

Construction Documentation Standard Naming Conventions

- Standard naming conventions for all documents will generally be form, date and descriptor
- Form will either be form number or document acronym
 - Use Cert for Materials
 - Use CP for payrolls
 - Use SD for Shop Drawings
- Dates will be year (4 digit), month (2 digit), day (2 digit) separated by dashes
 - 2013-01-09
- Descriptor can be variable based on the document
 - Use Material Name for Materials
 - Cert 2013-02-04 White Cure
 - Use Contract's name for payrolls
 - Describe the shop drawings
 - Describe the issue for correspondence
- Revisions will be noted by placing a R or REV with the corresponding number after the name. The revised document should be named the same except for the R1 at the end of it.
- Initials of user should be based on the initials in Field Manager

MDOT Submittals

Document

Example

Work Orders

1137 Sequence Number What it is

1137 001 Drainage Changes

Force Accounts

1101A Date Description of Issue

1101A 2013-01-09 Rut Filling

Contract Modifications

CM Sequence Number Tier # Short Description

CM 001 T1 Additional Signage

Pay Estimates

Pay Estimate Sequence Number Contract ID

Pay Estimate 001 47065-101619

Correspondence

Date Sender's Initials Description of Issue

2013-01-15 PJM Lane Closures

IDRS (no attachment)

IDR Date Inspector's Initials as appears in FieldManager

IDR 2012-09-27 NN

April 25, 2014

IDRS (with attachment)

IDR Date Inspector's Initials as appears in FieldManager IDR 2012-09-27 NN A

NPDES

NPDES Date Inspector Initials Sequence Number NPDES 2013-01-27 JMT 001

Concrete Placement (Road or Structure)

1174R Date of Pour Inspector Initials 1174R 2012-04-15 PJM

Density Report

582B Date Inspector Initials 582B 2012-11-04 NN

Permit to Place

1125 Date Material they are approved to Place (sand was approved) 1125 2013-03-10 Aggregate

Pictures

Date Photo Description 2013-07-28 Station 754+00 HMA

Aggregate Report

Form Number Date of Test Description Source 1900 2012-11-29 Class II 70-62

Meeting Minutes

Date Meeting Description 2013-03-17 Progress Meeting

General Computations

205 Date Description 205 2013-08-11 Underdrain Sketch

Certified Payroll Checklist

1952 Contractor Weekending Date 1952 AJAX 2012-06-08

Wage Rate Interviews

WRI Contractor Interview Date Sequence Number WRI Lowe 2013-08-11 001

Mobility Reports

Mobility Date Initials Mobility 2013-04-17 MO

Cylinder Compression Results

Form Date of *Pour* Inspector Initials and number 1999 2013-04-27 GRG 13

April 25, 2014

Contractor Submittals

Document

Progress Schedule
1130 Contractor

Subcontracts
1302 Contractors Name

e-Signature Verification
5600 Company Name Person's Name Date

Material Source List
MSL Date Contractors Name

Bridge Shop Drawings
SD Structure # Description of Item

Road Shop Drawings
SD Description of Item

Material Certifications
Cert Date Name of Material

Certified Payrolls
Form Week Ending Date Contractor Name

Correspondence
Date Sender's Initials and Subject

Request for Information
RFI Sequence Number Issue

Permits
Permit Type Contractor Name

Time Extensions
1100A Sequence Number

Misc Documentation
What it is Contractor

Concrete Mix Designs
Form Date Contractor Name

Example

1130 Milbocker

1302 K&R

5600 Strain Electric Todd Strain 2014-04-02

MSL 2013-12-12 CA Hull

SD B-05 Steel

SD Traffic Signal

Cert 2013-02-15 White Cure

CP 2013-06-28 CA Hull

2013-04-15 TLP Haul Route

RFI 001 Pipe Clarification

NPDES Toebe

1100A 001

Safety Program Fonson

1976 2013-06-28 CA Hull

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HMA Mix Designs

Form Date Contractor Name

1911 2013-06-28 Rieth-Riley

Certified Concrete Plant Mix

Form Week Ending Date Producer Name Plant Number
813

1155 2013-01-08 Superior Materials

Early Cylinder Breaks (from Contractor)

Early Cylinder Breaks Date Cast

Early Cylinder Breaks 2012-12-18

Concrete Field Test Report (from Contractor)

Concrete Field Test Report Date

Concrete Field Test Report 2012-01-10

Welder Certifications

Welder Name (Last First) Position of Weld Type of Weld Welder Smith Joe 1F SMAW

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

“Type” – SMAW, SAW, FCAW, GMAW, TIG