

Naming Conventions

OVERVIEW - SECTION 6.2

To maintain good organization it is important to properly name not only files but also the data located within the files. Each section within Engineering shall follow the same basic naming conventions for CAD related data.

NAMING CAD FILES

Although all files should be properly placed in their corresponding subfolder, [see [Section 6.1 – File Management](#)] additional information about what is contained in a particular CAD file can be quickly accomplished by the way that it is named.

Each CAD file shall be named with the PT Number first (PTNO), followed by the group who did the work (DIST, DSGN, PMGT, SRVY). Depending on which group did the work, a brief description of what's in the file may be applicable (BASE for survey files or Civil for Design Drafting/Capital Project work, etc.). Following are a few examples of properly named CAD files:

- **15000_DIST.dwg** → *typical Distribution drawing*
- **16000_SRVY_BASE.dwg** → *typical Survey drawing for City Pipe projects*
- **17000_DSGN_G1-G3.dwg** → *typical Design Drafting drawing for multiple sheets*
- **18000_PMGT.dwg** → *typical Property Management drawing*

NOTE: It is important to name files properly at the beginning of a project so that any references in files do not get broken later in the project if the CAD file does get renamed. And always use all CAPS.

CIVIL 3D DATA

The data located within the CAD files shall be named appropriately. It is very useful to name the Civil 3D objects within a drawing as descriptive as possible for usage with Data Shortcuts/References or with later uses such as creating As-Builts. Typical features that should follow a standard naming convention are as follows:

- Alignments
- Pipe Networks
- Surfaces

SHEET SETS

Sheet Sets are saved as .dst files and the names should closely resemble the naming conventions for CAD files. Each .dst file should be named with the PT Number first (PTNO), followed by the group who did the work (DIST, DSGN, PMGT, SRVY), followed by SSM (Sheet Set Manager):

- **14000_DIST_SSM.dst** → *typical Distribution drawing Sheet Set*

In Design Drafting the file name should also include the milestone submittal for PDF files, which may resemble the following:

- **15000_DSGN_SSM-30.pdf** → *typical Design Drafting PDF 30% Design Sheet Set*
- **16000_DSGN_SSM-60.pdf** → *typical Design Drafting PDF 60% Design Sheet Set*
- **17000_DSGN_SSM-90.pdf** → *typical Design Drafting PDF 90% Design Sheet Set*
- **18000_DSGN_SSM-FFC.pdf** → *typical Design Drafting PDF Final For Construction Sheet Set*

In some cases it is necessary to add a bit more description to the Sheet Set name, which may resemble the following:

- **19000_DSGN_Conduit_Lining_Repair.dst** → *non-typical Design Drafting Sheet Set*