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Chapter 3 File Naming Conventions and Plan Sheet Organization

There are many types of files in use at CFLHD. Of utmost importance is the naming convention of the MicroStation design files produced throughout a project. The overall file naming convention is shown below, as well as types of files with extensions, used at CFLHD. The convention is shown along with the 3-digit file descriptor for most of the sheets in a typical plan set. As it is hard to foresee every type of file that may be included in a plan set, a special case may arise where there is no file descriptor for a file that has been created. In such a case, follow the rest of the naming convention as closely as possible, while generating a unique file descriptor for the new file.

Also shown, at the end of this chapter, is the order of plan sheets for a typical CFLHD project. Again, it is hard to imagine every type of file that may be created in a special case. If a file is not shown, best judgment must be exercised to place the file in an appropriate place within the plan set.

Standard File Extensions

Extension	Description
. DGN	MicroStation graphics design file
. DWG	AutoCAD graphics drawing file
. DGNLIB	MicroStation V8 library containing level definitions, text styles, and dimension styles
. DDB	GEOPAK D&C Manager database file
. RSC	MicroStation resource file
.X08, .X10	GEOPAK Criteria files
.CON	MicroStation design file containing contours
.MAP	MicroStation design file containing mapping planimetrics
.DTM	MicroStation design file containing 3D graphics used to create GEOPAK .TIN file
.TIN	GEOPAK digital terrain model
.RWP	MicroStation design file containing right of way plans

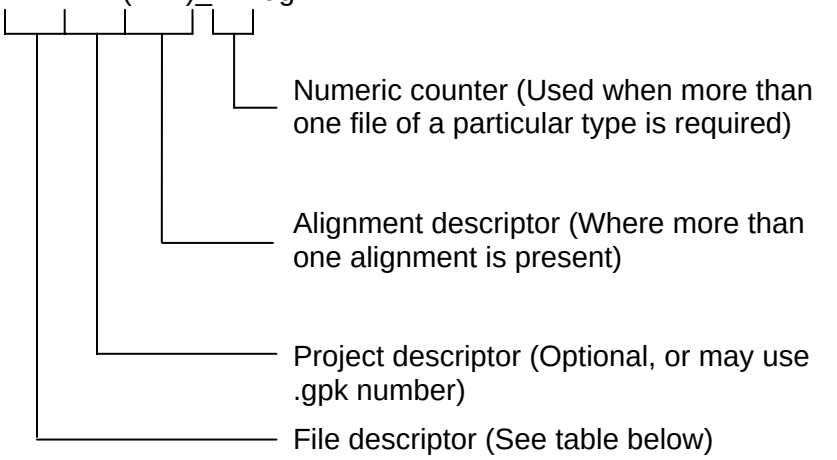
Table 3-1: Standard File Extensions

Naming Convention, MicroStation Design Files

All CFLHD MicroStation design files should be named with the following formats.

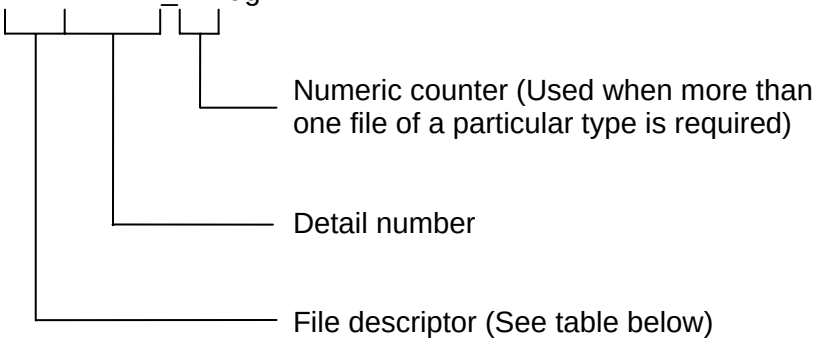
CFLHD roadway design files:

XXXYYY(ZZZ)_NN.dgn



CFLHD specials, *standards/details:

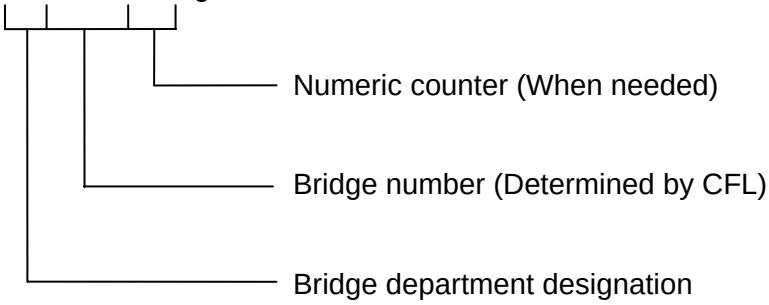
XXXVVVVV_NN.dgn



*Standards and details should be downloaded and not renamed. A special is a modified standard/detail or project specific detail.

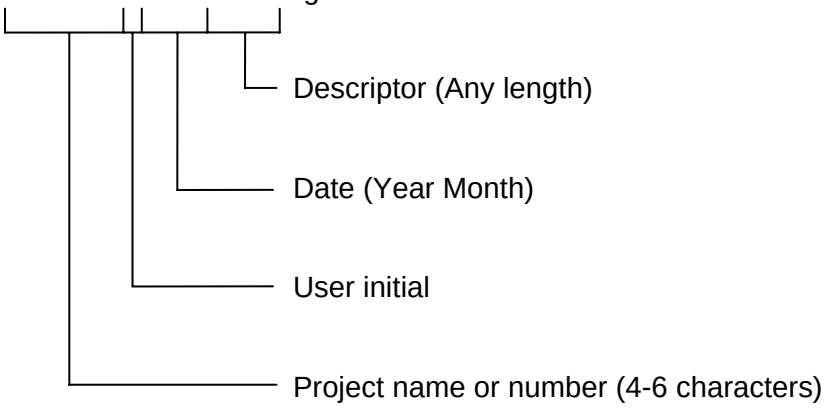
CFLHD bridge design files:

RGXXXXNN.dgn



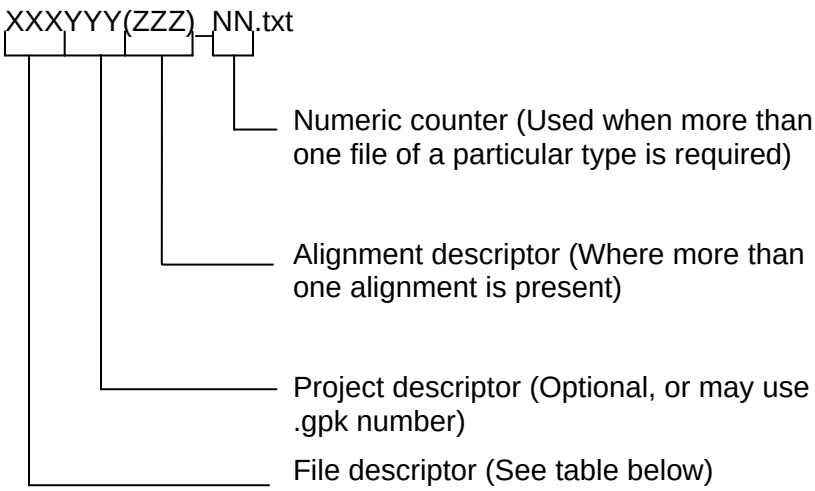
CFLHD survey design files:

XXXXXXY0403ZZZZ.dgn



CFLHD staking report files:

XXXYYY(ZZZ)_NN.txt



CFLHD GEOPAK **.gpk** files

When working on CFLHD projects, the **.gpk** file will be assigned by the Design Team Leader. The convention will be a standard numerical system, starting at 100. The first **.gpk** file assigned would be **job100.gpk**, then **job101.gpk**, etc. Internally, CFLHD personnel will request a **.gpk** number from the Design Team Leader. The Design Team Leader will then check out a number, from a file on the wheels server, documenting the user, number, and project the number is assigned to. This document will be the master list of all **.gpk** files assigned for all projects.

Roadway Design File Descriptors	
Descriptor	File type
TYP	Typical section file
ALI	Alignment file(s) (prefer chain names are included)
PRO	Profile file(s) (prefer chain names are included)
SHP	Shape file(s) (if not included in alignment file)
PAT	Pattern file(s) (if not included in alignment file)
PLN	Planimetrics file(s) w/all files referenced in (used in cutting sheets from one file if multiple plan sheets in one file.)
PKG	Parking lot file(s)
SYM	Symbols sheet(s)
TTL	Title sheet file(s)
ST	FLH Standard drawings. Cover both Metric & U.S. Customary units (will include the FP Section number) (NOT RO BE RENAMED)
MDT	Metric detail (will include the bid item number)
EDT	English detail (will include the bid item number)
MSP	Metric Special
ESP	English Special
ECP	Erosion control plan sheets
PLA	Site plans, intersection details
PNP	Plan and profile sheets
OBL	Obliteration Plan(s)
CTL	Survey Control Sheets
XSE	Cross-section(s)
XSS	Cross-section sheet(s)
DPL	Drainage plan layout
UPL	Utility plan layout
SMP	Signing and Pavement marking plan
TCP	Traffic control plan
CPP	Construction phasing plan
WAL	Retaining wall layout sheets

Table 3-2: File Descriptors

Roadway Staking File Descriptors	
Descriptor	File type
SLP	Slope staking report
SGT	Subgrade template report
STK	Staking detail report
CLR	Clearing report
SED	Seeding report
HOR	Horizontal alignment description (output file)
VER	Vertical alignment description (output file)
YEL	Yellow top reports
RED	Red top reports
BLU	Blue top reports

Table 3-3: Roadway Staking File Descriptors

Plan Sheet Organization

Plan Organization	
A Sheets	Title Sheet, Typical Sections
B Sheets	Summaries and Tabs
C Sheets	Mainline Plan and Profile Sheets
D Sheets	Minor Road, Parking, Pullout Plan and Profile Sheets
E Sheets	Division 150 Layouts, Standards/Details and Specials **
F Sheets	Division 200 Layouts, Standards/Details and Specials **
G Sheets	Division 250 Layouts, Standards/Details and Specials **
H Sheets	Division 300 Layouts, Standards/Details and Specials **
K Sheets	Division 400 Layouts, Standards/Details and Specials **
S Sheets	Divisions 500 and 550 — Structural Sheets
T Sheets	Division 600 Layouts, Standards/Details and Specials **
X Sheets	Mainline Cross Sections
Y Sheets	Parking Area, Minor Road Cross Sections
Z Sheets	Culvert Cross Sections

Table 3-4: Plan Organization

Note: I, J, and O letter designations are not to be used so as not to cause confusion between these letters and the numbers 0 and 1.

**** For the order of sheets, layout sheets should be placed 1st, standards/details 2nd, and specials last.

Example Index to Sheets	
A1	Title Sheet
A2	Conventional Plan and Symbols and Abbreviations
A3	Survey Control Information Sheet
A4-A5	Typical Sections
B1-B5	Summary of Quantities
B6	Grading Summary and Mass Haul Diagram
B7	Drainage Summary
B8-B10	Miscellaneous Summaries
C1-C20	Mainline Plan and Profile Sheets
D1	Sacramento Lake Parking Area Plan and Profile
D2	Sunspot Road Intersection Plan
D3-D4	Thousand Mile Canyon Parking/Pullout Plan and Profile
E1-E11	157 Layouts — Erosion Control Plan Sheets
E12-E13	157 Erosion Control Standards — M157-1 and M157-3
F1	CM204 Detail — Minor Road Connections
G1	M251-50 Detail — Placed Riprap
G2-G3	251 Special — Stream Bank Protection
G4-G9	255 Layouts — MSE Wall Layout Sheets
G10	CM255-01 Detail — MSE Wall Modular Block Face
G11	CM255-02 Detail — MSE Wall Welded Wire Face
K1	401 Special — Asphalt Curb and Paved Ditch
S1-S9	Bridge Plans for Clear Creek
S10-S15	Bridge Plans for Rio De Las Vacas
T1-T2	601 Concrete Headwall Standards — M601-1, M601-2
T3-T7	602 Pipe Culvert Standards — M602-1, M602-2, M602-3,
	M602-4 & M602-6
T8-T10	617 Guardrail Standards M617-10, 617-17, 617-23
T11-T12	619 Cattle Guard Standards M619-1, M619-2 and M619-3
T13-T22	633 Mainline Signing and Striping layout
T23	633 Special — Sacramento Lake Parking Striping Plan
T24	633 Special — Thousand Mile Canyon Parking Striping
T25	635 Traffic Control Standard — M635-01
T26-T28	635 Details — Traffic Control
T29	635 Special — Detour at Sta. 28+020 TO Sta. 28+084
X1-X60	Mainline Cross Sections
Y1-Y5	Sacramento Lake Parking Area Cross Sections
Y6-Y10	Thousand Mile Canyon Parking Cross Sections
Z1-Z20	Culvert Cross Sections

Table 3-5: Index to Sheets