Document Naming Convention

The purpose of this document naming principles is:

- Documents are easily located within the Projects folder upon reviewing.
- Ability to capture the essential details of the project.
- Ensure spelling and formatting are consistent throughout.

PRINCIPLES	
Abbreviation/ acronyms	Do not use abbreviations or acronyms
Capitalisation	Keep the use of capital letters to a minimum. Use them as the start of sentences and for proper nouns only.
Currency	[$] [digits with no space and no commas] eg. $14000 use decimal points only if there is a cent value
Dates	All dates will be recorded in the format YYYYMMDD For documents that do not refer to a particular day a default day (e.g. either the First or last day of the month will be used).
Dashes	Do not use dashes in file names nor project descriptions
Hyphens	Use hyphens to add prefixes such as non-, anti-, pre- and post- only.
Names	[last name] [first name] eg. Smith John
Numbers	numbers (excluding dates, times and phone numbers) less than 10 are written in words and from 10 on in figures no spaces should be used, eg. 27493 numbers less than one should have a zero before the decimal point, eg. 0.456
Punctuation	The following characters should NOT be used ~!@#$%^&*(){}:<>?+|
School Information	[School Name] (SUBURB) [document description] eg. St Joseph's School ATHERTON school transport verification
WORKING DOCUMENT EXAMPLES	
Application	[Year Application] [Document type] [School name] 2026 Capital application 2026 Civil works
Drawings	[Date prepared] [Drawing type] [Stage] [School name] 20260315 Drawings elevations preliminary Ryan Catholic College Kirwan 20260315 Drawings hydraulics tender Ryan Catholic College Kirwan
Contracts and Agreements	[Date] [Document type] [Parties] [Document description] 20260315 Agreement TSV CEO and DETE Youth Support Initiative

Correspondence	[Date] [Document type] [Recipient or sender] [Document description] 20260315 Letter Townsville tender evaluations outcomes Ryan Catholic College Kirwan
Photographs	[Date taken] [Document type] [description] 20260315 Image administration building Ryan Catholic College Kirwan
Policies and Procedures	[Date] [Document type] [Document description] 20260315 Policy Maintenance and Facilities Holy Spirit School Cranbrook
Reports	[Date] [Document type] [Document description] 20260315 Report Quantity Surveyor Holy Spirit School Cranbrook
Site Visit Notes	[Date of Visit] [Document type] [description] 20260315 Report site visit notes All Hallows' School Brisbane