

For a graphical representation of the CADD Project Folder Structure, see CU Design Standards Manual, Book 6 – CADD Standards, Chapter CADD2, "[Exhibit CADD2-1 Project \(CADD\) Folder Structure](#)".

- I. **XXXXX – Root Project CADD Folder:** Top-most folder for linear projects. Should include Work Order Number and Official Project Name. (Ex. 83471 – *Maplewood Storm Drainage Improvements*)
 - A. **_shortcuts** – Folder for xml file format for Data shortcuts. For information on data shortcuts, see the Autodesk help file and/or search online.
 - a. **Alignments**
 - b. **PipeNetworks**
 - c. **Profiles**
 - d. **Surfaces**
 - e. **ViewframeGroups**
 - B. **Correspondences & Transmittals** - Folder for all project correspondences redlines/markups, transmittals, CAD files received from Designer, & AutoCAD files for Construction Stakeout
 - a. **AutoCAD files for Construction Stakeout** – Various AutoCAD drawing files used for site layout (as requested by external firms).
 - b. **CAD from Designer** – Misc. drawing files created/received by the designer of the project.
 - c. **Redlines – Markups** – PDF/DWF or other scanned redline documents. This folder typically contains redline files for the 30%, 60%, 95%, 100% & CTC project stages.
 - i. **Old Versions** – Incremental backup versions of files. These files are typically placed in this folder when a newer version of the drawing has been created. Files may be deleted once 100% or CTC files are completed.
 - C. **Drawings**
 - a. **Sheet Drawings** - Final cut/layout sheets. (Ex. title, plan & profile, general notes, plan, detail sheets, etc.)
 - b. **Old Versions** – Incremental backup versions of files. These files are typically placed in this folder when a newer version of the drawing has been created. Files may be deleted once 100% or CTC files are completed.

D. External References

a. Folders where referenced items (Ex. details, title blocks, images, etc.) reside:

i. **DWF** – Folder for .dwf x-refs. Typically used for details.

ii. **DWG** – Folder for .dwg x-refs.

1. **Data Shortcuts Drawings** – Folders for actual drawings which hold data objects (alignment, surfaces, etc.). Each data object type has its own .dwg drawing. Data shortcut references are created from these drawings.

a. **Alignments**

i. (Folder for alignment drawings such as 83471C-GPAL01.dwg)

b. **Corridors**

i. (Folder for corridor drawings such as 83471C-3DCR01.dwg)

c. **Cross Sections**

i. (Folder for cross section drawings such as 83471C-3DXS01.dwg)

d. **Pipe Networks**

i. (Folder for pipe network drawings such as 83471C-3DPN01.dwg)

e. **Plan Production**

i. (Folder for Plan Production drawings such as 83471C-108-01.dwg)

f. **Profiles**

i. (Folder for profile drawings such as 83471C-3DPR01.dwg)

g. **Surfaces**

i. (Folder for surface drawings such as 83471C-3DSF01.dwg)

2. **Title Border Drawings** – Folder for Standard CUE Title Block drawings. Used as external references into Sheet Drawings.

iii. **Excel** – Folder for .xlsx or .csv x-refs.

iv. **Images** – Folder for x-ref images (.PNG format Images required for Aerials)

v. **PDF** – Folder for .pdf x-refs. Typically used for details.

E. **Misc Resource Files** - Misc. existing maps, items used for reference only.

a. **GIS Working Data** – Folder for Working GIS Source Data files. Commonly used to extract data for Base Drawings

i. **CAD** – Folder for working AutoCAD (.dwg) files.

ii. **SHP** – Folder for working ESRI Shape (.shp) files.

b. **Misc Images** – Folder for miscellaneous images such as pre-construction, design field photos.

- F. Original Received Files** – Read-Only, un-modified copy of original files received from survey or outside sources:
 - i. Existing Utility Maps** - Folder containing maps found from various resources (Street light maps, Quarter-Section Maps, Etc.).
 - ii. GIS Data** - Folder containing various originally received GIS files.
 - iii. Survey** – Survey-related files (.dwgs, survey books, survey notes, benchmarks, etc...)
 - iv. Survey Database** – Civil 3D Survey Database
- G. Pipe Network Catalog (External Firms)** – Folder for delivery of Civil 3D Pipe Network Catalog on projects drafted by external consulting firms. (Path to latest CUE Pipe Network Catalog MUST be set on every workstation prior to working on Pipe Network drawings.)
- H. Published Files** - Published files such as DWF or PDF sheets for each project submittal phase:
 - a. 30% Plots**
 - b. 60% Plots**
 - c. 95% Plots**
 - d. 100% Plots**
 - e. CTC Plots** - (Conform to Contract)
 - f. Draft Record Drawings Plots**
 - g. Final Record Drawings Plots**
 - h. GIS Maps**
- I. Reports** - Reports associated with the project and/or drawings (Ex. Project CAD Standards Reviews, etc.).
- J. Sheet Sets** – Folder for Sheet Set files for project sheets. Created via Autodesk Sheet Set Manager.
- K. XML** – Folder for .xml format files used to archive or transmit project data objects (alignment, surfaces, profiles, points, etc.). Include Work Order Number and Object Type in file name by using Model File type designators (Ex. 83471V-3DSF01.xml).