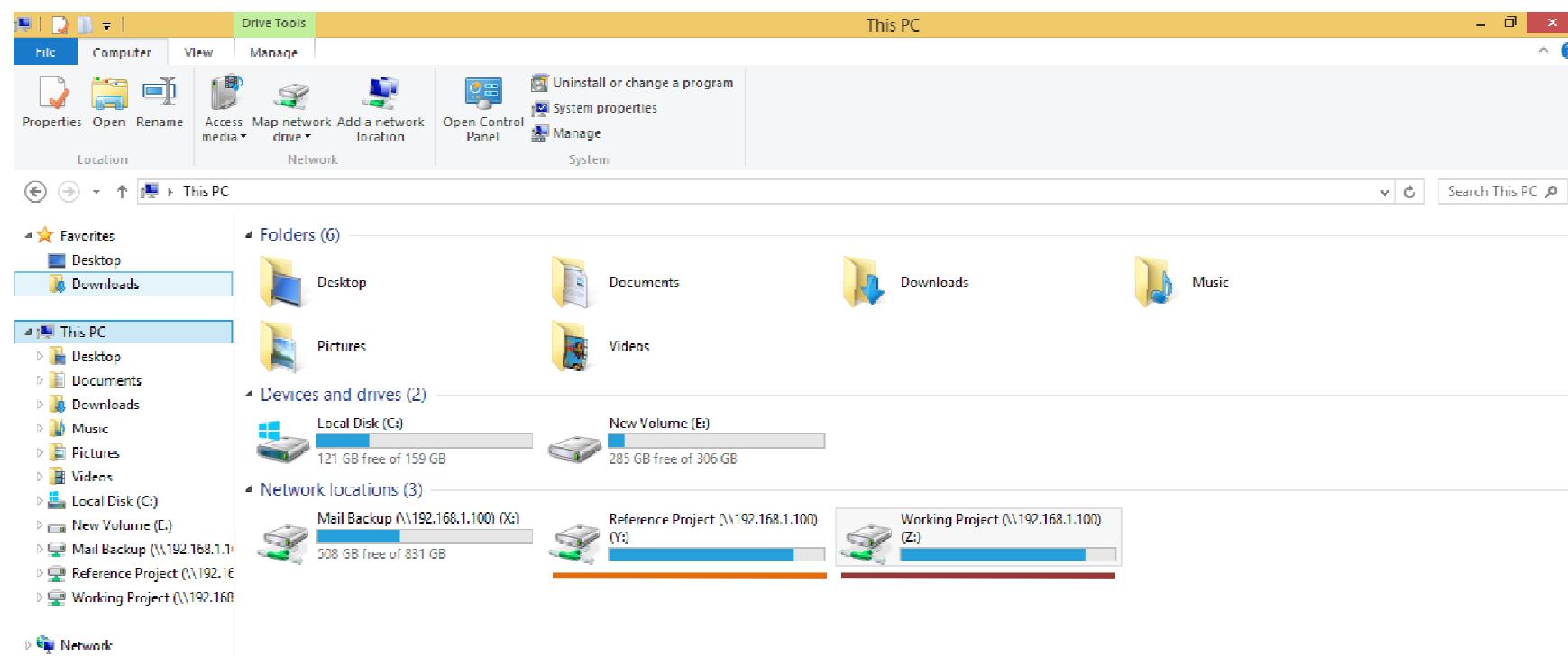


Folder System



Reference Project: All Completed Projects & Libraries

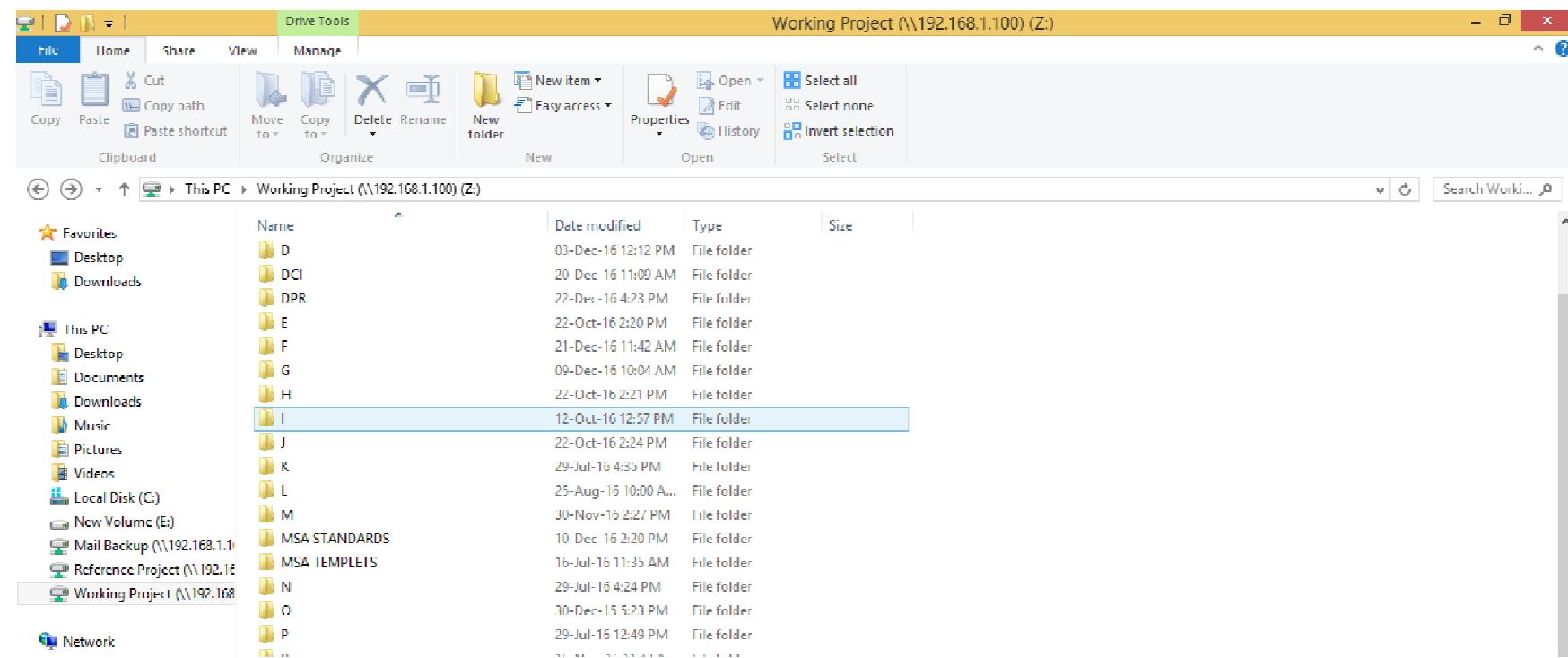
Working Project: All On-Going & Up-Coming Projects

Folder System

Working Project

Folder ID

Working Project



DPR: DPR of Staff

MSA STANDARDS: MSA Central Page

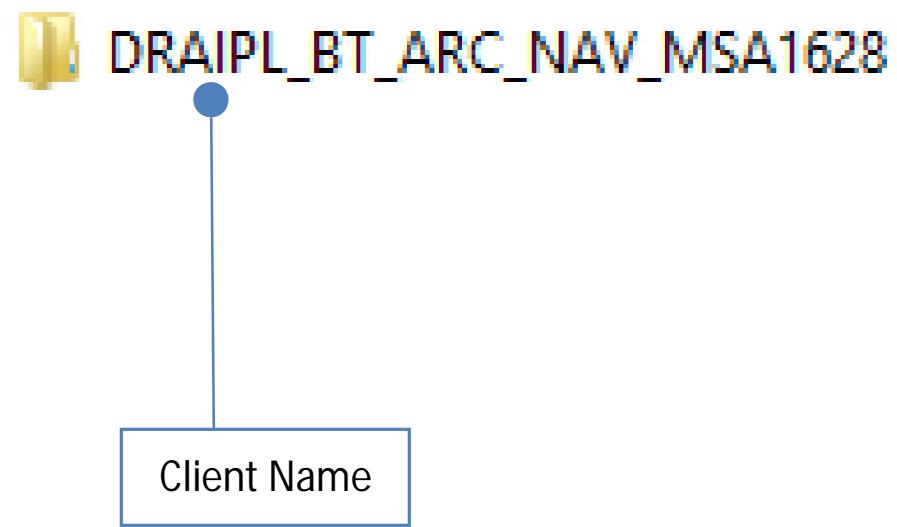
Folder System

Working Project

Folder ID

Folder ID

Main Folder Naming:



Folder ID

Main Folder Naming:

 DRAIPL_BT_ARC_NAV_MSA1628

Project Type

BT: Bus Terminal

Folder ID

Main Folder Naming:

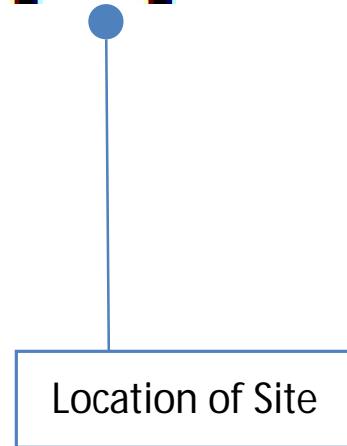
 DRAIPL_BT_ARC_NAV_MSA1628



Folder ID

Main Folder Naming:

 DRAIPL_BT_ARC_NAV_MSA1628



Folder ID

Main Folder Naming:

 DRAIPL_BT_ARC_NAV_MSA1628

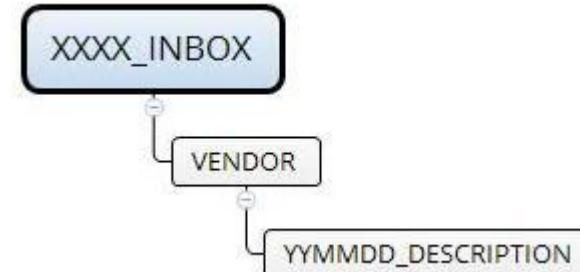
Project Code

16: Year

28: Project Number

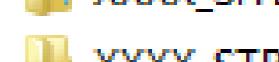
Folder ID

- 📁 XXXX_3D **3D:** 3Ds
- 📁 XXXX_ARC **ARC:** Architecture Drawings
- 📁 XXXX_CONT_QUOT **CONT_QUOT:** The quotations that are received from the contractor
- 📁 XXXX_COR_PLAN **COR_PLAN:** Corporation Plan
- 📁 XXXX_DOC_RCD_CLIENT **DOC_RCD_CLIENT:** Documents received from client
- 📁 XXXX_ESTIMATE **ESTIMATE:** Project Estimates
- 📁 XXXX_INBOX **INBOX:** Documents received from PMC, Site, Consultant etc.
*File naming: RCD_CLIENT_DATE_FILE TITLE
- 📁 XXXX_INT
- 📁 XXXX_MOM
- 📁 XXXX_OUTBOX
- 📁 XXXX_PPT
- 📁 XXXX_PRO_SCH
- 📁 XXXX_REF_DOC
- 📁 XXXX_SERVICES
- 📁 XXXX_SITE_VISIT
- 📁 XXXX_STR



* = To be Obsolete

Folder ID

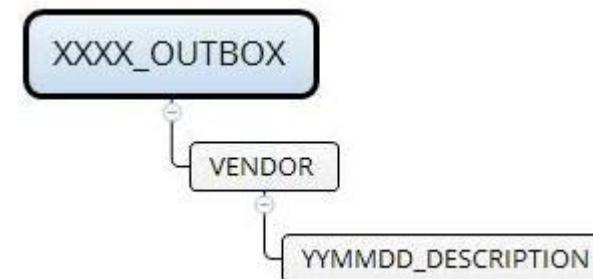


INT: Interior Drawings

MOM: Minutes of Meeting documentation

OUTBOX: Documents sent to PMC, Site, Consultant etc.

*File naming: SNT_CLIENT_DATE_FILE TITLE



PPT: Presentations

PRO_SCH: Project DCIs

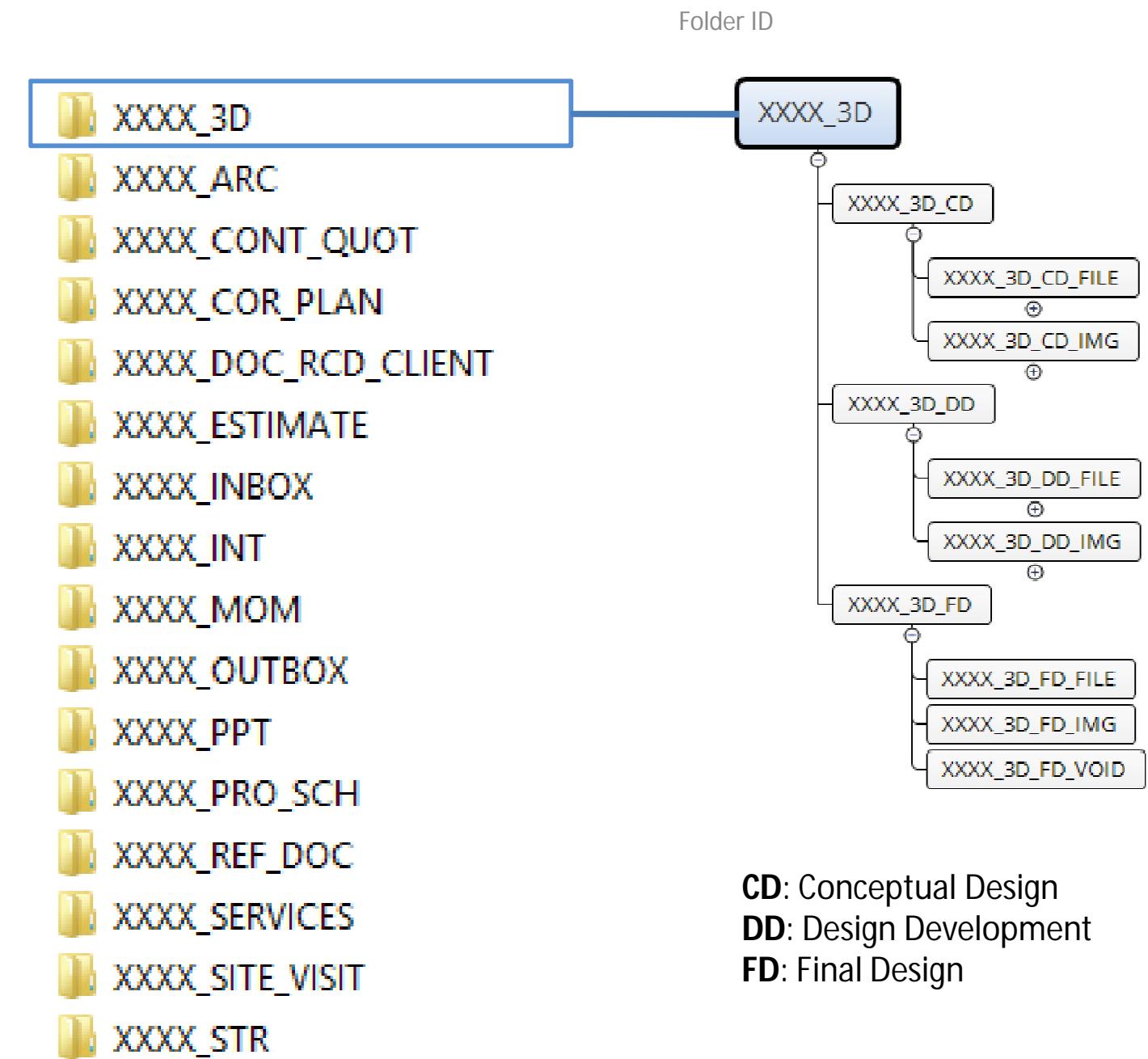
REF_DOC: Reference documents

SERVICES: Services' Drawings

SITE_VISIT: Photos of Site visits

STR: Structural Drawings

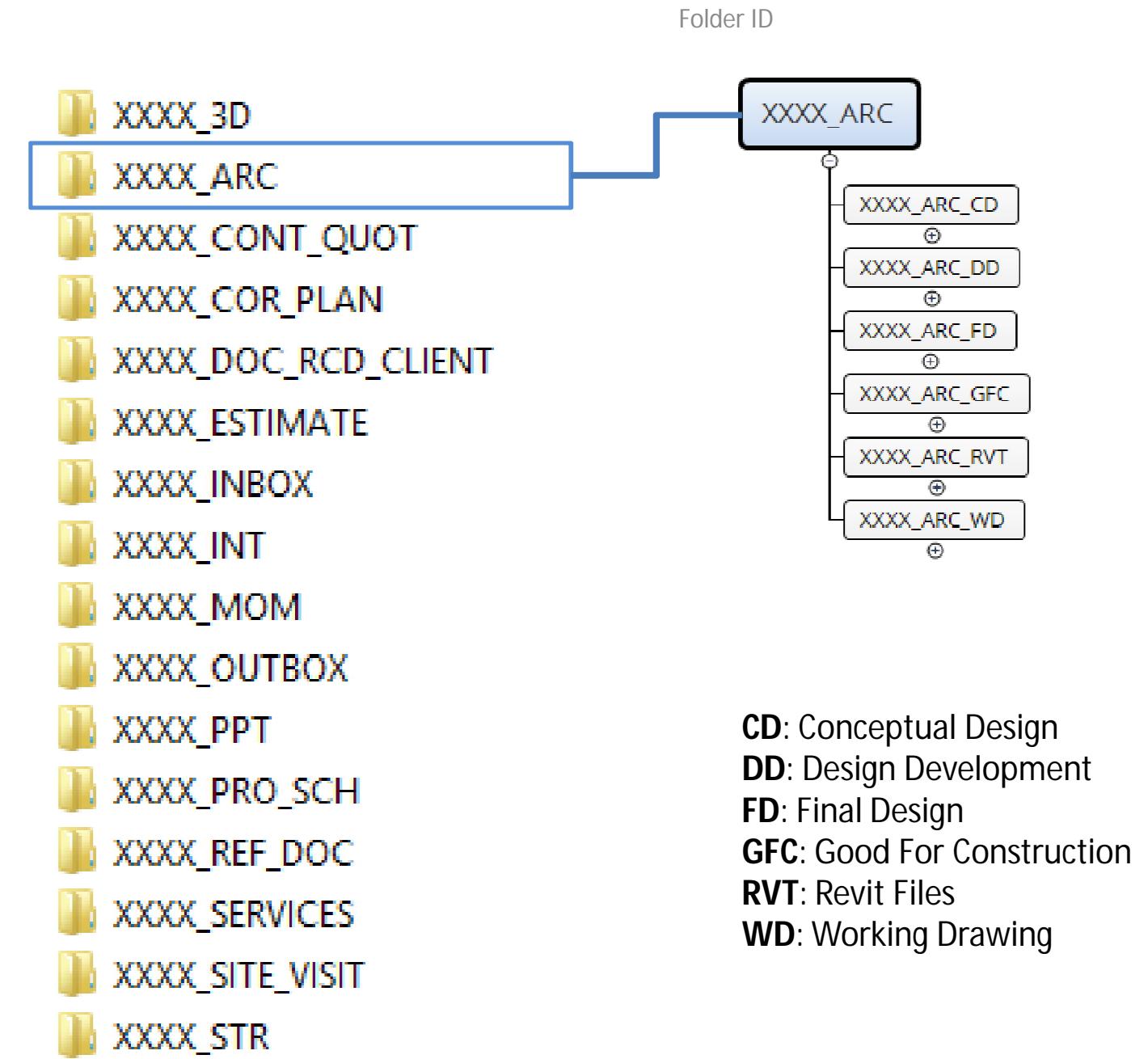
* = To be Obsolete



CD: Conceptual Design

DD: Design Development

FD: Final Design



CD: Conceptual Design

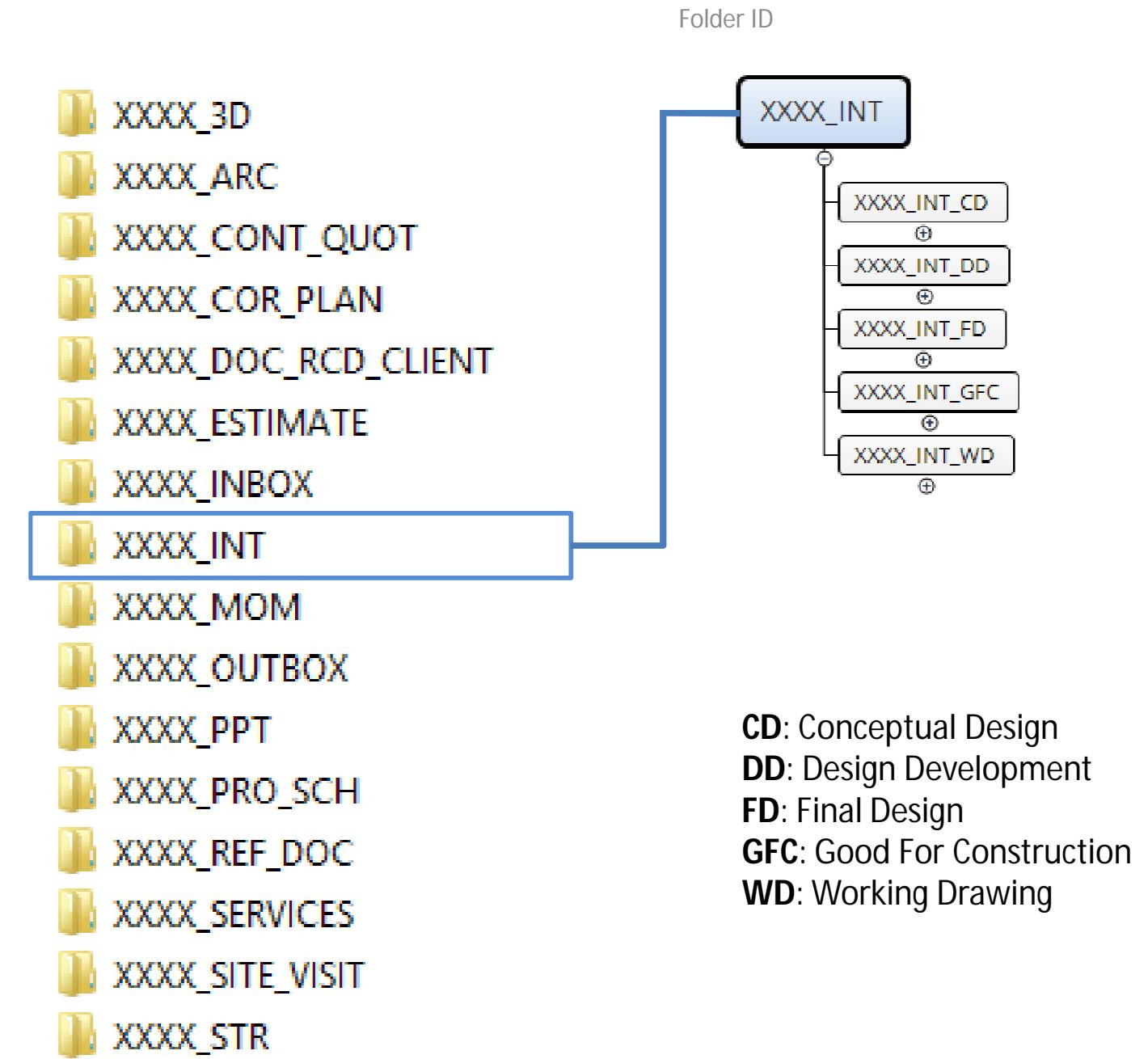
DD: Design Development

FD: Final Design

GFC: Good For Construction

RVT: Revit Files

WD: Working Drawing



CD: Conceptual Design

DD: Design Development

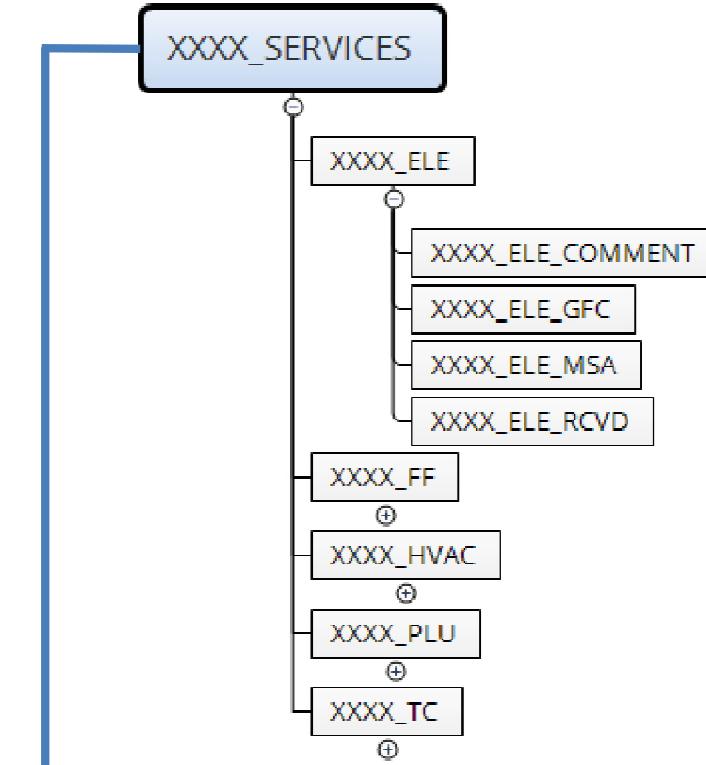
FD: Final Design

GFC: Good For Construction

WD: Working Drawing

- XXXX_3D
- XXXX_ARC
- XXXX_CONT_QUOT
- XXXX_COR_PLAN
- XXXX_DOC_RCD_CLIENT
- XXXX_ESTIMATE
- XXXX_INBOX
- XXXX_INT
- XXXX_MOM
- XXXX_OUTBOX
- XXXX_PPT
- XXXX_PRO_SCH
- XXXX_REF_DOC
- XXXX_SERVICES**
- XXXX_SITE_VISIT
- XXXX_STR

Folder ID



ELE: Electrical

FF: Fire Fighting

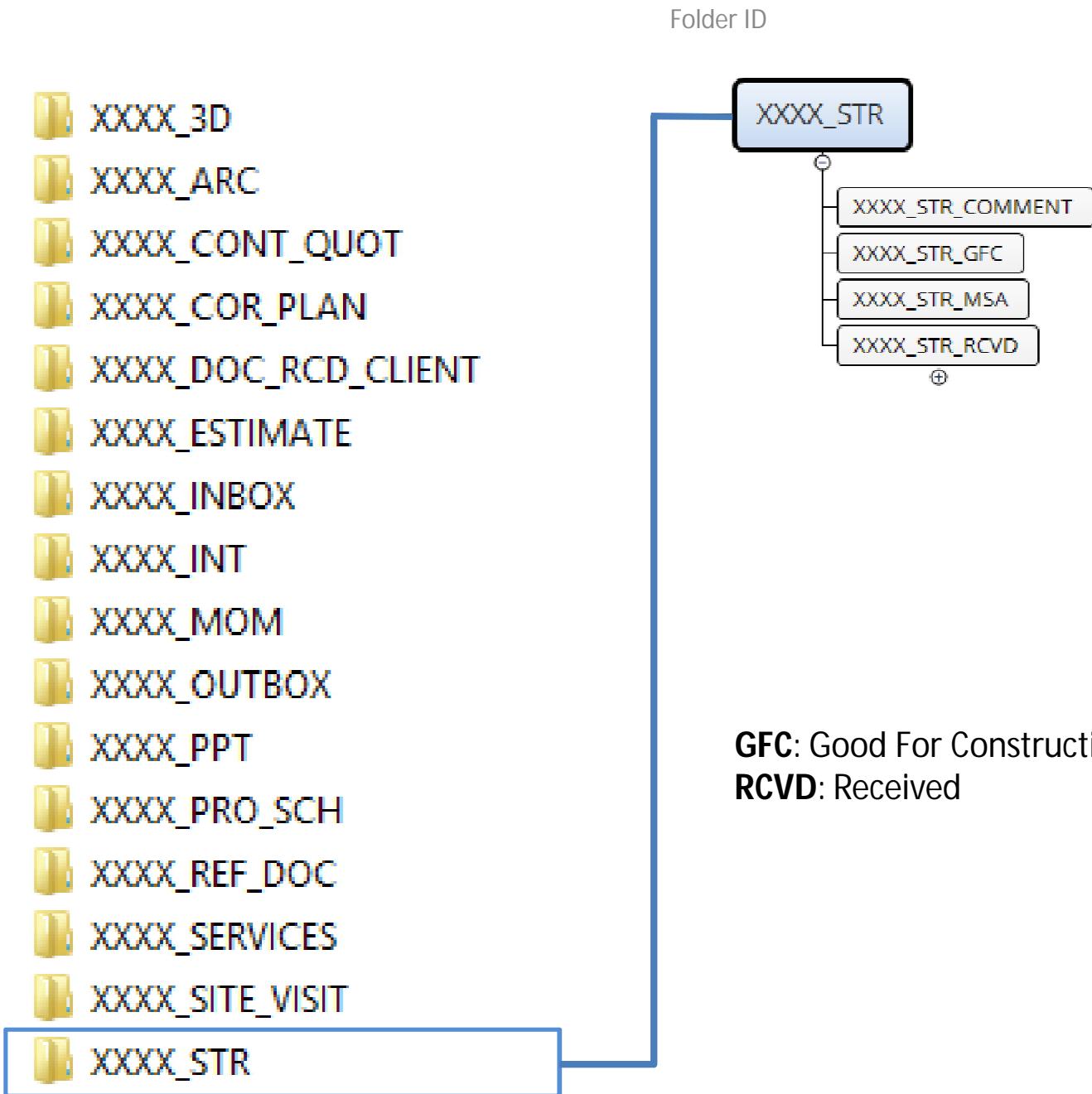
HVAC: Heating, Ventilation & Air-conditioning

PLU: Plumbing

TC: Tele Communication

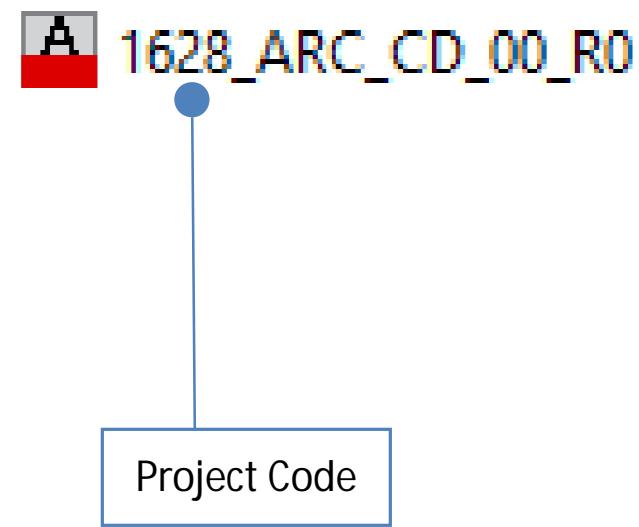
GFC: Good For Construction

RCVD: Received



Folder ID

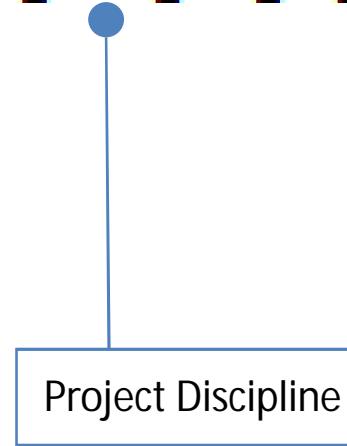
Drawing Code Format:



Folder ID

Drawing Code Format:

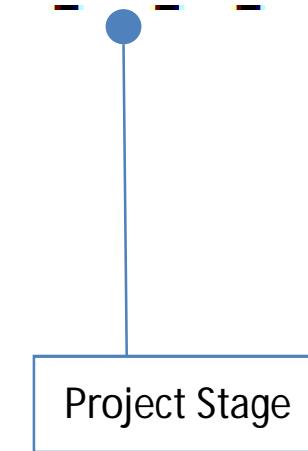
A 1628_ARC_CD_00_R0



Folder ID

Drawing Code Format:

A 1628_ARC_CD_00_R0



CD: Conceptual Design

Folder ID

Drawing Code Format:

A 1628_ARC_CD_00_R0

Drawing Number as per DCI

Folder ID

Drawing Code Format:

A 1628_ARC_CD_00_R0

Revision Number as per DCI