

SECTION 5: BUILDING SPACE NAMING CONVENTION (LAST REVISED 8/31/12)

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LAWA Facilities Management Handbook Policy

Title: Building Space Naming Convention

Section 2.5-1

Authority: Deputy Executive Director, FMG

5.1 POLICY

Los Angeles World Airports (LAWA) will establish and maintain a consistent and uniform naming convention for building spaces.

LAWA's building space naming convention supports way-finding and locating facilities, systems and components inside buildings. It aids in emergency response functions.

This policy does not address developing and maintaining building floor plans and the standards for space classifications and measurement. Floor plans are the subject of LAWA's Terminal Measurement Standard.

5.2 DEFINITIONS AND CONVENTIONS

5.2.1 Definitions

Area: LAWA subdivides each airport campus into areas. The combination of campus designation and area designation defines the general location of a facility.

Building: A facility that has a roof, walls and a defined location.

Campus: Los Angeles International Airport (LAX), Ontario International Airport (ONT), Van Nuys Airport (VNY) and Palmdale Regional Airport (PMD) are referred to as campuses

Column Names: Location referencing names applied to building's structural columns. This definition does not consider column labels used with building design drawings or as-built documents.

Corridor: An interior or exterior passageway connecting sections of a building. Corridors provide access to rooms and sometimes other corridors. Corridors use a single alpha character. The alpha character Z is reserved to designate outdoor corridors and rooms being accessed off an outside corridor. The alpha characters I will not be used to avoid confusion with the number 1.

Cubicle: Partially enclosed workspace, separated from neighboring workspaces by partitions.

Level: The position of a floor within a building. Positions above grade are designated L and positions below grade are B. Roofs have a specific designator (ROF) for the highest level of the building. Since buildings can have many roofs, the first roof encountered is designated ROF01, and then the next highest ROF02, continuing until all roofs have been identified.

Room: A space that can be accessed by a door and is enclosed by a floor, walls and a ceiling.

Sub-Room: Rooms that can only be accessed from another room and have no doors directly off of a corridor (i.e. a room within a room).

5.2.2 Space (Corridor and Room) Naming Convention

Interior spaces are named based on the hierarchy of level, corridor and room. As illustrated in Figure 5.1, level and corridor are linked together into an alphanumeric character string. **Refer to sections 5.4.4 and 5.4.5 for descriptions and illustrations of the space naming procedure used to apply the convention.**

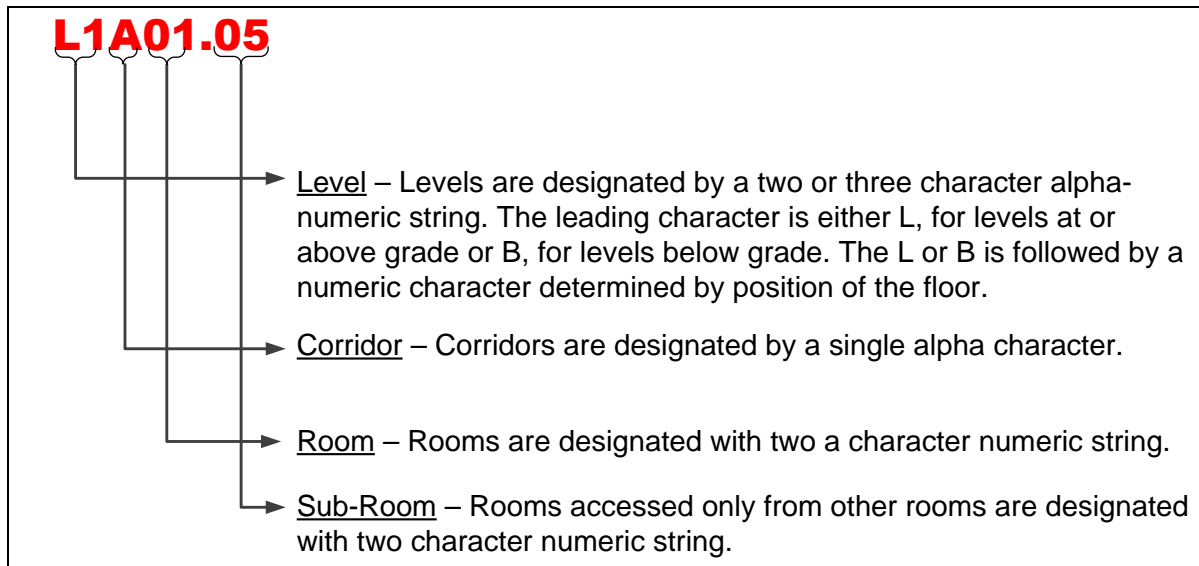


Figure 5.1 Example room name

5.2.3 Cubicle Naming

Interior spaces occupied primarily with cubicles follow the same naming convention applied to rooms (Figure 5.2). **Refer to section 5.4.6 for an illustration of the cubicle naming procedure.**

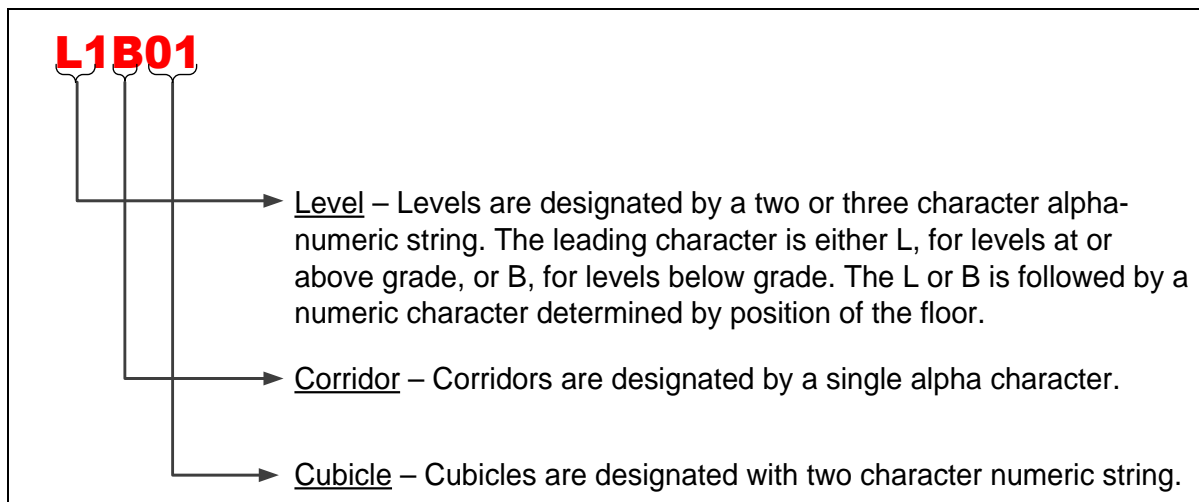


Figure 5.2 Example cubicle name

5.2.4 Column Naming

Structural columns are an effective fixed point of reference for locating equipment or events. Locations can be reported relative to one or more columns. Column naming is independent of corridor and room numbering.

Column names for Level codes (the same used for rooms) follow a column reference number. **Refer to section 5.4.8 for an illustration of the column naming procedure.**

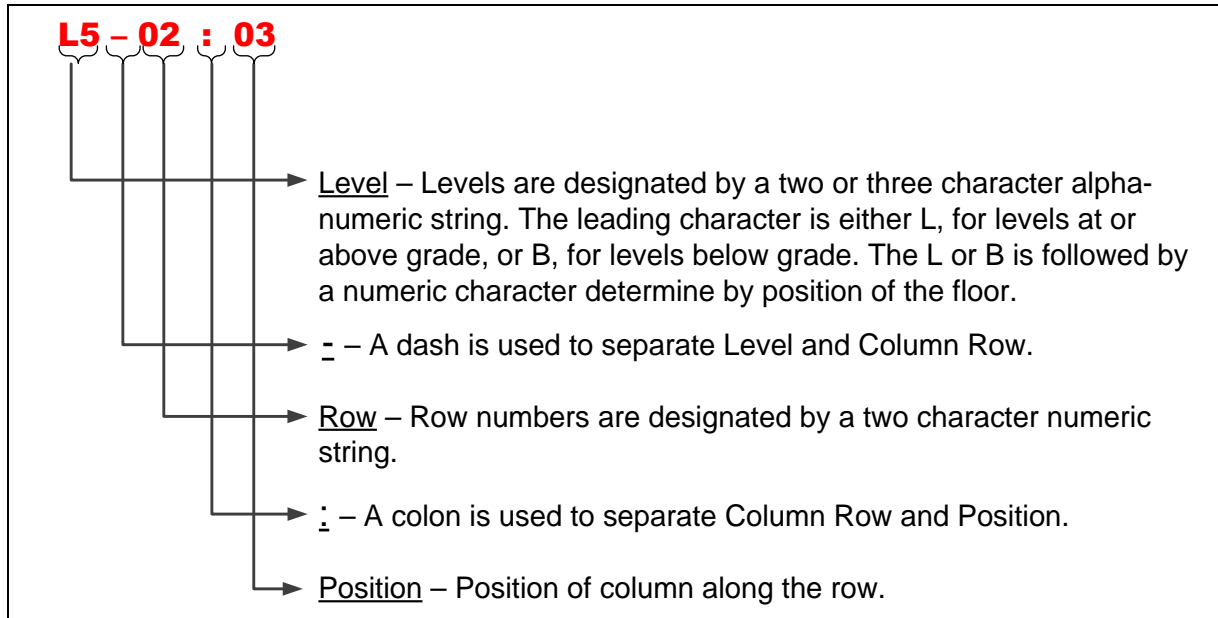


Figure 5.3 Example column name

5.3 ROLES AND RESPONSIBILITIES

Applying and sustaining the space naming convention requires three organization roles.

Administrator – The Facilities Management Unit (FMU) will administer the convention and oversee the application of processes and procedures.

Users – Facilities Management Group (FMG), Airports Development Group (ADG) and Commercial Development Group (CDG) play significant application roles. Facilities Planning Division (FPD), ADG and the contractors designing and building or renovating space must follow this convention. CDG must update room names that result from acquiring tenant controlled buildings. EFMD is responsible for naming existing space and columns.

Reviewers and Approvers – The EFMD's Facilities Management Unit and GIS Section are responsible for accepting and validating intermediate and final building space naming results.

5.4 PROCESS AND PROCEDURE

Space naming is initiated by one of three LAWA business processes: new construction and renovation, building acquisition or for an existing building.

5.4.1 New Construction and Renovation

Renovation and new building construction requests originate with FPD and ADG and in most cases the design/construction contractor is responsible for establishing space names. The design team and EFMD coordinate to assure that the convention is properly applied. Coordination includes, but is not limited to, reviewing the convention, sharing existing information and jointly making key naming decisions. EFMD must review and approve the space names during design submittal and again validate naming at project close-out.

If renovation requires renaming adjacent, unaltered spaces, the legacy door, room and space names and signage must not be removed. Design and as-built drawings will be annotated with the existing names and the new names.

Following the facility, system or component (F/S/C) transition processes (Facilities Management [FM] Handbook Section 11), LAWA's Geospatial and Facilities Management Systems (FMS) are updated to record new space names.

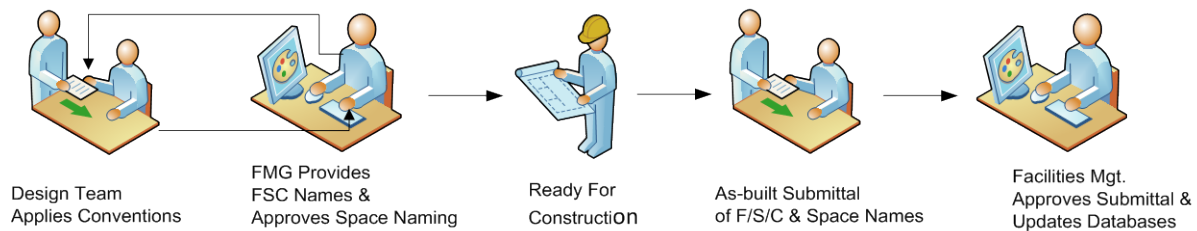


Figure 5.4 New Construction and Renovation Triggered Space Naming

5.4.2 Building Acquisition

Prior to LAWA assuming maintenance responsibility, the FMG will assign new space and column names to the acquired building. FMU will assess the new space and leverage all available information to plan and develop names.

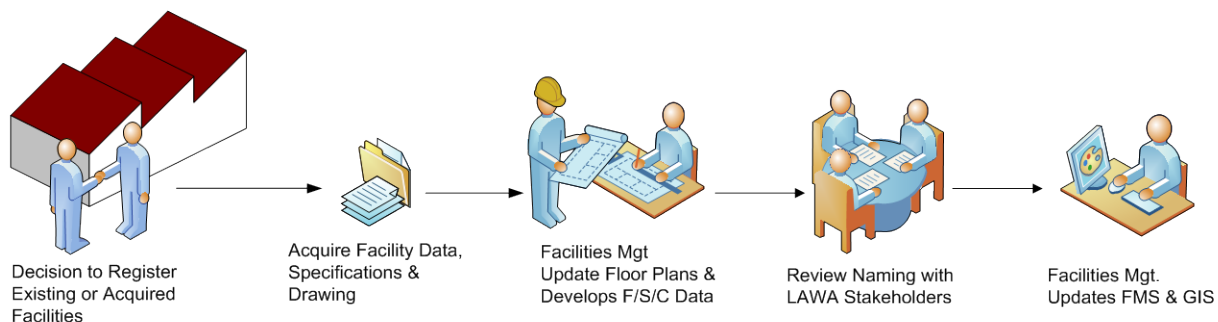


Figure 5.5 Acquisition Triggered Space Naming

Facilities Management will maintain legacy room and column names until all LAWA business units agree and are prepared to accept the exclusive use of the new names.

5.4.3 Existing Building

FMU of EFMD is responsible for naming the spaces in existing buildings. Naming the existing space is typically initiated by the need to develop a building F/S/C registry.

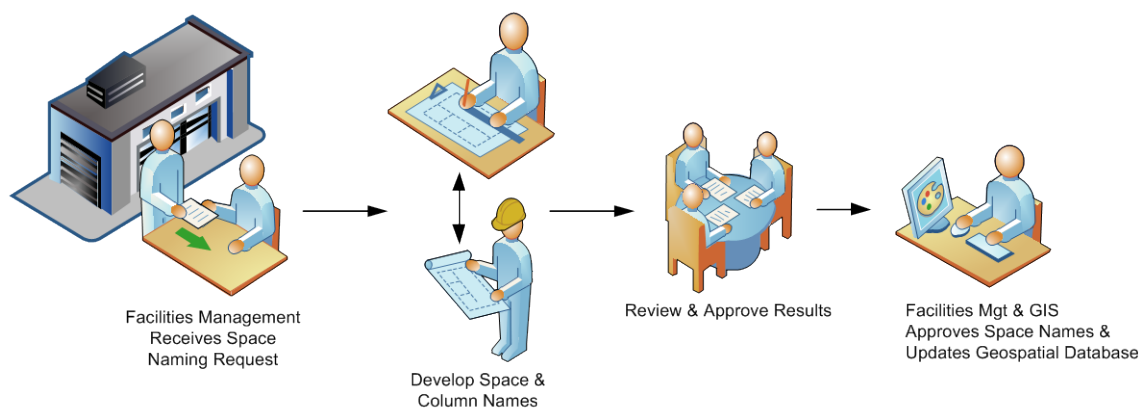


Figure 5.6 Existing Building Space Naming

The processes illustrated in Figures 5.4, 5.5 and 5.6 are performed using specific naming procedures. The convention must be applied following the corridors and room naming, cubicle naming and column naming procedures.

Space and column naming compliance checks are part of the procedure. Appendix 5A provides a checklist of key decision points and compliance consideration. The FMU sequence for establishing names is stated below:

- Designate naming initiation location for each level
- Establish, validate and approve corridors
- For existing buildings, walk entire space and validate the floor plan drawings. Submit floor layout change request to EFMD
- Assign room and column names to drawings (for new construction and renovation design submittals must include room and column numbering review)
- Submit Space Naming results to the FMU (FM-Unit@lawa.org) for final review and approval

5.4.4 Corridor Naming

Establishing corridor names is a two-step procedure:

Establish the naming initiation location – by convention the starting location is the rightmost main entrance of each level. Rightmost is established by facing the building or level entrance. This rule may not work for every building. If another method must be used, coordinate with FMU to establish the starting locations.

Starting at the designated entrance facing into the space, traverse the level clockwise, naming all the corridors on that level. The first corridor off the main entrance is corridor “A”. From this first corridor continue searching clockwise and naming each corridor until you return to the level’s starting location. Figure 5.7 illustrates this procedure.

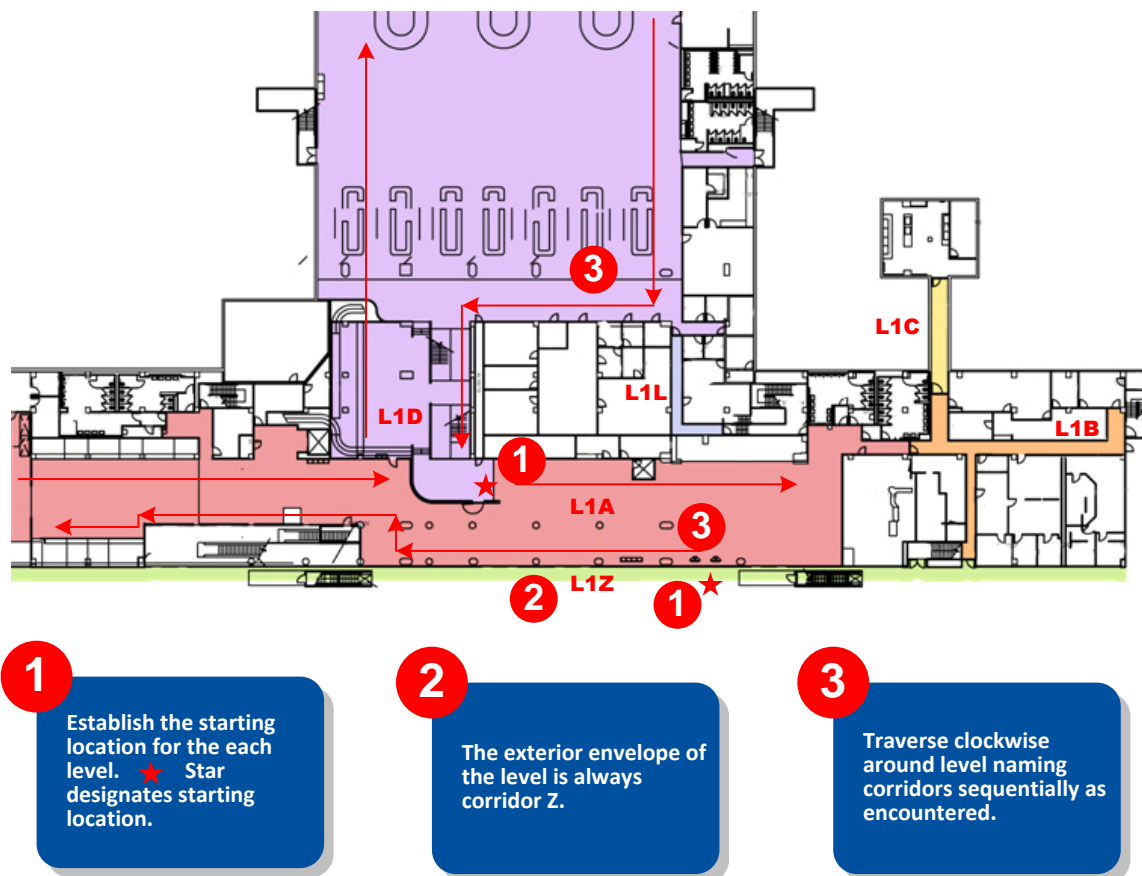


Figure 5.7 Corridor Numbering

The corridor designation “Z” is reserved for the exterior envelope of a building or level. Rooms, not corridors, accessed directly from the outside are always assigned to the “Z” corridor beginning at the rightmost end of the building.

For the existing building process, corridors should first be assessed and named in the office using the floor plan drawings, then validated by walkthrough. Corridor names must be reviewed and approved by the FMU prior to naming rooms.

5.4.5 Room and Sub-Room Naming

Room numbers are assigned by moving clockwise around a corridor and numbering each room sequentially in the order that they are encountered. Refer to Figure 5.8 for the room naming convention. A room is numbered as a member of only one corridor based on access. Rooms with door access into more than one corridor are numbered using the lower corridor number.

Rooms that are accessed from other rooms are termed sub-rooms and are numbered sequentially per the Naming Convention illustrated in Figure 5.1. Applying a number to create a sub-room name follows the same process as room numbering.

Figure 5.8 illustrates room naming procedures including circumstance of a room having doors into more than one corridor. Figure 5.9 illustrates naming sub-rooms.

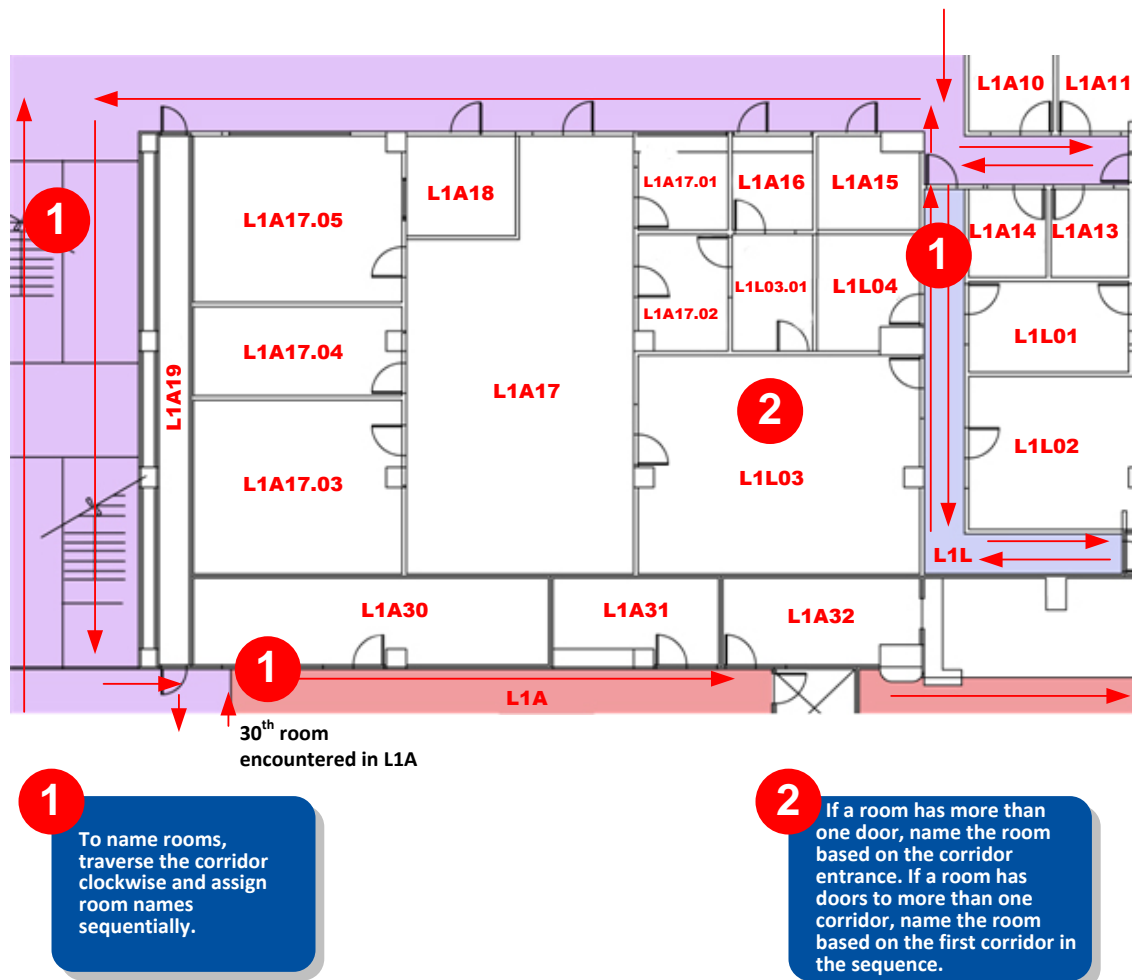


Figure 5.8 Room Naming

BUILDING SPACE NAMING CONVENTION

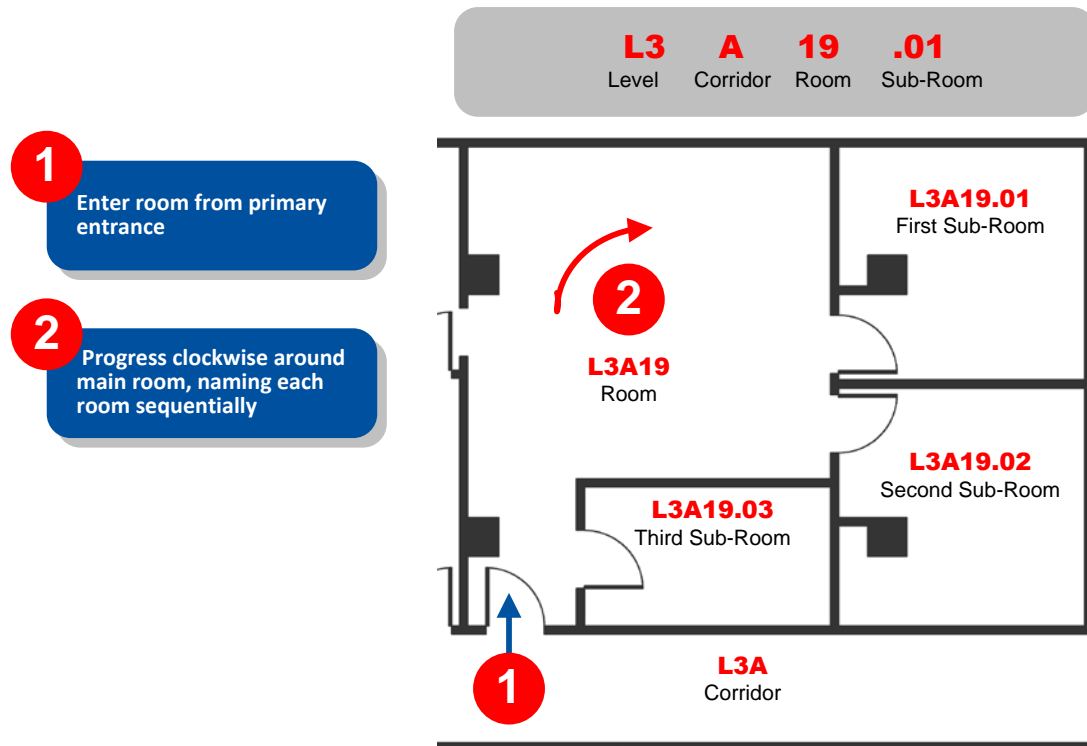


Figure 5.9 Naming Sub-Rooms

5.4.6 Cubicle Naming

Cubicle naming uses the same convention and procedure as corridor and room naming. Begin at the designated starting entrance to the level and proceed clockwise to name corridors and cubicles. Figure 5.10 illustrates the procedure.

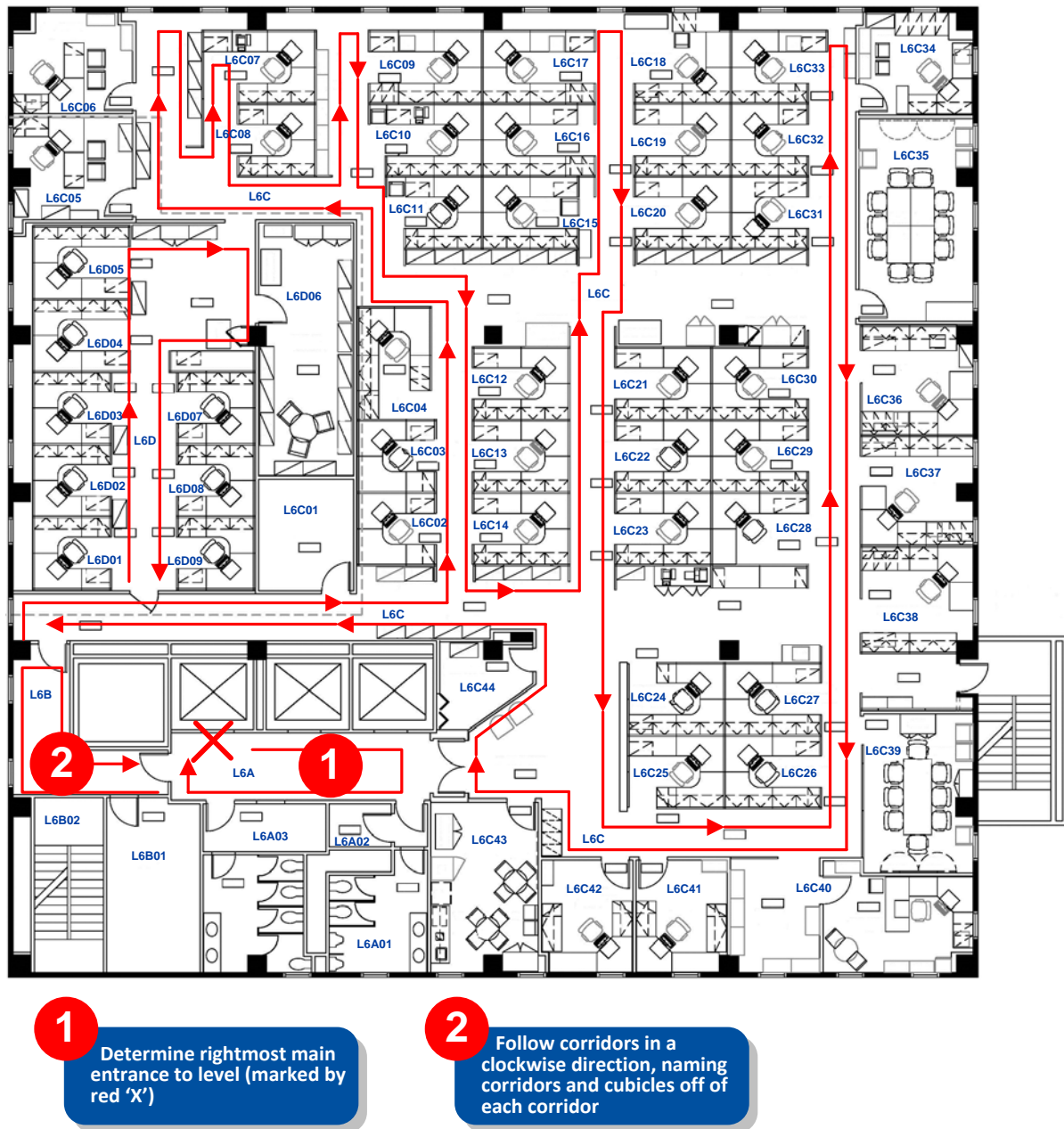


Figure 5.10 Cubicle Naming

5.4.7 Door Labels

LAWA does not have a separate door naming convention. Doors are labeled with corresponding corridor or room names except in the situation where a room or corridor has multiple doors. In that situation, the name assigned to the door is the space name with a single alpha character suffix. The suffix is delimited from the room number by a dash. The first in sequence is the first door encountered in the clockwise traverse used to establish the room name. The subsequent doors are named by clockwise progression around the corridor / room. If a room has doors that open into more than one corridor, the name on the door is determined by its position relative to the room. Doors that separate corridors are assigned numbers related to the lower numbered corridor.

5.4.8 Column Naming

The starting column position is determined by evaluating the main entrance to the building. The beginning column is at the right end of the corridor closest to the front wall, determined by facing the main entrance. Rows of columns trend right to left across the space as illustrated in Figures 5.11 and 5.12. Each column in the row is assigned a row and position designated per the convention (Section 5.2.4). Recall that directions are determined by facing the entrance of the building and/or level.

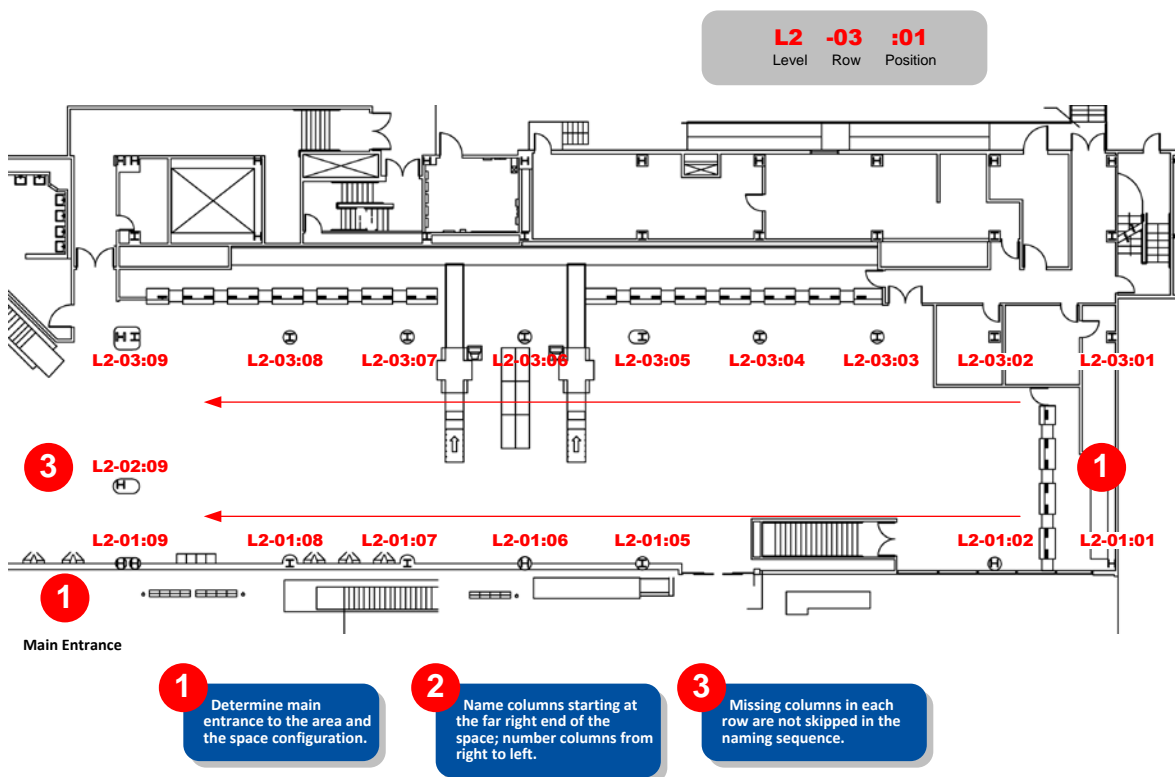


Figure 5.11 Illustration of Column Naming for Terminal Building

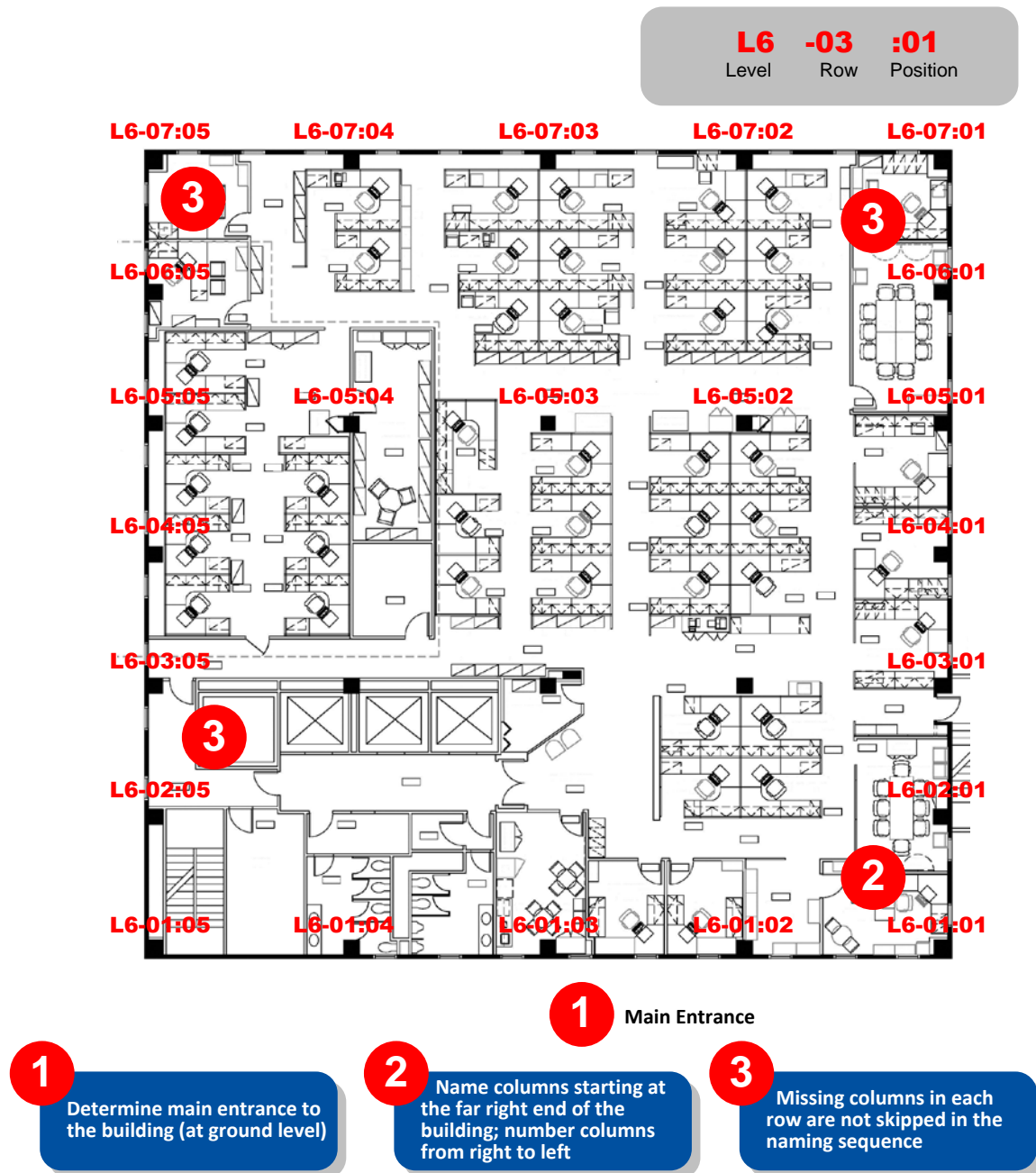


Figure 5.12 Example column naming on typical office floor

5.4.8.1 Applying and Using the Name

Once the space and column names have been established they will be applied to door frames and columns. A bar code will be generated from the room name, printed and applied. The bar codes will be entered into the GIS database; this database is updated to establish the relationship between the bar code and space record.



5.4.8.2 Auditing and Validating

FMU will conduct periodic performance audits. Audits ensure that:

- Space names in combination with campus and facility are unique, and
- Names and or legacy names databases conform to the convention and are in agreement with door and column tags.

EFMD will correct exceptions in the Geospatial database and reconcile locations with the Facilities Management System database records.

5.5 KEY PERFORMANCE INDICATORS

The following report is a Key Performance Indicator (KPI) that is used to evaluate the integrity of the database.

Table 5.1 Key Performance Indicator


| Key Performance Indicator | KPI Description | What it Measures | Why This is Important | Frequency (F) and Performance Goal (G) |
|------------------------------------|--|---|---|---|
| Space and Column Naming Validation | Random sample of data records to analyze space and column name uniqueness, conformance to convention and match to actual space | Checks name for duplicates Assesses name pattern and application LAWA staff verifies name against data record | To avoid mission critical location reference errors | F: 6 months G: No out of compliance space/column names |

5.6 REVISION HISTORY

| Revision | Summary of Changes | Author | Date |
|----------|---|--------|-----------------|
| 1 | Update to Definitions and Conventions, Process and Procedures | FMG | August 31, 2012 |

APPENDIX 5A: SPACE NAMING PROCEDURE CHECKLIST

Refer to Section 12A Electronic Forms and Reference Materials for the interactive version of the checklist. See below for an image of the form.

| | |
|--|--|
|  Building Space Naming Procedure Checklist | |
| Building ID: | Description: |
| Building Name: | |
| Building Address: | |
| Requested by: | |
| Naming Authorized by: | Naming Objective(s): Existing Space <input type="checkbox"/> New or Remodeled Space <input type="checkbox"/> Establish Column Name <input type="checkbox"/> |
| Facilities Management Coordinator: | |
| Naming Performed by: | |
| Reviewer List: | |

| Procedure Checks | Yes | No | NA |
|---|--------------------------|--------------------------|--------------------------|
| 1. For existing building and acquisition process, have the floor plans for subject areas been processed into the LAWA Geospatial System (GIS)? 1.1. If No, Initiate a request to have the GIS database updated | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. For existing building and acquisition process, are the most recent floor plans available in CAD or another suitable electronic format? 2.1. If No, stop the evaluation and coordinate with requestor to develop a plan to get floor plans processed into a format suitable for the naming process | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Has Facilities Management coordinator reviewed and approved floor plans and is there stakeholder consensus regarding designation of zones and/or levels? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Completed corridor layout review and acceptance? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Completed space name review and acceptance? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Completed review and acceptance complete? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Completed space walk-through validation of naming results? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Final naming review and documentation complete and submitted to FMS and GIS data team. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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