, ROW & Utility Files	
Ground Mapping (3D)	map
Cadastral mapping (Property, boundary & ROW)	cad
Utility Mapping	utl
Aerial Mapping – break-lines & Points (3D)	dtm
Aerial Mapping Intermediate and Index Contours (3D)	tpo
Aerial Mapping Planimetrics (2D)	plm
Aerial Ground Cross Sections	xsc
Right –Of-Way Plans	row
Federal Lands Transfer Plans	flt

Table 3.4

Note: The 3-digit file descriptor is given for most of the sheets in
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a typical plan set and master design files. As it is hard to foresee every type of file that may be included in a plan set, a special case may arise where there is no file descriptor for a file that has been created. In such a case, follow the rest of the naming convention as closely as possible, while generating a unique file descriptor for the new file.

Standards and special Details:

All standards and details should be downloaded from WFLHD and not renamed.

All EFLHD Details are copied from EFLHD's Standard directory and also not renamed.

Standards, Details, and Special Details will be kept in Std-Det directory on the project directory.

- Note:**
- 1. A special Detail is a modified standard, detail, or project specific detail and should have next alpha.*
 - 2. The Standard Sheet number should have S prefix on it as shown in Table 3.1*
 - 2. The sheet numbers of the specials and details are determined after all the standards, details, and special details are assembled.*

Naming Convention of EFLHD GEOPAK Job number files:

Job###.gpk

This binary file is created when the user starts a coordinate geometry (COGO) session for the first time or created through Project Manager. All coordinate geometry elements are stored in this file. Multiple users can access this file at the same time, and only one file should be created for each project. The "###" is the only variable in this filename. It represents a job number (up to 3 alphanumeric characters) unique to a project and is defined by the user upon creation.

When working on EFLHD projects, the .gpk number will be assigned by the Project Manager. The convention will be a standard numeric system, starting at 600 for year 2006 and 700 for year 2007 and so on. The first .gpk file assigned in year 2006 would be job600.gpk, then job601.gpk, etc. Internally, EFLHD personnel will request a .gpk number from the Project Manager. The Project Manager will then check out a number, from a file on the wheels server, documenting the project information for the

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number is assigned to. This document will be the master list of all .gpk files assigned for all projects. Design Project Manager Can checkout the .gpk number from
M:\Cadd_resource_v8\Master_GPK Numbers\MasterGPK-List.xls.

**Example: Suggested Naming Convention for NWR Project -RRP
LOP 10(2) :**

Sheet Series	Sheet No.	Description	Design File names	Remarks
A	A01 A02 A03 A04	Title Sheet Location Map Sheet Symbol & Abbreviation Sheets Survey Information Sheet	A01- LOP10(2)_ttl A02- LOP10(2)_loc A03- LOP10(2)_sym A04- LOP10(2)_sur	
B	B01 B02	Typical Section Sheet 1 Typical Section Sheet 2	B-LOP10(2)_typ Model name B01 Model name B02	Typical Sections
C	C01 C02 C03 C04	Tabulation Of Quantity Sheet Summaries & Schedules 1 Summaries & Schedules 2 Summaries & Schedules 3 etc.	C-LOP10(2)_qnt Models name C01 Models name C02 Models name C03 Models name C04	Quantity Sheets
D	D01 D02 D03 D04	Plan & Profile Sheet 1 of Road 1 Plan & Profile Sheet 2 of Road 1 Plan & Profile Sheet 3 of Road 1 Plan & Profile Sheet 4 of Road 1	D-LOP10(2)_pnp Models name D01 Models name D02 Models name D03 Models name D04	Plan & Profile sheet for Mainline Roadways
	D05 D06 D07 D08 D09	Plan & Profile Sheet 1 of Driveway Plan & Profile Sheet 2 of Parking lot Plan Sheet of Box Culvert Profile Sheet of Box Culvert Plan & Profile Sheet Utilities	D5- LOP10(2)_p&p D6- LOP10(2)_p&p D7- LOP10(2)_pln D8-LOP10(2)_prf D9- LOP10(2)_p&p	Driveway, Parking lot, culvert and utilities related to Mainline roadways
E-K		Road 2, all minors roads, and other roadways		Follow same as D series Sheets



M	M01 M02 to M03 M04- to M05	Erosion Control Narrative Erosion Control Plan sheet Road 1 Erosion Control Plan sheet Road 2	M01- LOP10(2)_e&s MA- LOP10(2)_e&s MB- LOP10(2)_e&s	Use models M02 & M03 Use models M04 & M05
N	N01 to N03 N04 to N05 N06	Temp. Traffic Control Plan Road 1 Temp. Traffic Control Plan Road 2 Temp. Traffic Control Plan others	NA- LOP10(2)_tcp NB- LOP10(2)_tcp N06- LOP10(2)_tcp	Use models N01 N02, & N03 Use models N04 & N05
P		Permanent Signing & Striping Plan		Follow as N Series sheets
T	T01 to T30	Cross Section Mainline Road 1	T-LOP10(2)_xss	All cross section sheets of Road 1 will be in one design file
U	T01 to T10	Cross Section minors Road 2	U-LOP10(2)_xss	Same as in T Series

Table 3.5

Example - Plan Sheet Organization for the project:

Sheet No.	Description
A01	Title Sheet
A02	Location Map Sheet
A03	Symbol & Abbreviation Sheets
A04	Survey Information Sheet
B01 –B02	Typical Sections
C01	Tabulation Of Quantity
C02 –C04	Summaries & Schedules
D01-D09	Plan & Profile Sheet of Mainline Road, Driveway, Parking Lots, and Utilities.
E01-E06	Plan & Profile Sheets od minor road 2, Driveway, Parking Lot
M01- M05	Erosion Control Plan and Narrative
N01-N06	Temp. Traffic Control Plan
R01-R09	Bridge Plans
S01-S19	Standard Details Sheets
T01 to T30	Cross Section Mainline Road 1

Table 3.6