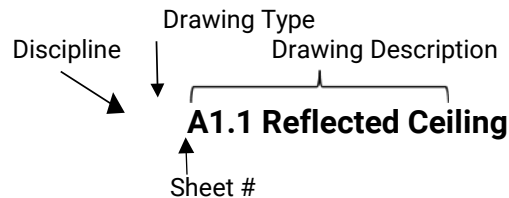


## File Naming Standard for Electronic Plans Review



All drawings are required to have a title box at the same location on the pages throughout the entire set, which will include project title (subject address), file numbering, designer, drawing type & scale.

### Example:

|   |   |                           |
|---|---|---------------------------|
| Project Title: <b>123 Anywhere Street</b> |   | Scale<br><b>1:30</b>      |
| Designer<br><b>TW</b>                     | Drawing Title<br><b>Floor Plan – 1<sup>st</sup> Floor</b> | Drawing No<br><b>A1.1</b> |

| Discipline               | Drawing Type        | Synta | Example   |
|--------------------------|---------------------|-------|---|
| <b>Architectural</b>     | Cover Sheet/Notes   | A0    | A0.1 Cover Sheet, A0.2 General Notes                                |
|                          | Floor Plans         | A1    | A1.1 Floor Plan - Basement to 7 Floors, A1.2 Reflected Ceiling Plan |
|                          | Elevations          | A2    | A2.1 Elevations, A2.2 Elevation - North                             |
|                          | Details             | A3    | A3.1, A3.2, A3.3 Details  |
|                          | Sections            | A4    | A4.1, A4.2, A4.3 Sections   |
|                          | Additional Drawings | A5    | A5.1 Travel Distances, A5.2 Hoarding Plan, A5.3 Fire Safety Plan    |
| <b>Electrical</b>        | Cover Sheet/Notes   | E0    | E0.1 Cover Sheet, E0.2 General Notes                                |
|                          | Floor Plans         | E1    | E1.1 Floor Plan, E1.2 Reflected Ceiling Plan                        |
|                          | Elevations          | E2    | E2.1, E2.2, E2.3 Elevation  |
|                          | Details             | E3    | E3.1, E3.2, E3.3 Details  |
|                          | Sections            | E4    | E4.1, E4.2, E4.3 Sections   |
|                          | Additional Drawings | E5    | E5.1 Hardware Schedule, E5.2 Electromagnetic Locks                  |
| <b>Foundations</b>       | Cover Sheet/Notes   | F0    | F0.1 Cover Sheet, F0.2 General Notes                                |
|                          | Floor Plans         | F1    | F1.1 Footing Layout   |
|                          | Elevations          | F2    | F2.1, F2.2, F2.3 Elevation  |
|                          | Details             | F3    | F3.1, F3.2, F3.3 Details  |
|                          | Sections            | F4    | F4.1, F4.2, F4.3 Sections   |
|                          | Additional Drawings | F5    | F5.1 Shoring Plan, F5.2 Excavation, F5.3 Schedules                  |
| <b>Mechanical / HVAC</b> | Cover Sheet/Notes   | M0    | M0.1 Cover Sheet, M0.2 General Notes                                |
|                          | Floor Plans         | M1    | M1.1 Floor Plan, M1.2 Reflected Ceiling Plan                        |
|                          | Elevations          | M2    | M2.1 Elevations, M2.2 Elevation - North                             |
|                          | Details             | M3    | M3.1, M3.2, M3.3 Details  |
|                          | Sections            | M4    | M4.1, M4.2, M4.3 Sections   |
|                          | Fire Protection     | M5    | M5.1 Sprinkler Plan, M5.1 Standpipe Plan                            |



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|                       |                     |     |  |
|-----------------------|---------------------|-----|--|
|                       | Additional Drawings | M6  | M6.1, M6.2, M6.3 Additional Drawings           |
| <b>Plumbing</b>       | Cover Sheet/Notes   | P0  | P0.1 Cover Sheet, P0.2 General Notes           |
|                       | Floor Plans         | P1  | P1.1, P1.2, P1.3 Floor Plans                   |
|                       | Elevations          | P2  | P2.1 Elevations, P2.2 Elevation - North        |
|                       | Details             | P3  | P3.1, P3.2, P3.3 Details                       |
|                       | Sections            | P4  | P4.1, P4.2, P4.3 Sections                      |
|                       | Additional Drawings | P5  | P5.1, P5.2, P5.3 Additional Drawings           |
| <b>Site Plan</b>      | Cover Sheet/Notes   | SP0 | SP0.1 Cover Sheet, SP0.2 General Notes         |
|                       | Plan Views          | SP1 | SP1.1 Site Plan, SP1.2 Fire Access Route       |
|                       | Elevations          | SP2 | SP2.1 Elevations, SP2.2 Elevation - North      |
|                       | Details             | SP3 | SP3.1 Gateway Detail                           |
|                       | Additional Drawings | SP4 | SP4.1 Landscaping, SP4.2 Grading, SP4.3 Survey |
| <b>Site Servicing</b> | Site Servicing Plan | SS0 | SS0.1 Site Servicing Plan                      |
| <b>Structural</b>     | Cover Sheet/Notes   | S0  | S0.1 Cover Sheet, S0.2 General Notes           |
|                       | Framing Plans       | S1  | S1.1 Floor Framing Plan                        |
|                       | Elevations          | S2  | S2.1 Elevations, S2.2 Elevation                |
|                       | Details             | S3  | S3.1, S3.2, S3.3 Details                       |
|                       | Sections            | S4  | S4.1, S4.2, S4.3 Sections                      |
|                       | Additional Drawings | S5  | S5.1 Shear Wall, S5.2 Schedules                |