



File Naming Instructions

The file naming convention outlined below will take effect immediately and is designed to ensure uniformity in project files. This will allow for files to be easily categorized and searchable in the database.

Each file name should look like the format below and have the following attributes and in the following order:

XXXXXXXX_ProjectName_XX%_Document.docx

1. Project CIP number (8 digits)
2. Abbreviated project name (One or two words only; do not need the “from” and “to” part of the description. Project is officially delineated by its CIP number.)
3. Submittal stage (30%, 60%, 90%,100% or Final), or in the case of a report (Draft, Draft_Final, or Final)
4. Document type submitted (i.e., roadway plans, environmental report, structural calculations, etc.). Use following list of abbreviations for the document types.

Note, do not use a space in the file name. When a space is desired between project attributes, use an underscore. This ensures shorter file names as a space is considered 3 characters and an underscore is only 1.

Example File Names:

12345678_MainSt_30%_Rdwy.pdf

01234567_FrontSt_Draft_PER.docx

12345670_US39-LithiaPinecrest_100%_DrainPlans.pdf

01234567_FrontSt_Draft-Final_DrainRpt.docx

12345678_MainSt_90%_StrPlans.pdf

12345670_US39-LithiaPinecrest_60%_Ltg.pdf

01234567_FrontSt_Final_SigWarrStdy.pdf

12345678_MainSt_90%_DE.pdf

(If the type of document you are naming is not in the example list above, use the steps 1 through 4 to put the file name in the correct format.)



Standard File Naming Convention CIP Projects

Abbreviations List for CIP Project File Names

Accepted	Acpt	Preliminary	Prelim
Box Culvert	BxCulv	Preliminary Engineering Report	PER
Bridge Plans	BridgePlan	Public Outreach	PubOut
Bridge Hydraulics Report	BHR	Public Works	PW
City of Tampa	COT	QA/QC Project Plans or Reports	add "QAQC" to end of file name
Comment Response Form	CRF	Railroad	RR
Construction	Cnstr	Responses	Rsp
Design	Dsgn	Resubmittal	ReSub
Design Criteria	DesCrt	Retaining Wall	RW
Design Exceptions	DE	Right of Way Map	ROWMap
Drainage Plans	DrainPlan	ROW Control Map	ROWCntrl
Drainage Calculations	DrainCalc	Roadway	Rdwy
Drainage Report	DrainRpt	Roadway Plans	RdwyPlan
Environmental	Env	ROW Survey Files	ROWSrvy
Environmental Report	EnvRpt	Signal Warrant Study	SigWarrStdy
Executed Scope	Scope	Signalization Plans	SignalPlan
Geometric Calculations	AlgnCalc	Signing & Marking Plans	SAPMPlan
Geotechnical	Geotech	Signed and Sealed	SS
Geotechnical Report	GeoRpt	Stormwater	SW
ITS Plans	ITSPlan	Structural Calculations	StrCalc
Landscaping Plans	LndscpPlan	Structure Plans	StrPlan
Legal Descriptions	LegDesc	Structures	Str
Lighting Design Analysis Report	LDAR	Temple Terrace	TempTerr
Lighting Plans	LtgPlan	Title Search	TitleSrch
Maintenance	Maint	Topographic Files	Topo
Mast Arm Calculations	MastCalc	Utilities	Util
Meeting Minutes	MtgMin	Traffic Analysis Report	TARpt
Notes to Reviewer	NTR	Transportation	Trans
Objections	Obj	Typical Section Package	TypSec
Option of Probable Cost	CostEst	Utilities	Util
Parcel Sketch	Parcel	Utility Notification Letters	UtilLtr
Pavement Design Report	PavtRpt	Utility Schedule	UtilSched
Permits	Permits	Water Quality Model	WQMod
Plant City	PC		