








STANDARD NAMING CONVENTION FOR DOCUMENTS

MATTHEW
BELLGOWAN,
CONSTRUCTION
OPERATIONS
ENGINEER






CONSTRUCTION FIELD SERVICES



STANDARD DOCUMENTATION FOLDER STRUCTURE

-  Bases - 203
-  Concrete - 206
-  Delivery Tickets (Miscellaneous) - 209
-  Drainage - 204
-  Earthwork - 202

Alphanumeric Default View

-  200 - Inspectors Daily Reports
-  200 -1 - Photographs and Videos
-  201 - Shop Drawings and Submittals
-  201 -1 - Request for Information (RFI)
-  201 -2 - Survey

File Number View

Contact MDOT-ProjectwiseConst@Michigan.gov
to request the File Number View.

E-CONSTRUCTION TABLE

e-Construction/Paper File System

Download a copy of the table below [Alphanumeric View](#).

Download a copy of the table below [Numeric View](#).

File #	Description	MDOT Form #	Minimum Element Component Naming Examples	Retention: 4 years unless otherwise noted
100	ADMINISTRATION			
100	Award Letter		Award YYYY-MM-DD	
101	Contract Form			
	Progress Schedule		1130 YYYY-MM-DD	
	Weekly Statement of Work Days		1116 001	
	Critical Path Method(CPM)		CPM YYYY-MM-DD	
	Workzone Enforcement Contract			
104	Contract Modifications			
	Value Engineering Change Propo		1962 YYYY-MM-DD Struct ABC Contracting	
	Contract Modification		CM 001	
	FHWA 1365 Pre-Approvals			
	FHWA 1365 Pre-Approvals	1365	1365 YYYY-MM-DD Structural Steel	
	Extension of Time			
	Extension of Time	1100A	1100A 001	
	Supporting Documents			

BACKGROUND

Divisive

Flexible

Structured

Effective

Implemented: December 1, 2017

- Audits

- Influenced by FieldManager

- ProjectWise Search Tools

- Allowable to use October 6, 2017 forward

FILE NAME ELEMENTS

Each file
name
contains:

- ⑩ Sequential elements
- ⑩ Order of elements **IS** to be maintained
 - **Not To Be Rearranged**
- ⑩ Use Spaces
 - **(No Underscores, Dashes, Commas, Periods)**
- ⑩ Required 1st Descriptor
- ⑩ Other elements are situational
 - Follow the minimum element component naming examples

ELEMENTS & FORMAT

1st Descriptor

• **FFFF or Variable**

SN

• **XXX**

Date

• **YYYY-MM-DD**

Initials

• **XXXX**

Revision

• **RX**

**Contractor /
2nd Descriptor**

• **Variable**

JN

• **XXXXXXX**

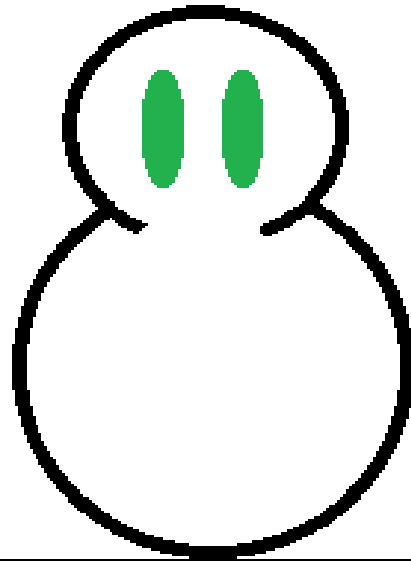
MINIMUM ELEMENT COMPONENT NAMING EXAMPLES

1 st Descriptor	Seq. Number	Date	Initials	Revision	2 nd Descriptor	Job Number
1120						
CERT	001					
1130		YYYY-MM-DD				
IDR		YYYY-MM-DD	GJM			
IDR		YYYY-MM-DD	GJM	RI		
SD	001	YYYY-MM-DD	GJM		ABC Contracting	

“Many hands make light work.”

~ John Heywood

QUESTIONS?





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