

How to Create a Project File

1. Standard procedure for creation of files for all ECS works projects.

Numbering

2. All projects will have a PB reference number PBNNNNNN. The reference number is created as part of the minor works process. Capital projects will be allocated a number by the Finance Office.

Location

3. Major and minor works projects should be filed on the X drive in the folder

X:\ECS\PP\Works

4. In the relevant works area; Site, Building, and for Oadby only, Site, Hall, Building. All buildings are prefixed with the MiCAD allocated building code.

| Central Campus Structure | | | |
|---|--|---|---|
| <ul style="list-style-type: none"> 00 Whole Estate 01 Central 02 North 03 South 05 LRI 06 General 07 Glenfield 08 Knighton 09 Oadby 10 Minor Sites 11 Brookfield X4 Third Party X6 Disposals | <ul style="list-style-type: none"> A00W Whole Site A001 Adrian A002 Archaeology AH A003 Astley Clarke A004 Attenborough A005 Bennett A006 Bennett Link A007 Bennett Rain Tower A008 Bennett Underpass A009 Charles Wilson A010 College House A011 Computer Materials Ctr A012 Informatics A013 Engineering Concrete Lab A014 David Wilson Library | | |
| Oadby Structure – mirrors MiCAD – individual buildings not in site or hall are separately named | | | |
| <ul style="list-style-type: none"> 09 Oadby 09-1 Beaumont 09-2 Digby 09-3 Gilbert Murray 09-4 John Foster 09-5 Manor Rd 09-6 Stamford J00W Whole Site J055 Stamford Court J106 Observatory 1 J107 Observatory 2 J159 Soutmeades Close 3 | <ul style="list-style-type: none"> 09-1 Beaumont | <ul style="list-style-type: none"> 09-1-1 Lodges | <ul style="list-style-type: none"> J013 Gate House J014 Gate House Outbuilding J015 Stable Lodge J020 Beaumont Lodge J021 Laundry Room |

5. Project file names will start with the PB reference number – descriptions will be kept to a minimum, using just the room number or area if possible. The building name is already included in the file structure and doesn't need repeating.

Example file names include:

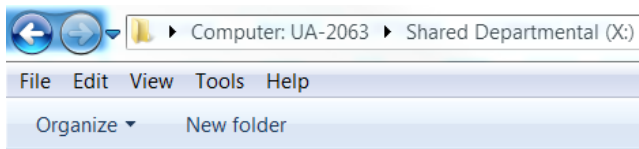
X:\ECS\PP\Works\00 Whole Estate\PB000479 Salix

X:\ECS\PP\Works\01 Central\A001 Adrian\PB000293 LG10

Projects for buildings in residences can be stored in the building, sub-hall or hall as appropriate – see file structure.

To Create the File

6. For example, PB009999 a project to refurbish laboratory G77 in the Bennett Building.
7. Go to the building folder X:\ECS\PP\Works\01 Central\A005 Bennett
8. Create new folder from the tab and name it PB009999 G77



9. Go to <X:\ECS\PP\PP Procedures\Intranet\File Structure>.
10. Right click, select copy, and copy the blank folder structure files into your new folder.
11. This will ensure that all new project files have the same structure.