

Standard Naming Conventions for Documents

The Michigan Department of Transportation (MDOT) utilizes the following standard naming conventions for the purpose of naming and organizing electronic documentation created during the delivery of MDOT construction contracts. Elements are to be used in order and cannot be rearranged. Standard naming conventions for all documents will follow this format:

Elements: | 1st Descriptor | SN | Date | Revision | Contractor/2nd Descriptor | JN

Format: | FFFF or Variable | XXX | YYYY-MM-DD | RX | Variable | XXXXXX

1st Descriptor (FFFF or Variable): Expressed as a form number (FFFF), document description (e.g. Pay Estimate), common document acronym, or form name.

- Common document acronyms suggested when form numbers do not apply:
 - Use “Cert” for materials
 - Use “CP” for certified payrolls
 - Use “SD” for shop drawings

SN (XXX): A three-digit **sequence number** (i.e. 001, 002, etc.) generated (i.e. auto-designated from FieldManager or assigned by the engineer) based on either the order of documentation receipt or incorporation of cross-referenced documentation into FieldManager used for contract modifications, pay estimates, material certifications, material source lists, etc. The sequence number will be assigned by the engineer.

Date (YYYY-MM-DD): Date of occurrence of the work event or activity expressed as YYYY=Year; MM=Month; DD=Day. Use a dash character (-) within the date as a separator.

Revision (RX): A one-digit revision number beginning with an R (i.e. R1) generated based on the sequence of updates. The revised document should be named the same as the original source document except for the revision number placed at the end of the name (e.g. IDR 2017-07-20 GJM R1). A revision number is necessary for documents which have been changed after initial submittal into Field Manager or ProjectWise such as IDRs, work orders, or contract modifications and as a further exception may also be followed by a sequence number associated from FieldManager (i.e. R1 S1).

Contractor/2nd Descriptor (Variable): An element that provides for additional information such as the contractor or producers name, structure number, material type, location, and/or another distinctive qualifier of the file name. Structures should be identified as shown in project plans (i.e. B01, S01-1, S01-2, X04, or R01).

JN (XXXXXX): The job number of the project expressed in either five or six digits without an A, B, or C phase character at the end.

File Naming Characters

Except as otherwise noted (date and structure number), use spaces to separate fields not underscores, dashes, commas, periods, or any other characters.

CONTRACTOR SUBMITTALS

Document

Minimum Element Component Naming Examples

AASHTO / AWS D1.5 Field Welding Plan
Form Number Date Field **Welding** Plan

0395 YYYY-MM-DD Field Welding Plan

AWS D1.1 Field Welding Plan
Form Number Date Field Welding Plan

0394 YYYY-MM-DD Field Welding Plan

Bridge Shop Drawings
SD Sequence Number Date Structure # Descriptor of Item

SD XXX YYYY-MM-DD B05 Steel

Note: Managing MDOT Office will add Sequence #

Certified Payrolls

CP Sequence Number Week Ending Date Contractor Name CP XXX YYYY-MM-DD ABC Contracting

Note: Managing Office will add Sequence #

Concrete Mix Designs

Form Number Mix Date Mix Type Contractor Name 1976 YYYY-MM-DD S2 ABC Contracting

Contractor's Certified Payroll Form 1955

Form Number Week Ending Date 1955 YYYY-MM-DD

Contractor's QC Test Reports

Concrete Report Date Cast Contractor Name Concrete Report YYYY-MM-DD ABC Contracting

Concrete Break Report (from Contractor)

Concrete Break Report Date Cast Concrete Break Report YYYY-MM-DD

Correspondence

Corr Date Subject Corr YYYY-MM-DD Haul Route

Early Cylinder Breaks (from Contractor)

Early Cylinder Breaks Date Cast Early Cylinder Breaks YYYY-MM-DD

HMA Ride Quality

Ride Quality Date Lane Descriptor Ride Quality YYYY-MM-DD NB Grinds

HMA Mix Designs

Form Number Date Mix Type Design Number 1911 YYYY-MM-DD 5E1 14MD242 3.5%

Material Certifications

Cert Sequence Number Date Name of Material Contractor Cert XXX YYYY-MM-DD White Cure ABC Contracting

Note: Managing Office will add Sequence #

Material Source List

Form Number Sequence Number Date Contractors Name 0501 XXX YYYY-MM-DD ABC Contracting

Note: Managing Office will add Sequence Number

Miscellaneous Documentation

Brief Description Contractor Safety Program ABC Contracting

Nonconformance Report

Form Number Sequence Number Date R# Structure Number Fabricator NCR# 0559 XXX YYYY-MM-DD RX B01 AAAA Fabricating NCR1 Fabricator NCR#

Note: Managing Office will add Sequence Number

Permits

Permit Type Contractor Name NPDES ABC Contracting

Pile Driving Table

Form Number Name of Hammer Contractor 1157A D30-32 ABC Contracting

Pile Welding Quality Control Plan

Form Number Date Pile Welding QC Plan 5627 YYYY-MM-DD Pile Welding QC Plan

Pile Welding Splice Record

Form Number Date Pile Welding Splice Record 5628 YYYY-MM-DD Pile Welding Splice Record

Pile Welding Corrective Action Record

Form Number Date Pile Welding Corrective Action Record 5629 YYYY-MM-DD Pile Welding Corrective Action Record

Post Certification of Subcontract Compliance

Form Number 1386

Prime Contractor Bi-Weekly Statement of Subcontractor Payment

Form Number Bi-Weekly End Date Name of Subcontractor 2124A YYYY-MM-DD ABC Contracting

Progress Schedule

Form Number Contractor 1130 ABC Contracting

Request for Information

RFI Sequence Number Date Issue RFI XXX YYYY-MM-DD Pipe Clarification

Request for Information

Form Number Date Structure Number Issue 0558 YYYY-MM-DD B01 Rockers Alignment

Report of Compacted HMA Core Density-Contractor

Form Number Date Core Mix Type Lot Sublot(s) 1907 YYYY-MM-DD 3E1 L3 SL 9-11 QC

Report of Compacted HMA Core Density-Contractor Long

Form Number Date Core Joint Type Course -Core Number QC 1907J YYYY-MM-DD Leveling JU11-15 QC

Shop Drawings

SD Sequence Number Date Structure Number Descriptor of Item (Bridge) Contractors Name SD XXX YYYY-MM-DD B05 ABC Contracting

Note: Managing Office will add Sequence #

Subcontract

Form Number Contractor 1302A ABC Contracting

Time Extensions

Form Number Sequence Number 1100A 001

Note: Managing Office will add Sequence #

Weekly Summary of Cert. Concrete/Comm. Central-Transit Mix

Form Number Sequence Number Week Ending Date Producer Name Plant Number 1155 YYYY-MM-DD ABC Concrete ABC115

Note: Managing Office will add Sequence #

Welder Qualification Field Data Report

Form Number Name (Last First) Position Process Date 1929 Smith John 1F SMAW YYYY-MM-DD

Welder Qualification Test Report

Form Number Name (Last First) Position Process Exp Date 0396 Smith John 1F SMAW YYYY-MM-DD

Welder Certification Test Report

Form Number Name (Last First) Position Process Exp Date 5620 Smith John 1F SMAW YYYY-MM-DD

Welder Certification General Information

Form Number Date Testing Agency 5618 YYYY-MM-DD AAAA Testing

Welder Certification Audit Checklist

Form Number Date Testing Agency

5619 YYYY-MM-DD AAAA Testing

Welder Certifications

Welder Name (Last First) Position of Weld Type of Weld

Welder Smith John 1F SMAW

Note: This will be included with other information. If it needs to be separated, reference naming convention example along with information below:

“Position” – 1F, 2F, 3F, 4F, 1G, 2G, 3G, 4G, etc.

“Type” – SMAW, SAW, FCAW, GMAW, TIG