

FILE NAME

NNN (Building Code) - NNNN-NNNN (FME Number)

AA - AA UUUU .AAA

LEVEL1=DISCIPLINE DESIGNATOR	MODEL FILE TYPES	SHEET SEQUENCE NUMBER	FILE EXTENSIONS
LEVEL2=DISCIPLINE DESIGNATOR			
G GENERAL	FP Floor Plan		
H HAZARDOUS MATERIAL	SP Site Plan	Alphanumeric	.dgn
V SURVEY/MAPPING	DP Demolition plan	user-defined	.dwg
B GEOTECHNICAL	QP Equipment Plan	modifiers fot	.dwf
W CIVIL WORKS	XP Existing plan	the model types	.dxf
C CIVIL WORKS	EL Elevation		.tif
L LANDSCAPE	SC Section		
S STRUCTURAL	DT Detail		
A ARCHITECTURAL	SH Schedules		
I INTERIOR	3D Isometric/ 3D		
Q EQUIPMENT	DG Diagrams		
F FIRE PROTECTION			
P PLUMBING			
D PROCESS			
M MECHANICAL			
E ELECTRICAL			
T TELECOMMUNICATIONS			
R RESOURCES			
X OTHER DISCIPLINES			
Z CONTRACTOR/SHOP DRAWINGS			
O OPERATIONS			

LAYER NAME FORMAT

	DISCIPLINE DESIGNATOR	MAJOR GROUP	MINOR GROUP	STATUS
G	GENERAL			
H	HAZARDOUS MATERIAL	FOUR	FOUR	N NEW WORK
V	SURVEY/MAPPING	CHARACTER	CHARACTER	E EXISTING TO REMAIN
B	GEOTECHNICAL	ABBREVIATIONS	ABBREVIATIONS	D EXISTING TO DEMOLISH
W	CIVIL WORKS			F FUTURE WORK
C	CIVIL WORKS			T TEMPORARY WORK
L	LANDSCAPE			M ITEMS TO BE MOVES
S	STRUCTURAL			X NOT IN CONTRACT
A	ARCHITECTURAL			1-9 PHASE NUMBERS
I	INTERIOR			
Q	EQUIPMENT			
F	FIRE PROTECTION			
P	PLUMBING			
D	PROCESS			
M	MECHANICAL			
E	ELECTRICAL			
T	TELECOMMUNICATIONS			
R	RESOURCES			
X	OTHER DISCIPLINES			
Z	CONTRACTOR/ SHOP DRAWINGS			
O	OPERATIONS			

PROJECT FILE INDEX

NNN (Building Code) - NNNN-NNNN (FME Number)

PROJECT NUMBERS TO READ AS EXAMPLE:

529-125-2007-01.45A

.00 FILE INDEX/ TEAM BUILDING/ DIRECTORY

- .00A File Index and Team Directory
- .00B Consultants Considered
- .00C Construction Managers Considered

.05 PROMOTIONAL/ PUBLIC RELATIONS

.01 CONTRACT/ NEGOTIATIONS

- .10A Architect/ Owner
- .10B Program Manager
- .10C Civil Engineer
- .10D Structural Engineer
- .10E MEP Engineer
- .10F Interior Designer
- .10I Miscellaneous Consultants
- .10J Associate Architect

.15 BILLING / PROJECT FINANCIAL

- .15A WCH Accounting Forms and Reports
- .15B Architectural Fee Calculations
- .15C Reimbursable Calculations

.20 OWNER FURNISHED INFORMATION

- .20A Site Survey
- .20B Soils Report
- .20C Existing Building Information/ Photos
- .20D Owner Furnished Information Log

.25 CODES/ REGULATORY REVIEW

- .25A Index of Applicable Codes & Regulatory Agencies
- .25B Local
- .25C State
- .25D Federal

.30 PLANNING CRITERIA AND REPORTS

- .30A Programming/ Master Planning
- .30B Schematic Design
- .30C Design Development
- .30D Construction Documents
- .30E Room Data Sheets

.35 ESTIMATES/ BUDGETS

- .35A Programming/ Master Planning
- .35B Schematic Design
- .35C Design Development/ GMP
- .35D Construction Documents

.40 PROJECT/ TEAM SCHEDULES

.45 CORRESPONDENCE

- .45A Client
- .45B Program Manager
- .45C Civil Engineer
- .45D Structural Engineer
- .45E MEP Engineer
- .45F Interior (Outside WCH)
- .45G Contractor/ CM
- .45H FPC In-House
- .45I Miscellaneous Consultants
- .45J Associate

.50 MEETING NOTES

- .50A Client Meetings
- .50B User Group
- .50C A/E/I Team
- .50D Construction Meeting Notes

.55 TECHNICAL INFORMATION

- .55A Interested Product Vendors
- .55B Project Manual/ Specifications
- .55C Drawings and Details

.60 BIDDING

- .60A Interested Bidders
- .60B Approved Bidders List
- .60C Questions from Bidders
- .60D Addenda
- .60E Bids/ Tabulation

.65 CONSTRUCTION ADMINISTRATION

- .65A Owner/ Contractor/ CM Contract
- .65B Contractor Bonds, Insurance Certificates, Notice of Proceed, Permits, Subcontractor Listings, Etc.
- .65C Field Observation Reports and Photos
- .65D Contract Administration Logs
 - .1 Submittals
 - .2 Proposal Request/ Change Orders
 - .3 Supplemental Drawings
 - .4 Requests for Information
- .65E Contract Administration Forms
 - .1 Proposal Request
 - .2 Change Orders
 - .3 Request for Information
 - .4 Architect's Supplemental Instructions
- .65F Construction Schedule
- .65G Certificates for Payments
 - .1 Schedule of Values
 - .2 Contractor's Application
 - .3 Contractor Monthly Report/ Photos
- .65H Test Reports
 - .1 Soils Testing
 - .2 Concrete Testing
 - .3 Structural Steel Testing
 - .4 Miscellaneous Testing
- .65J Project Close-Out Documents
 - .1 Certificate of Substantial Completion/ Punch List
 - .2 Warranties
 - .3 Contractor's Certifications, Affidavits, Lien Releases, Etc.

.70 INTERIOR DESIGN

- .70A Site/ Existing Facility Data
 - .1 Existing Furnishings/ Inventory
 - .2 Existing Facility Photos
- .70B Estimates/ Budget (All Phase)
 - .1 Interiors/ Furnishings/ Accessories/ Drapery/ Art
- .70C Correspondence
 - .1 Client
 - .2 Program Manager(?)
 - .3 MEP Engineer
 - .4 Contractor/ CM
 - .5 Art
 - .6 Signage
 - .7 Furniture (Dealer/ Manufacturer)
 - .8 Associate
 - .9 FPC In-house
 - .10 Miscellaneous Consultant
- .70D Meeting Notes
 - .1 Client
 - .2 Consultants (Architects, Engineers, Art, Signage, Etc)
- .70E Product Research
 - .1 Finish Materials
 - .2 Furniture
 - .3 Lighting
 - .4 Fire/ADA- Finishes
 - .5 Fire/ADA- Furniture
- .70F Specifications/ Bidding
 - .1 Interested Vendors
 - .2 Furniture/ Accessories
 - .3 Window Treatment/ Cubicle Curtains
 - .4 Art/ Specifications
 - .5 Addenda
 - .6 Bid Tabulations
- .70G Drawing Details
 - .1 Finish Schedule
 - .2 Project Details/ Drawings
- .70H Purchasing
 - .1 Quality Take Off's, PO's/ Acknowledgments, Delivery Schedule, Vendor Info, Status Reports.
- .70J Construction Administration
 - .1 Field Observations/ Punch Lists
 - .2 New Construction Photos
 - .3 Furniture/ Punch List