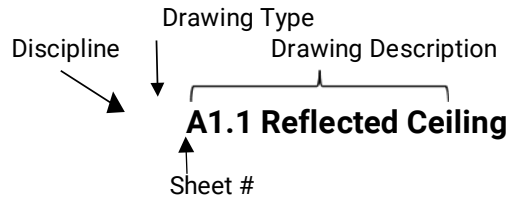




## File Naming Standard for Electronic Plans Review



All drawings are required to have a title box at the same location on the pages throughout the entire set, which will include project title (subject address), file numbering, designer, drawing type & scale.

**Example:**

Project Title: <b>123 Anywhere Street</b>		Scale <b>1:30</b>
Designer	Drawing Title	Drawing No <b>A1.1</b>
<b>TW</b>	<b>Floor Plan – 1<sup>st</sup> Floor</b>	

Discipline	Drawing Type	Synta	Example
<b>Architectural</b>	Cover Sheet/Notes	A0	A0.1 Cover Sheet, A0.2 General Notes
	Floor Plans	A1	A1.1 Floor Plan - Basement to 7 Floors, A1.2 Reflected Ceiling Plan
	Elevations	A2	A2.1 Elevations, A2.2 Elevation - North
	Details	A3	A3.1, A3.2, A3.3 Details
	Sections	A4	A4.1, A4.2, A4.3 Sections
	Additional Drawings	A5	A5.1 Travel Distances, A5.2 Hoarding Plan, A5.3 Fire Safety Plan
<b>Electrical</b>	Cover Sheet/Notes	E0	E0.1 Cover Sheet, E0.2 General Notes
	Floor Plans	E1	E1.1 Floor Plan, E1.2 Reflected Ceiling Plan
	Elevations	E2	E2.1, E2.2, E2.3 Elevation
	Details	E3	E3.1, E3.2, E3.3 Details
	Sections	E4	E4.1, E4.2, E4.3 Sections
	Additional Drawings	E5	E5.1 Hardware Schedule, E5.2 Electromagnetic Locks
<b>Foundations</b>	Cover Sheet/Notes	F0	F0.1 Cover Sheet, F0.2 General Notes
	Floor Plans	F1	F1.1 Footing Layout
	Elevations	F2	F2.1, F2.2, F2.3 Elevation
	Details	F3	F3.1, F3.2, F3.3 Details
	Sections	F4	F4.1, F4.2, F4.3 Sections
	Additional Drawings	F5	F5.1 Shoring Plan, F5.2 Excavation, F5.3 Schedules
<b>Mechanical</b>	Cover Sheet/Notes	M0	M0.1 Cover Sheet, M0.2 General Notes
	Floor Plans	M1	M1.1 Floor Plan, M1.2 Reflected Ceiling Plan
	Elevations	M2	M2.1 Elevations, M2.2 Elevation - North
	Details	M3	M3.1, M3.2, M3.3 Details



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<b>/ HVAC</b>	Sections	M4	M4.1, M4.2, M4.3 Sections
	Fire Protection	M5	M5.1 Sprinkler Plan, M5.1 Standpipe Plan
	Additional Drawings	M6	M6.1, M6.2, M6.3 Additional Drawings
<b>Plumbing</b>	Cover Sheet/Notes	P0	P0.1 Cover Sheet, P0.2 General Notes
	Floor Plans	P1	P1.1, P1.2, P1.3 Floor Plans
	Elevations	P2	P2.1 Elevations, P2.2 Elevation - North
	Details	P3	P3.1, P3.2, P3.3 Details
	Sections	P4	P4.1, P4.2, P4.3 Sections
	Additional Drawings	P5	P5.1, P5.2, P5.3 Additional Drawings
	<b>Site Plan</b>	Cover Sheet/Notes	SP0
Plan Views		SP1	SP1.1 Site Plan, SP1.2 Fire Access Route
Elevations		SP2	SP2.1 Elevations, SP2.2 Elevation - North
Details		SP3	SP3.1 Gateway Detail
Additional Drawings		SP4	SP4.1 Landscaping, SP4.2 Grading, SP4.3 Survey
<b>Site Servicing</b>	Site Servicing Plan	SS0	SS0.1 Site Servicing Plan
<b>Structural</b>	Cover Sheet/Notes	S0	S0.1 Cover Sheet, S0.2 General Notes
	Framing Plans	S1	S1.1 Floor Framing Plan
	Elevations	S2	S2.1 Elevations, S2.2 Elevation
	Details	S3	S3.1, S3.2, S3.3 Details
	Sections	S4	S4.1, S4.2, S4.3 Sections
	Additional Drawings	S5	S5.1 Shear Wall, S5.2 Schedules