

CFL CADD STANDARD GUIDELINES

DIRECTORY STRUCTURE

Project uses the latest Roadway directory structure as described in [Chapter 2](#) of the [CFL CADD Standards Manual](#). Additional folders are minimized and for project specific needs only.

FILE LOCATIONS

All project files are located in the appropriate, corresponding folders and sub-folders as described in [Chapter 2](#) of the [CFL CADD Standards Manual](#).

No files of any kind, only “child” folders, are located under the Roadway directory folder.

FILE NAMING

MicroStation drawings (.dgn) are named per [Chapter 3](#) of the [CFL CADD Standards Manual](#)

Additional files are named according to [Chapter 3](#) of the [CFL CADD Standards Manual](#).

- FLH standard plans & CFL details
- Staking reports (include only for 95% or 100%)
- Adobe PDF files for final delivery (include only for 95% or 100%)

ANNOTATION

CFL “Text Styles” are used for placing text and notes and placed correctly for style specific purposes. (Styles are identified in [Chapter 5](#) of the [CFL CADD Standards Manual](#)).

CFL “Dimension Styles” are used and placed correctly.

- Arrowheads are connected to drawing elements.
- Correct terminators are used for notes and area labels.

All text, dimensions and other annotations are properly scaled.

LEVELS AND SYMBOLOGY

MicroStation Elements are placed on the corresponding FLH level with the appropriate symbology.

Non-production elements (elements that will not be printed in plan sheets) are placed on auxiliary levels or as “construction” elements.

No additional levels have been created.

REFERENCE FILES

Reference files that have geographic “project” locations are attached coincidentally and not moved, rotated or scaled.

“Live Nesting” is used appropriately within files.

A Motif file has no elements within it; only referenced files.

PLAN PREPARATION AND PACKAGING

Plan packages are organized and structured per the recommendations in [Chapter 11](#) of the [CFL CADD Standards Manual](#).

The order of sheets within a specific “alpha” group, i.e. “G Sheets”, are Layouts>Standards>Details>Specials.

GEOPAK FILES

Coordinate Geometry (COGO) database files (.gpk) are numbered and reserved per the Geopak “MasterList” excel file located in [N:\CFL-DPIT\INTERNAL DESIGN DOCUMENTS\Master .GPK Numbers](#)

Only one COGO (.gpk) file exists per project.

Chains and Profiles are named so that they are easy to identify and clearly describe the attributes of the alignment such as: Road Name (*do not use Main*), Proposed or Existing, % Design Phase (*if more than one is stored*), Alternative # or letter, etc...

The COGO (.gpk) file is located in the project’s Geopak folder.

CORRIDOR MODELER SETUP

GEOPAK User Preferences are directed to the current project directory

Standard FLH template library (FLH.itl) is copied to the project folder and placed in the appropriate folder as described in [Chapter 2](#) of the [CFL CADD Standards Manual](#).

Define and save [preferences](#) according to the [Roadway Designer Manual](#)

MISCELLANEOUS ITEMS

CADD Files used are tracked and documented in the [CFL CADD Tracking File](#)