

Contractors and Reviewers

Submittals, Contractor:

Document Type	Contractor's File Naming Convention
Aggregate Gradation	x-xx.x(x)_Description of Aggregate Type
Catalog Cuts	x-xx.x(x)_CC_Description of Material
CCTV	x-xx.x(x)_CCTV_Description of Location
Disposal Sites	1.07.3(x)_Disposal Site List or Where Shipped To
Material Certification	x-xx.x(x)_CERT_Type of Certification
Material Source Form	x-xx.x(x)_SF_Description of Material
Miscellaneous	x-xx.x(x)_Description of Submittal
Mix Design	x-xx.x(x)_MD_Description of Mix Design
Permits and Licenses	x-xx.x(x)_Description of Permit or License
Plan	x-xx.x(x)_Description of Plan
Schedule	x-xx.x(x)_Date of Schedule Update
Shop Drawing	x-xx.x(x)_SD_Description of Shop Drawing
Subcontractor Approval Application	1-08.1(3)_Name of Subcontractor
Traffic Control Plan	1-05.3(5)_TCP_Description of Location of SDOT Approved Plan

Re-Submittals: Contractor

Naming Convention: Same naming convention as the submittal plus the revision number	
Catalog Cuts	x-xx.x(x)_CC_Description of Material_Rev1
Miscellaneous	x-xx.x(x)_Description of Submittal_Rev2

Other Documents: Contractor

As-Builts	AB_Description of As-Built
Requests for Information	RFI_00x_Description of RFI
Inbound Correspondence	INB_Description of Issue

Reviewers

Naming Convention: Same naming convention as the submittal plus an underscore and your initials	
File Naming Convention	Comments
Contractor's file name_Rvw_YourInitials	Same as file name plus '_Rvw_' followed by your initials. Sample: x.xx.x(x)_Material X_Rvw_ABC

Attachments: Contractor's and Reviewers

Same as the Submittal file name with _0x added to the end	Note: if more than 1 attachment, add an underscore and 2 digit attachment number to end of file name. Sample: x.xx.x_CCTV_Description_01 or x.xx.x_CCTV_Description_02
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Notes:

- 1) This document provides samples of file naming conventions, not a complete list.
- 2) Uses CPI specification numbers, if applicable in lieu of APWA specification numbers.