UNIVERSITY OF WEST FLORIDA   **Pensacola, FL 32514-5750**
Facilities Management   **Effective August 2006, Revised August 31, 2021**
                                           Reviewed and Updated: July 1, 2024

STANDARD OPERATING PROCEDURE # FAC 2.002

Subject: Server Filing System and File Naming

Purpose: To formalize a departmental policy regarding the filing and use of the Facilities server (O:\) and contents of the files regarding drawings, space files, administrative information, and project files.

Policy: The intent of the server is a shared source of information. This policy will assist all users in the department to name and locate files by consistently using the procedures outlined below.

The Facilities Server (O:\) is divided into two parts.

1. The AES / FPC side contains Text documents; e.g. administrative project documents, space file documents, administrative information, and Project Managers working documents. This portion of the Facilities secure server is Read/Write assessable.

2. The CAD side contains Drawing files organized under each UWF Campus. This is where the Building floor plans, and Building project drawing files, Site specific maps such as the Campus Facilities Site Map and Master Utility Map are housed. This side of the Facilities secure server is at a READ ONLY level for most Facilities employees.

Procedures regarding the AES / FPC side:
Archival files are filed under the folder directory: O:\ AES. Within the AES Directory are many file folders for different types of work. Each person within the department has a folder for their use.
Current Project Files and Project Manager Resources/Forms are filed under the folder directory: O:\ FPC. There are files for holding standard forms, files for holding specific program or work documents, and general project management topics. Each document within these file folders will have a header consisting of the document origination date and title and revision. The footer will contain the page number, the file name and location, and the originator of the document.

Under the Project folder, there is an Archived Projects folder and a Current Projects folder. Within the Current Projects folder, each person within the department has a folder for their use for with current active projects.

Specific Folder Naming:

O: \ FPC \ Projects \ Current Projects \ (Project Managers Name) \ (project number/activity code and project name).

When projects are completed they are transferred to:

O: \ FPC\Projects \ Archived Projects \ 0001-Pensacola Main Campus (or other location) \ (building number and name \ (specific project – by project number/activity code and project name)

Project Files

- ALL PROJECTS folders by BUILDINGS – These folders contain all Project Manager job-specific documents, scope statements, change orders, spreadsheets, images, etc. for managing the project from start to finish, filed under the UWF Building number and name. All folders located under the Bldg. number and Bldg. name will have a file folder labeled with the <u>UWF Project number- Project Name</u>. See example below:

  001- Water Tower
  1011-001 – Water Tower Paint
  Construction Documents
  Images
  Invoices
  REQs
  Sketches
  Spreadsheets

  The folder naming within the Project 1011-001 – Water Tower Paint is up to the Project Manager who is running the project and will be specific to the needs of the project.

- ALL PROJECTS by SITE – These folders contain all Project Manager job-specific files that are UWF Main campus **site specific projects**, not related to a building. Folders will be labeled with the <u>UWF Project Number - Project Name</u>. See example below.

  1213-018 – East Athletic Complex
  Construction Documents
  Images
  Invoices
  REQs
  Sketches
  Spreadsheets

  The folder naming within the Project 1213-018 is a Project Manager decision and will be specific to the needs of the project.

Special Procedures:

- The CAD Manager will provide assistance for naming and locating files.

Procedures regarding the CAD side:

All DRAWING files are located under the folder directory: O:\CAD. The CAD Directory holds file folders for all UWF Campuses.

Site Codes	
Code	**Location**
AM	Arcadia Mill
BEI	Business Enterprises Inc.
DC	Downtown Campus (UWF Historic Trust)
EG	Eglin Campus
FW	Fort Walton Beach Campus
Leased Buildings	All properties
PN	Pensacola Campus
RH Farm	Robinson Hall Farm
SR	Santa Rosa Island Property
UWF Foundation	Foundation Holdings

Each campus folder holds different categories of drawing information.

Campus Folder Codes	
Code	**Information**
AEC	Drawings filed by Architectural or Engineering Firms
Bldg Floor Plans	Current Building Floor Plans
Bldg Services	Building Plans for cleanable space
Bldgs	Project Drawings by Building Number
Campus Master Plan	Campus Master Plan Drawings & Archive
GIS and GPS	Drawings for GIS and GPS work
Housing Residence	Drawings specific to Housing/Residence Life
Maps	Specific types of Map drawings – Campus Facilities Site Map, Master Utility Map, etc
Site	Project Drawings by Site or Mechanical discipline
Space Book	Space plans by Building Number containing room square footages, etc.
Work Orders	Drawings used for planning purposes or campus requests

Facilities Management
UNIVERSITY *of* WEST FLORIDA

CAD File Naming System: Examples:

PN090-1SB.dwg   PN032-4M1.dwg

PN	=	Pensacola Campus	PN	=	Pensacola Campus
090	=	Building 90	032	=	Building 32
1	=	First Floor	4	=	Fourth Floor
SB	=	Space Book	M1	=	Mechanical, Sheet 1
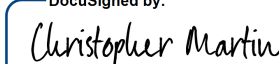
Drawing Discipline Codes	
Code	**Location**
A	Architectural
C	Civil/Site
E	Electrical
F	Fire Protection
J	Safety
L	Landscape
M	Mechanical
P	Plumbing
S	Structural
T	Telecommunications

Developed by: Facilities Planning & Construction

Approved by:

Robin Anderson

Robin Anderson
Space Manager
Assistant Director, Facilities Planning & Construction

James Manor   *Christopher Martin*

James Manor   Christopher Martin
Executive Director   Assistant Vice President
Facilities Management   Facilities Management