

## Unifier File Naming Conventions: REQUIRED Contractors

### New Submittals:

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:

Option 1: Revise/Resubmit
<ul style="list-style-type: none"> <li>• Document Description field: No change</li> <li>• Revised Attachment: Keeping the same naming convention as the original attachment, add an underscore with the revision number at the end of the file name. Sample: x-xx.x(x)_CC_Description of Material_Rev1</li> </ul> <p style="text-align: center;"><b>**Important**</b> <i>Don't delete any attachments</i></p>
Option 2: Withdraw a Submittal
<p>If it makes more sense to resubmit on a new record, follow the instructions in the user guide to withdraw a submittal.</p> <p>Use the naming convention for the New Submittal, above.</p>

### Notes:

- 1) This document provides samples of file naming conventions, not a complete list.
- 2) Use CSI specification numbers, if applicable in lieu of APWA specification numbers.
- 3) One attachment per initial submittal (pdf preferred w/ exception of the project schedule). In rare cases where you must submit more than one attachment, add a sequential underscore and number to the end of each file name. Sample: x.xx.x\_CCTV\_Description\_01 or x.xx.x\_CCTV\_Description\_02