



# Table of Contents

**CHAPTER 3 FILE NAMING CONVENTIONS AND PLAN SHEET ORGANIZATION 1**

Standard File Extensions .....1

Naming Convention, MicroStation Design Files.....2

Plan Sheet Organization .....6



## 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  |
| .X30      | 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                                  |

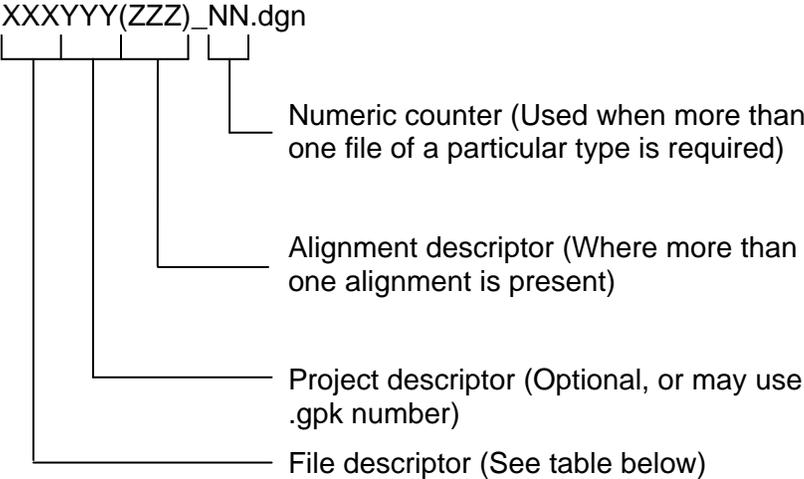
Table 3-1: Standard File Extensions



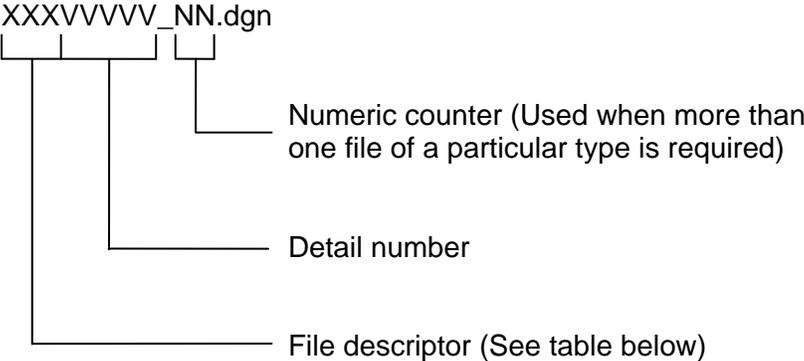
## Naming Convention, MicroStation Design Files

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

CFLHD roadway design files:

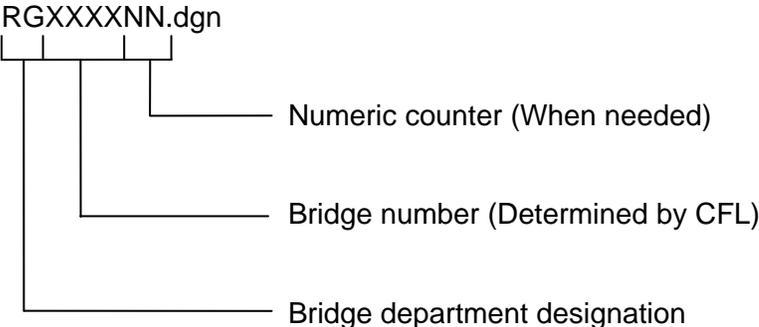


CFLHD specials, \*standards/details:



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

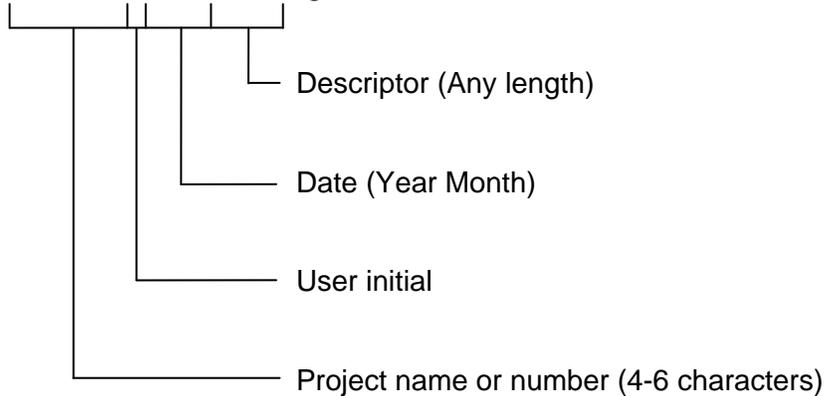
CFLHD bridge design files:





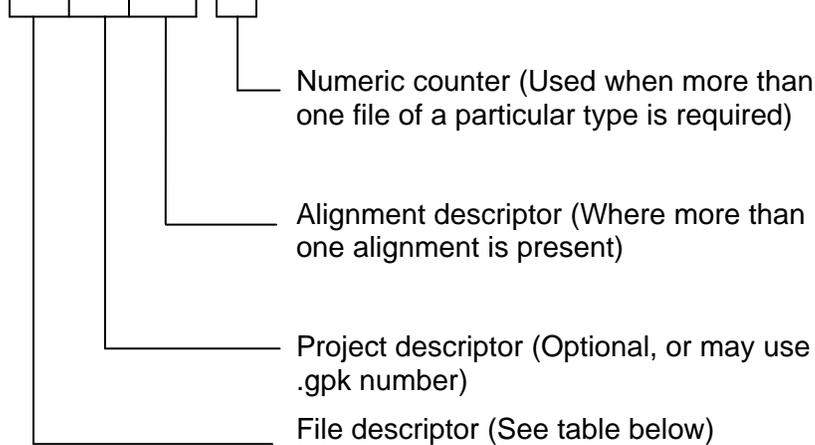
CFLHD survey design files:

XXXXXXXXY0403ZZZZ.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 Lead Designer. 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, the Lead Designer can checkout the .gpk number from *N:\CFL-DPITMaster.GPK NumbersMasterList.xls*.



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

Table 3-2: Roadway Design 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 <sup>(1)</sup> |
| F Sheets          | Division 200 Layouts, Standards/Details and Specials <sup>(1)</sup> |
| G Sheets          | Division 250 Layouts, Standards/Details and Specials <sup>(1)</sup> |
| H Sheets          | Division 300 Layouts, Standards/Details and Specials <sup>(1)</sup> |
| K Sheets          | Division 400 Layouts, Standards/Details and Specials <sup>(1)</sup> |
| R Sheets          | Division 500 – Structural Sheets                                    |
| S Sheets          | Division 550 - Structural Sheets                                    |
| T Sheets          | Division 600 Layouts, Standards/Details and Specials <sup>(1)</sup> |
| X Sheets          | Mainline Cross Sections   |
| Y Sheets          | Parking Area, Minor Road Cross Sections                             |
| Z Sheets          | Culvert Cross Sections  |

**Table 3-4: Plan Organization**

**Note:**

- (1) For the order of sheets, layout sheets should be placed 1st, standards/details 2nd, and specials last.
- (2) Do not use I, J, and O letter designations to avoid confusion between these letters and the numbers 0 and 1.
- (3) The letter designations may be adjusted to fit project-specific requirements. For example, a complicated project may have a lot of T sheets, so the designer may break the T sheets into the following:
  - a. T Sheets – Division 600 sheets (through Section 629)
  - b. U Sheets – Utility layouts and related drawings
  - c. V Sheets – Section 633 and 634 layouts, standards, details, and specials
  - d. W Sheets – Section 635 layouts, standards, details, and specials



| Example Index to Sheets |   |
|-------------------------|---|
| A1                      | Title Sheet   |
| A2-A3                   | Conventional Plan and Symbols and Abbreviations       |
| A4                      | Control Point Listings                                |
| A5-A6                   | Typical Sections                                      |
| A7                      | Typical Sections Approach Road                        |
| 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                  | Erosion Control Plan Sheets                           |
| E12-E13                 | 157-1 Silt Fence                                      |
| F1                      | 204-50 Embankment Benching                            |
| F2                      | 207-A Subexcavation and Shoulder Stabilization        |
| G1                      | 251-50 Placed Riprap                                  |
| G2-G3                   | 251-51A Stream Bank Protection                        |
| G4-G9                   | MSE Wall Layout Sheets                                |
| G10                     | C255-01 MSE Wall Modular Block Face                   |
| G11                     | C255-02 MSE Wall Welded Wire Face                     |
| K1                      | 401-A Asphalt Curb and Paved Ditch                    |
| S1-S9                   | Bridge Plans for Clear Creek                          |
| S10-S15                 | Bridge Plans for Rio De Las Vacas                     |
| T1-T2                   | 601-1, 2 Concrete Headwall                            |
| T3-T7                   | 602-1, 2, 3, 4, 6 Pipe Culvert                        |
| T8-T10                  | 617-10, 17, 23 Guardrail                              |
| T11-T12                 | 619-1, 2, 3 Cattle Guard                              |
| T13-T22                 | 633 Mainline Signing and Striping layout              |
| T23                     | 633-A Sacramento Lake Parking Striping Plan           |
| T24                     | 633-B Thousand Mile Canyon Parking Striping           |
| T25                     | 635-1, 2, 3, 5, 6, 8, 14 Temporary Traffic Control    |
| T26-T28                 | 635-A Temporary Traffic Control Site Plan             |
| T29                     | 635-B Detour 28+020 to 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