

Naming Files

In eBuild, files are managed and sorted by filename. We ask that you **name your files using our naming standards** as described below throughout the life of your eBuild project. To the extent possible, submit files that go together in a single submittal.

If you make changes to a file you've already submitted, please submit the changed file using the **exact same file name** as the original. Don't add dates or version numbers to the file names. We'll manage the different versions for you and use the most recent one submitted when we approve your plans. If you are submitting a change to a detail you will need to submit the entire drawing sheet as Supplemental Information. This is done in order to maintain an up-to-date version of the approved drawings for the field. In the past, changes to details have often been submitted individually on 8½ x 11 paper. If changes to details are submitted in this manner, you will be asked to submit a new revised drawing sheet prior to approval.

Commercial

Each drawing needs to be submitted as an individual file, one sheet per file.

Names of individual sheets are to be formatted as follows: **##_D-XXX_SHEET_TITLE.pdf**

1. **##** is the **Discipline Number** (see below). This serves as a sort order.
2. **D-XXX** uniquely identifies each sheet. This code should consist of a **Discipline Designator (D)** and a number (**XXX**), usually separated by a dash. (Discipline designators typically consist of a single alphabetical character, see below for examples).
3. The **_SHEET_TITLE** is the sheet name, which describes the content of the sheet. We suggest that you use an underscore for all spaces.

Examples of good file names:

- 05_L-502_DETAILS_MATERIALS.pdf
- 07_A-111B_FIRST_FLOOR_PLAN_B.pdf
- 11_P400_ENLARGED_PLANS.pdf
- 12_M2_MECHANICAL_LEGEND.pdf

Discipline Numbers are as follows:

Number **Discipline**

01	Cover
02	General (Sheet list, symbols, code summary, existing diagrams, etc.)
03	Survey/mapping
04	Civil

05	Landscape
06	Structural
07	Architectural
08	Interiors
09	Equipment
10	Fire protection
11	Plumbing
12	Mechanical
13	Electrical
14	Telecommunications
15	User defined (if needed)
16	User defined (if needed)
17	User defined (if needed)
18	User defined (if needed)
19	User defined (if needed)
20	User defined (if needed)

Discipline Designators are as follows:

Letter	Discipline
A	Architectural
B	Geotechnical
C	Civil
D	Demolition
E	Electrical
F	Fire Protection
G	General
H	Hazardous Materials
I	Interiors
L	Landscape
M	Mechanical
O	Operations
P	Plumbing
Q	Equipment
R	Resource
S	Structural
T	Telecommunications
V	Survey/Mapping

W Distributed Energy
X Other Disciplines
Z Contractor/Shop Drawings

For multi-page PDF files that do not contain drawings, such as calculations and specifications, you can use any naming scheme you find descriptive. A typical list might be:

Sample File List

- Project_Manual.pdf
- Structural_Calculations.pdf
- Energy_Compliance_Forms.pdf
- Soils_Report.pdf

Files which don't contain drawings should be multipage PDFs, one document per file.

Also please remember to tab any multipage PDF (spec books, structural calculations) and name the PDF files consistent with the document name (i.e. Structural Calculations, Specification Manual, Lighting ComCheck, FOG Interceptor Calculations, etc.)

If you rename any files you've already submitted, please note that in the comments you include with your submittal.

If you need to delete a file you've submitted, simply submit an almost empty PDF with the same name as the file to be deleted. The PDF should show that it deletes a file and was intentionally left blank.