

CONTRACTOR STANDARD NAMING CONVENTIONS FOR DOCUMENT SUBMITTALS

Revised January 8, 2020

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** (e.g., 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 (e.g., 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 that have been changed after initial submittal into FieldManager 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 (e.g., R1 S1).

Contractor/2nd Descriptor (Variable): An element that provides for additional information such as the contractor or producer’s name, structure number, material type, location, and/or another distinctive qualifier of the file name. Structures should be identified as shown in project plans (e.g., 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 NOTE: Managing MDOT Office will add Sequence #	SD XXX YYYY-MM-DD B05 Steel
Certified Payrolls CP Sequence Number Week Ending Date Contractor Name NOTE: Managing Office will add Sequence #	CP XXX YYYY-MM-DD ABC Contracting
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
Critical Path Method Schedule CPM Data Date Schedule File JN "Schedule" – Interim, Baseline, Update, Revised "File" – XER, PDF, Log, Narrative	CPM YYYY-MM-DD Baseline XER #####
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 NOTE: Managing Office will add Sequence Number	Cert XXX YYYY-MM-DD White Cure ABC Contracting
Material Source List Form Number Sequence Number Date Contractors Name NOTE: Managing Office will add Sequence Number	0501 XXX YYYY-MM-DD ABC Contracting
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#
Permits Permit Type Contractor Name	NPDES ABC Contracting
Pile Driving Table Form Number Name of Hammer Contractor	1157A D30-32 ABC Contracting

Document	Minimum Element Component Naming Examples
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
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 NOTE: Managing Office will add Sequence Number	SD XXX YYYY-MM-DD B05 ABC Contracting
Subcontract Form Number Contractor	1302A ABC Contracting
Time Extensions Form Number Sequence Number NOTE: Managing Office will add Sequence Number	1100A 001
Weekly Summary of Cert. Concrete/Comm. Central-Transit Mix Form Number Sequence Number Week Ending Date Producer Name Plant Number NOTE: Managing Office will add Sequence Number	1155 YYYY-MM-DD ABC Concrete ABC115
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