

## File Naming Convention Requirements – UC Davis Health and HCAI



Facilities Planning and  
Development Division

## **File Naming Convention – UC Davis Health and HCAI Version Number: 1.0**

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# File Naming Convention Requirements – UC Davis Health and HCAI

## Introduction

University of California – Davis Health (UCDH) has developed an Electronic Plan Review (ePR) program designed to streamline the plan submittal process while reducing paper waste, expense, and the inconvenience of printing and shipping multiple copies of the construction documents. Electronic plan review will allow concurrent reviews by FP&D Building Permit staff who will assist in the reduction of review turnaround times while supplying a supportive consolidated corrections list that applicants can use to track and respond to comments. Applicants submitting their application must coordinate and organize their submittal package into PDF files arranged in the manner described in this document.

## 1. SUBMITTING BACKCHECKS – REVISED PLANS AND DOCUMENTS

1. **Revised Plans.** Only revised plan sheets must be submitted for backcheck review and approval. **DO NOT resubmit the entire plan set.** The architect or engineer in responsible charge must provide a written response to all comments. The written response must include a description and a location of the corrections made to the construction documents. This document must be provided with corrected plans.
  - a. Use the same format as the original submittal. Change the file names when resubmitting plans/documents.”  
*For example: Provide a revised file name instead of reusing the original filename. If a resubmittal is required for revisions, continue to use this revised file name for subsequent resubmittal cycles. See the chart below.*

| Review Cycle   | Filename             | File Naming Convention                          | Pages/ Sheets |
|--|----------------------|---|---------------|
| 1 <sup>st</sup> Submittal - (Initial Review)                   | Plan_9559310.pdf     | <Plan>_<UCDHProject#>_<3-digit sequential#>.pdf | 50            |
| 2 <sup>nd</sup> Submittal 1 <sup>st</sup> - (Backcheck Review) | Plan_9559310_BC1.pdf | <Plan>_<UCDHProject#>_<3-digit sequential#>.pdf | 10            |
| 3 <sup>rd</sup> Submittal 2 <sup>nd</sup> – (Backcheck Review) | Plan_9559310_BC2.pdf | <Plan>_<UCDHProject#>_<3-digit sequential#>.pdf | 3             |

2. **Revised Specifications:** The page number or sheet numbers should be legible by OCR. The specifications must be a single PDF file. Required professional stamps and signatures must appear on the 1<sup>st</sup> or 2<sup>nd</sup> page. Include space for the UCDH digital approval stamps. When additional specification sections are added after the originals are reviewed by UCDH, the new specifications must also be identified in the written responses to comments.

| Specifications                                     | Filename              | File Naming Convention                           | Pages/ Sheets |
|--|-----------------------|--|---------------|
| 1st Submittal - (Initial Review)                   | Specs_9559310.pdf     | <Specs>_<UCDHProject#>_<3-digit sequential#>.pdf | 200           |
| 2nd Submittal 1 <sup>st</sup> - (Backcheck Review) | Specs_9559310_BC1.pdf | <Specs>_<UCDHProject#>_<3-digit sequential#>.pdf | 25            |
| 3rd Submittal 2 <sup>nd</sup> - (Backcheck Review) | Specs_9559310_BC2.pdf | <Specs>_<UCDHProject#>_<3-digit sequential#>.pdf | 2             |

## File Naming Convention Requirements – UC Davis Health and HCAI

3. **Revised Calculations:** Calculations must be submitted in a “PDF format”. Refer to **Appendix A** and **Appendix B** for UCDH and HCAI file naming conventions. When additional calculations are added after the originals are reviewed by UCDH, the new calculations must also be identified in the written responses to comments.

| Calculations                                       | Filename                            | File Naming Convention   | Pages/ Sheets |
|--|-------------------------------------|--|---------------|
| 1st Submittal - (Initial Review)                   | Calc_Structural_9559310_001.pdf     | <Calc_Structural>_<UCDHProject#>_<3-digit sequential#>.pdf                 | 200           |
| 2nd Submittal 1 <sup>st</sup> - (Backcheck Review) | Calc_Structural_9559310_001_BC1.pdf | <Calc_Structural>_<UCDHProject#>_<3-digit sequential#>_<BCsequential#>.pdf | 25            |
| 3rd Submittal 2nd – (Backcheck Review)             | Calc_Structural_9559310_001_BC2.pdf | <Calc_Structural>_<UCDHProject#>_<3-digit sequential#>.pdf                 | 2             |

**NOTE:** The “Resubmit” action is used for the Plans, Specifications, and Calculations only; all other documents are submitted by using the “ADD” button.

Appendix A: UCDH – File Naming Convention

| UCDH - Plan Review Documents           |  |                                       |   |   |
|--|--|---------------------------------------|---|---|
| Documents are to be in PDF Format Only |  |                                       |   |   |
| No.                                    | Document Type  | Full Naming Convention (Example)      | File Naming Convention  | Description   |
| 1                                      | Calculations   | Calc_Structural_9559310_001.pdf       | <Calc_<type>_<UCDHPProject#>_<3-digit sequential#>.pdf                    | Calc_Struct<br>Calc_Fire<br>Calc_Anchorage<br>Calc_Hydraulic, Calc_Precast, or Other Calculations as appropriate                |
| 2                                      | Geotechnical Report  | GeotechRpt_9559310.pdf                | <GeotechRpt>_<UCDHPProject#>.pdf  | Geotechnical Report   |
| 3                                      | Image Documents  | Image_9559310.pdf                     | <Image>_<UCDHPProject#>.pdf   | Photos, Sketches  |
| 4                                      | Other<br><i>(Only use when no other description will work)</i>     | Docs_9559310.pdf                      | <Docs>_<UCDHPProject#>.pdf  | Short Description of Document   |
| 5                                      | Manufacturer Cut Sheets  | Prod_9559310_Fire Alarm.pdf           | <Prod>_<UCDHPProject#>_<Product Submittal Type>.pdf                       | Product Submittal Type  |
| 6                                      | Responses/Correction Report<br><i>(In Excel Format Only)</i>       | Response_9559310.pdf                  | <Response Comments>_<UCDHPProject#>.pdf                                   | Responses to Plan review comments   |
| 7                                      | Special Inspection and Testing Form                                | SITF_9559310.pdf                      | <SITF>_<UCDHPProject#>.pdf  | Special Inspection testing  |
| 8                                      | Plans  | Plan_9559310_v1.pdf                   | <Plan>_<UCDHPProject#>_<volume#>.pdf                                      | If you have 1 volume, don't enter the volume number<br><br>Plans with more than 100 Sheets or several volumes use volume number |
|  | Plans - ACD  | Plan_9559310_UCDH_2022_0206_ACD01.pdf | <Plan>_<UCDHPProject#>_<UCDHparentrecord#>_<ACD><2-digit sequential#>.pdf | Amended construction document   |
|  | Plans - DA   | Plan_9559310_UCDH_2022_0206_DA01.pdf  | <Plan>_<UCDHPProject#>_<UCDHparentrecord#>_<DA><2-digit sequential#>.pdf  | Deferred Approval   |
| 9                                      | Specifications   | Specs_9559310.pdf                     | <Specs>_<UCDHPProject#>.pdf   | Specifications /Project Manual  |
| 10                                     | Reference Documents  | Ref_9559310.pdf                       | <Ref>_<UCDHPProject#>.pdf   | Reference Only  |
| 11                                     | Narratives<br><i>(Required for Amended Construction documents)</i> | Narr_9559310_UCDH_2022_0206_ACD01.pdf | <Narr>_<UCDHPProject#>_<UCDHparentrecord#>_<ACD><2-digit sequential#>.pdf | Narrative   |
| 12                                     | Letters  | Letter_9559310.pdf                    | <Letter>_<UCDHPProject#>.pdf  | Letter  |

Appendix B: HCAI - File Naming Convention

| HCAI - Plan Review Documents           |   |   |   |   |
|--|---|---|---|---|
| Documents are to be in PDF Format Only |   |   |   |   |
| No.                                    | Document Type   | Full Naming Convention (Example)  | File Naming Convention  | Description   |
| 1                                      | Calculations  | Calc_Structural_9559310_001.pdf   | <Calc>_<type>_<UCDHProject#>_<3-digit sequential#>.pdf                  | Calc_Struct<br>Calc_Fire<br>Calc_Anchorage<br>Calc_Hydraulic<br>Calc_Precast<br>Or<br>Other Calculations as appropriate |
| 2                                      | Functional Program  | Func_9559310.pdf  | <Func>_<UCDHProject#>.pdf   | Functional Program  |
| 3                                      | Geotechnical Report   | GeoTechRpt_9559310.pdf  | <GeoTechRpt>_<UCDHProject#>.pdf   | Geotech Report  |
| 4                                      | Image Documents   | Image_9559310.pdf   | <Image>_<UCDHProject#>.pdf  | Photos, Sketches  |
| 5                                      | Other<br>(Only use when no other description will work)     | Docs_9559310.pdf  | <Docs>_<UCDHProject#>.pdf   | Short Description of Document   |
| 6                                      | Manufacturer Cut Sheets                                     | Prod_9559310_Fire Alarm.pdf   | <Prod>_<UCDHProject#>_<Product Submittal Type>.pdf                      | Product Submittal Type  |
| 7                                      | Responses/Correction Report<br>(In Excel Format Only)       | Response_9559310.pdf  | <Response Comments>_<UCDHProject#>.pdf                                  | Responses or Corrections Report   |
| 8                                      | Pharmacy Summary Checklist                                  | Pharmacy Summary Checklist_9559310.pdf  | <Pharm Summary Checklist>_<UCDHProject#>.pdf                            | Pharmacy Summary Checklist  |
| 9                                      | TIO   | TIO_9559310.pdf   | <TIO>_<UCDHProject#>.pdf  | Testing, Inspection, and Observation Program  |
| 10                                     | Plans   | Plan_9559310_HOSP_2022_0206_PAD01.pdf<br>Plan_9559310_HOSP_2022_0206_CO01.pdf | <Plan>_<UCDHProject#>_<HOSPparentrecord#>_<PAD Applicant Tracking#>.pdf | Plans for HCAI Projects   |
| 11                                     | Specifications  | Specs_9559310.pdf   | <Specs>_<UCDHProject#>.pdf  | Specifications  |
| 12                                     | Reference Documents   | Ref_9559310.pdf   | <Ref>_<UCDHProject#>.pdf  | Reference Only  |
| 13                                     | Narratives<br>(Required for Amended Construction documents) | Narr_9559310_UCDH_2022_0206_ACD01.pdf   | <Narr>_<UCDHProject#>_<UCDHparentrecord#>_<ACDxx>.pdf                   | Narrative   |
| 14                                     | Image Documents   | Image_9559310.pdf   | <Image>_<UCDHProject#>.pdf  | Photos, Sketches  |
| 15                                     | Plan – Reference Only                                       | Ref_S220543-34-00.pdf   | <Ref>_<HCAIApprovedProject#>.pdf  | References Only   |
| 16                                     | Project Cancellation Notice                                 | WithdrawApplication_9559310.pdf   | <WithdrawApplication>_<UCDHProject#>.pdf                                | Project Cancellation or Withdrawal application<br>Post Approval Application   |

**APPENDIX A and B: UCDH Electronic Plan Review Submittal Requirements**

|    |                           |   |  |   |
|----|---------------------------|---|--|---|
| 17 | Plans<br>HCAI New project | Plan_9559310_v1.pdf   | <Plan>_<HOSPPProject#>_<volume#>.pdf                                     | If you have 1 volume, don't enter the volume number<br><br>Plans with more than 100 Sheets or several volumes use volume number |
|    | Plans – ACD<br>HCAI - PAD | Plan_9559310_HOSP_2022_0206_PAD01.pdf<br>Plan_9559310_HOSP_2022_0206_CO01.pdf | <Plan>_<HOSPPProject#>_<HOSPparentrecord#>_<PAD Applicant Tracking#>.pdf | ACD Plans for HCAI Projects   |
|    | Plans – DA<br>HCAI - PAD  | Plan_9559310_HOSP_2022_0206_DA01.pdf  | <Plan>_<HOSPPProject#>_<HOSPparentrecord#>_<DA><2-digit sequential#>.pdf | Deferred Approval for HCAI Projects   |

### Appendix C: Attachments by Record Type

Attachments are electronic files such as PDFs or image files that you can upload from your computer to the eServices Portal, and then associate the attachment with a specific project record, such as an HCAI and UCDH Project, Post-Approval Document, etc. Attachments can be just about any relevant document or file, such as special instructions, diagrams, pictures, or other information relevant to the record, however, the Document Types are limited based on the record the attachment is being uploaded to; this is known as public user permissions for each attachment associated with a record. Once a document, plan, photo, etc. is uploaded to the UCDH eServices Portal, the attachment can be downloaded and viewed by any authorized Public User with Facility Authorization and by any Licensed Professional associated with that project. However, attachments cannot be deleted by an Applicant once they are uploaded – even if they were erroneous, they can only be deleted by UCDH intake staff. A description of attachments and the records that they can be associated with are listed in the table below:

| Attachment Name                                    | Record Type                                 | Description   |
|--|---|---|
| <b>Attachments by Record Type</b>                  |   |   |
| Plan   | HCAI and UCDH Projects<br>PAD               | Construction floor plans of sufficient clarity to indicate the location, nature, and extent of the work proposed and show in detail that it will conform to the provisions of applicable codes and relevant laws, ordinances, rules, and regulations. Plans do not include specifications, calculations, product data, etc.   |
| Calculations                                       | HCAI and UCDH Projects<br>PAD               | Structural calculations, hydraulic calculations, etc. necessary to support the design criteria and parameters of the Plans.   |
| Specifications                                     | HCAI and UCDH Projects<br>PAD               | The portion of the Contract Documents consists of the written requirements for materials, equipment, systems, standards, and workmanship for the work, and performance of related services.   |
| Testing, Inspection, and Observation Program (TIO) | HCAI Project<br>(For HCAI projects only)    | The TIO program identifies all materials and tests to be performed on the project, all special inspections to be performed on the project, and the firm(s) and/or individual(s) to perform each of the required tests and, inspections. The TIO program must also identify each Licensed Professional that must verify that the work complies with the approved construction documents. |
| Functional Program                                 | HCAI Project<br>(For HCAI projects only)    | An executive summary of the project, required by CAC Section 7-119, that clearly describes the purpose of the project, the project components, and scope affected support functions, operational and environment of care requirements, architectural space and technology requirements, and planning considerations.  |
| Workers Compensation Insurance Certificate         | UCDH Project                                | California law requires employers to have workers' compensation insurance if they have even one employee. Proof of sufficient workers' compensation insurance or a certificate of self-insurance is required for the issuance of any Building Permit.   |
| Documents  | HCAI and UCDH Projects<br>HCAI and UCDH PAD | All other documents not already classified may be uploaded; this would include soil reports, product data sheets, reference drawings, etc.  |
| Image Documents                                    | HCAI and UCDH Projects<br>PAD               | Photos may be uploaded if they are relevant to the project.   |
| Other  | HCAI and UCDH Projects<br>PAD               | Miscellaneous classification of attachments.  |