

RAMONA MUNICIPAL WATER DISTRICT ENGINEERING DEPARTMENT PROCEDURES	NO. 5.09	Pg. 1 of 4
PLANS - NUMBERING AND COMPUTER FILING	Rev. 6	Rev. Date: 01-03-07
	Origination Date 12-15-04	Approved By TNS

1.0 Purpose:

To provide guidelines for numbering and storing digital copies of plans for Capital Improvement Program projects (CIP) and Private Development Projects.

2.0 Audience:

Engineering staff.

3.0 Guideline:

The District assigns numbers to all plans and maintains a computer file (record) of all plans by scanning them at various stages of development. The following guideline shall be used to assign plan numbers.

Standard format is **xxxxxx-yyy-zz**, where **"xxxxxx"** is the Job Order Number, **"yyy"** is the status of the plans, and **"zz"** is the sheet number.

CIP example: **54175-CP1-01**

Private Project Example: **10412-CP1-02**

O&M Projects without a JO: **90000-CP1-03**

3.1 Plan numbers are the same as the project number so for a Private Development Project with the "Job Order" (JO) number 10412 the plans are numbered 10412. For a CIP project with the JO number 54175 the plans are numbered 54175. See Engineering Department Guideline x.xx "Project Job Order Numbering" for numbering guidelines. For O&M projects and those without JO numbers the GIS Specialist shall assign a 90000 series number and maintain a log of numbers assigned.

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3.2 The status codes are as follows:

<u>Check Plans</u>	<u>"CP1"</u>	<u>where "1" is the check cycle</u>
<u>Design Plans</u>	<u>"DP "</u>	<u>signed plans ready for construction</u>
<u>Field Plans</u>	<u>"FP1"</u>	<u>redlined plans from field, where "1" identifies the contractor who provided the relined plans if there are multiple contractor prepared redlines.</u>
<u>Record Plans</u>	<u>"RP"</u>	<u>record drawings (final plans with all changes sometimes called as-built)</u>

3.3 The District's project engineer shall add the drawing number to the lower right hand side of each sheet as shown in Exhibit "A"

3.4 Each time a set of plans is checked, signed, approved for change in design, construction redlined, or submitted as a record drawing they shall be given to the GIS Specialist and shall be scanned and placed in the computer project folder on the "**P:**" Drive by the GIS Specialist. All scanned drawings are saved in the project folders.

3.5 Record drawings shall be placed in the master file of all record drawings on the "**V:**" drive in "**V\SCANS**" in the following folders.

100	General
300	SV Sewer
400	Potable Water
500	SM Sewer
800	Parks
900	Untreated Water
1000	Fire
1100	Reclaimed Water

A short cut to the master file shall be added to the project folder on the "**P:**" Drive project folder

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- 3.6 The Project Engineer shall label and hang the approved design plans in the plan holders.
- 3.7 The GIS Specialist will prepare the Mylar for hanging and place the Mylar of the Record Plans in the trailer behind Administration building in hanging files.

4.0 References:

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