Full Set Upload

Design Professionals (Example)

* **Standard File Naming -** CD\_SchoolName\_ProjectScope (preferred)

Individual Uploads

|  |  |
| --- | --- |
| **File Description** | **Standard File Naming** |
| **F7 Transmittal Form – Cover Sheet** | CD\_F7… |
| **ComChecks** | CD\_Comchecks… |
| **Specifications** | CD\_Specs… |
| **General** – Cover, Drawing Index, Design | CD\_General… |
| Team, Narrative/Scope of Work, F3 |
| Building Code Analysis |
| **Site Life Safety Plan (Fire Truck** | CD\_Site\_FireTruckAccessPlan… |
| **Access Plan – FTAP)** – Fire Department |
| Access Road, Fire Hydrant Location, |
| Signage, Pavement Markings, |
| Dimensions to Scale, Start & Stop of |
| Car/Bus Stacking, etc. |
| **During Construction Life Safety Plan** | CD\_DuringConstructionLifeSafetyPlan |
| **Demolition Plan** | CD\_DemolitionPlan… |
| **Building Life Safety Plan** | CD\_Building\_LifeSafetyPlan… |
| **Civil** | CD\_Civil… |
| **Landscape Architecture** | CD\_LandscapeArchitecture… |
| **Architecture** | CD\_Architecture… |
| **Structural** | CD\_Structural… |
| **Mechanical** | CD\_Mechanical… |
| **Electrical** | CD\_Electrical… |
| **Plumbing** | CD\_Plumbing… |
| **Fire Protection** | CD\_FireProtection… |
| **Roofing** | CD\_Roofing… |
| **Fire Alarm** | CD\_FireAlarm… |
| **Sprinkler AHJ Form for Signature** | CD\_SCLLRSprinklerForm… |
| **SCDOT Concur Letter** | CD\_SCDOT\_ConcurLetter… |
|  | |

OSF Staff Initial Review (Example)

1. **Full Set Upload**
   * **OSF-YYYY.MM.DD- Review\_Initials[XYZ]\_**CD\_SchoolName\_ProjectScope
2. **Individual Uploads**
   * **OSF-YYYY.MM.DD-Review-Initials[XYZ]-**CD\_F7…
   * **OSF-YYYY.MM.DD-Review**- **Initials[XYZ]-**CD\_Comchecks…
   * **OSF-YYYY.MM.DD -Review**- **Initials[XYZ]**-CD\_Specs…
   * **OSF-YYYY.MM.DD -Review**- **Initials[XYZ]**-CD\_General…

OSF Final Review (Example)

1. **Full Set Upload** 
   * **OSF- Final Review-YYYY.MM.DD\_Initials[XYZ]\_**CD\_SchoolName\_ProjectScope

*Apply OSF Review for Compliance Stamp on Cover Page.*

1. **Individual Uploads** 
   1. **OSF-****Final Review-YYYY.MM.DD\_ Initials[XYZ] -**CD\_F7…
   2. **OSF-Final Review-YYYY.MM.DD\_ Initials[XYZ] -**CD\_Comchecks…
   3. **OSF-Final Review-YYYY.MM.DD\_ Initials[XYZ] -**CD\_Specs…
   4. **OSF-Final Review-YYYY.MM.DD\_ Initials[XYZ]** -CD\_General…

*Apply OSF Review for Compliance Stamp on Cover Page.*

*Note: The same naming convention apply to Schematic Design, Design Development and Bid Documents.*