

STANDARD OPERATING PROCEDURE # AES 1.002

Subject: Server Filing System and File Naming

Purpose and Scope: To formalize a departmental policy regarding the filing and use of the CAD server and contents of the files regarding drawings, space files, administrative information, and project files.

Policy: The intent of the server is a shared source of information. This policy will assist all users in the dept to name and locate files by consistently using the procedures outlined below.

Procedures:

1. All files contained on the server should have a header consisting of the document origination date and title and revision. The footer will contain the page number, the file name and location and the originator of the document.
2. All project documents will be kept on the server, under the folder for projects. See below for description of directories:
 - Access** – all access database information. The recurring project lists are stored here as well as the project number database.
 - Project Manager's Manual** – contains all information related to project management procedures
 - Projects** – contains scope statements, change orders and all electronic documentation for projects. File under the correct funding year and the correct building number.
 - SOPs** – The electronic copy of all AES SOPs.
 - Space Management** – The Space Manager keeps space related files in this location with the exception of the space book files, which is listed under the proper drawing directory.
 - Word** – Contains all word documents not related to any of the above folders. This file contains administrative documents as well.
 - Spreadsheets** – Contains all spreadsheets not related to any of the above folders.
3. All project scope statements will be named with the building number first and the project name following. The location will be under the year of the project. *In some cases, the original scope statement may be listed under one year and funded the following year. The file should then be moved to the year of completion.
4. All files that are revised should note, by the revision in the header, the revision number. If an older version is saved, the extension (.doc, .xls) should be changed to (.old) to avoid anyone using an older document.
5. Directories should be kept to a minimum with documents providing enough information to know what the file contains.

Special Procedures:

1. The CAD Manager will provide assistance for naming and locating files if necessary.
2. See file naming examples for CAD drawings.

CAD File Naming System: Examples:

PN090-1SB.dwg

PN = **Pensacola Campus**
090 = **Building 90**
1 = **First Floor**
SB = **Space Book**

PN032-4A1.dwg

PN = **Pensacola Campus**
032 = **Building 32**
4 = **Fourth Floor**
A1 = **Arch., Sheet 1**

Site Codes	
Code	Location
BW	Blackwater Property
DC	Downtown Campus (Pensacola Historic District)
FW	Fort Walton Beach (OWCC Campus)
PN	Pensacola Campus
SR	Santa Rosa Island Property

Discipline Codes	
Code	Discipline
A	Architectural
C	Civil/Site
E	Electrical
L	Landscape
M	Mechanical
F	Fire Protection
P	Plumbing
T	Telecommunication
S	Structural
R	Roof

Drawing Codes	
Code	Drawing
SB	Space Book
FP	Floor Plan

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