

CONTRACTOR STANDARD NAMING CONVENTIONS FOR DOCUMENT SUBMITTALS

Revised August 30, 2021

STANDARD NAMING CONVENTIONS FOR DOCUMENTS

The Michigan Department of Transportation (MDOT) utilizes the following standard naming conventions for the purpose of naming and organizing electronic documentation created during the delivery of MDOT construction contracts. Elements are to be used in order and cannot be rearranged. Standard naming conventions for all documents will follow this format:

Elements: | 1st Descriptor | SN | Date | Revision | Contractor/2nd Descriptor | JN

Format: | FFFF or Variable | XXX | YYYY-MM-DD | RX | Variable | XXXXXX

1st Descriptor (FFFF or Variable): Expressed as a form number (FFFF), document description (e.g., Pay Estimate), common document acronym, or form name.

- Common document acronyms suggested when form numbers do not apply:
 - Use “Cert” for materials
 - Use “CP” for certified payrolls
 - Use “SD” for shop drawings

SN (XXX): A three-digit **sequence number** (e.g., 001, 002, etc.) generated (i.e., auto-designated from FieldManager or assigned by the engineer) based on either the order of documentation receipt or incorporation of cross-referenced documentation into FieldManager used for contract modifications, pay estimates, material certifications, material source lists, etc. The sequence number will be assigned by the engineer.

Date (YYYY-MM-DD): Date of occurrence of the work event or activity expressed as YYYY=Year; MM=Month; DD=Day. Use a dash character (-) within the date as a separator.

Revision (RX): A one-digit revision number beginning with an R (e.g., R1) generated based on the sequence of updates. The revised document should be named the same as the original source document except for the revision number placed at the end of the name (e.g., IDR 2017-07-20 GJM R1). A revision number is necessary for documents that have been changed after initial submittal into FieldManager or ProjectWise such as IDRs, work orders, or contract modifications and as a further exception may also be followed by a sequence number associated from FieldManager (e.g., R1 S1).

Contractor/2nd Descriptor (Variable): An element that provides for additional information such as the contractor or producer’s name, structure number, material type, location, and/or another distinctive qualifier of the file name. Structures should be identified as shown in project plans (e.g., B01, S01-1, S01-2, X04, or R01).

JN (XXXXXX): The job number of the project expressed in either five or six digits without an A, B, or C phase character at the end.

File Naming Characters

Except as otherwise noted (date and structure number), use one space to separate fields not underscores, dashes, commas, periods, or any other characters.

CONTRACTOR SUBMITTALS

Document	Minimum Element Component Naming Examples
AASHTO / AWS D1.5 Field Welding Plan Form 0395 Form Number Date Field Welding Plan	0395 YYYY-MM-DD Field Welding Plan
AWS D1.1 Field Welding Plan Form 0394 Form Number Date Field Welding Plan	0394 YYYY-MM-DD Field Welding Plan
Bridge Shop Drawings SD Sequence Number Date Structure # Descriptor of Item NOTE: Managing MDOT Office will add Sequence #	SD XXX YYYY-MM-DD B05 Steel
Certified Payrolls CP Sequence Number Week Ending Date Contractor Name NOTE: Managing Office will add Sequence Number (XXX)	CP XXX YYYY-MM-DD ABC Contracting
Damage Claim Program Damage Claim Program	Damage Claim Program
Construction Safety Program Construction Safety Program	Construction Safety Program
Internal Traffic Control Plan Internal Traffic Control Plan	Internal Traffic Control Plan
Concrete Mix Designs Form 1976 Form Number Mix Date Mix Type Contractor Name	1976 YYYY-MM-DD S2 ABC Contracting
Contractor's Certified Payroll Form 1955 Form Number Week Ending Date	1955 YYYY-MM-DD
Contractor's QC Test Reports (From Contractor – Slump, Air, Temp. etc) Concrete QC Date Cast Contractor Name	Conc QC YYYY-MM-DD ABC Contracting
Concrete QC 28-day Break Report (From Contractor) Concrete QC Break Date Cast Contractor Name	Conc QC Break YYYY-MM-DD ABC Contracting
Concrete QC Early Break Report (From Contractor) – Beam/Cylinder Concrete QC Early Break Date Cast Contractor Name	Conc QC Early Break YYYY-MM-DD ABC Contracting
Conc Scale Check (from Contractor/Supplier) – Expires every 6 Months Scale Check Plant Name Plant Number Expire Date	Scale check Superior M102 YYYY-MM-DD
NRMCA Certification – Expires every 2 Years NRMCA Plant Name Plant Number Expire Date	NRMCA Superior M102 YYYY-MM-DD
Correspondence Corr Date Subject	Corr YYYY-MM-DD Haul Route
Critical Path Method Schedule CPM Data Date Schedule File JN "Schedule" – Interim, Baseline, Update, Revised "File" – XER, PDF, Log, Narrative	CPM YYYY-MM-DD Baseline XER #####
HMA Ride Quality Ride Quality Date Lane Descriptor	Ride Quality YYYY-MM-DD NB Grinds
HMA Mix Designs Form 1911 Form Number Date Mix Type Design Number	1911 YYYY-MM-DD 5E1 14MD242 3.5%
Material Certifications Cert Sequence Number Date Name of Material Contractor NOTE: Managing Office will add Sequence Number (XXX)	Cert XXX YYYY-MM-DD White Cure ABC Contracting

Document	Minimum Element Component Naming Examples
Material Source List Form 0501 Form Number Sequence Number Date Contractors Name NOTE: Managing Office will add Sequence Number (XXX)	0501 XXX YYYY-MM-DD ABC Contracting
Miscellaneous Documentation Brief Description Contractor	Construction Safety Program ABC Contracting
Nonconformance Report Form 0559 Form Number Sequence Number Date R# Structure Number Fabricator NCR#	0559 XXX YYYY-MM-DD RX B01 AAAA Fabricating NCR1 Fabricator NCR#
Permits Type Permit Type Contractor Name NOTE: NPDES, Water, Utilities, Bridge, Railway, Traffic, Environmental, PLD etc..	NPDES ABC Contracting
Pile Driving Table Form 1157A Form Number Date Contractor/Inspector Location	1157A YYYY-MM-DD GJM S02
Pile Welding Quality Control Plan Form 5627 Form Number Date Pile Welding QC Plan	5627 YYYY-MM-DD Pile Welding QC Plan
Pile Welding Splice Record Form 5628 Form Number Date Pile Welding Splice Record	5628 YYYY-MM-DD Pile Welding Splice Record
Pile Welding Corrective Action Record Form 5629 Form Number Date Pile Welding Corrective Action Record	5629 YYYY-MM-DD Pile Welding Corrective Action
Post Certification of Subcontract Compliance Form 1386 Form Number	1386
Prime Contractor Bi-Weekly Statement of Subcontractor Payment Form 2124A Form Number Bi-Weekly End Date Name of Subcontractor	2124A YYYY-MM-DD ABC Contracting
Prime Contractor Bi-Weekly Statement of Subcontractor Payment Form 2124A - Final Form Number Final Date Name of Subcontractor	2124A Final YYYY-MM-DD ABC Contracting
Progress Schedule Form 1130 Form Number Date Contractor	1130 YYYY-MM-DD ABC Contracting
Request for Information Form 5636 Form Number Date Issue NOTE: Managing Office will add Sequence Number (XXX)	5636 XXX YYYY-MM-DD Pipe Clarification
Request for Information Form 0558 Form Number Date Structure Number Issue	0558 YYYY-MM-DD B01 Rockers Alignment
Report of Compacted HMA Core Density-Contractor Form 1907 Form Number Date Core Mix Type Lot Sublot(s)	1907 YYYY-MM-DD 3E1 L3 SL 9-11 QC
Report of Compacted HMA Core Density-Contractor Long Form 1907J Form Number Date Core Joint Type Course -Core Number QC	1907J YYYY-MM-DD Leveling JU11-15 QC
Shop Drawings SD Sequence Number Date Structure Number Descriptor of Item (Bridge) Contractors Name NOTE: Managing Office will add Sequence Number (XXX)	SD XXX YYYY-MM-DD B05 ABC Contracting
Subcontract Forms 1302-FED AND 1302-State Form Number Contractor	1302-FED ABC Contracting 1302-State ABC Contracting
Time Extensions Form 1100A Form Number Sequence Number	1100A 001

Document	Minimum Element Component Naming Examples
Weekly Summary of Cert. Concrete/Comm. Central-Transit Mix Form 1155 Form Number Week Ending Date Producer Name Plant Number	1155 YYYY-MM-DD ABC Concrete ABC115
Welder Qualification Field Data Report Form 1929 Form Number Name (Last First) Position Type Date	1929 Smith John 1F SMAW YYYY-MM-DD
Welder Qualification Test Report Form 0396 Form Number Name (Last First) Position Type Exp Date	0396 Smith John 1F SMAW YYYY-MM-DD
Welder Certification Test Report Form 5620 Form Number Name (Last First) Position Type Exp Date	5620 Smith John 1F SMAW YYYY-MM-DD
Welder Certification General Information Form 5618 Form Number Date Testing Agency	5618 YYYY-MM-DD AAAA Testing
Welder Certification Audit Checklist Form 5619 Form Number Date Testing Agency	5619 YYYY-MM-DD AAAA Testing
Work Completion Letter (from Contractor) Work Completion Letter Date	Work Completion Letter YYYY-MM-DD
Welder Certifications Welder Name (Last First) *Position of Weld **Type of Weld **"Position" – 1F, 2F, 3F, 4F, 1G, 2G, 3G, 4G, etc. ***"Type" – SMAW, SAW, FCAW, GMAW, TIG	Welder Smith John 1F SMAW