

SECTION 5: BUILDING SPACE NAMING CONVENTION (LAST REVISED 6/16/16)



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BUILDING SPACE NAMING CONVENTION

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.

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

Level: The position of a floor within a building.

Passageway: An interior or exterior passageway connecting sections of a building. Passageways provide access to rooms and sometimes other passageways.

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 passageway (i.e. a room within a room)

Zone: Major segments of buildings defined by common circulation or use criteria.



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5.2.2 Conventions

Room Naming Guidelines

- Facility
 - Facility names are obtained from the Buildings layer in LAGIS (structure_existing_site entity type) from the FM-Name field.
- Level
 - L01 – level 1
 - LB1 – 1st level of basement
 - LN0 – Exception. Interstitial level in TBIT
- Zone
 - Terminal:
 - C – Connector (Terminals 1 - 8)
 - C – Core (TBIT)
 - N – North Concourse (TBIT)
 - S – Satellite (Terminals 1 - 8)
 - S – South Concourse (TBIT)
 - T – Ticketing (All terminals)
 - Cargo and Hangar Buildings:
 - B – Building
 - Z – Exterior
- Passageway (corridor)
 - Numbering starts with letter “A” from the rightmost main entrance on the ground level and increases incrementally in a clockwise direction. Rightmost is established by facing the building.
EXCEPTION: Sterile corridors are numbered with double letters “SA”, “SB”, etc. starting from the main entrance of a corridor increasing incrementally in a clockwise direction.
 - Main entrance to upper levels is the access from the first elevator or stairwell.
EXCEPTION: Main entrance to ticketing level of LAX Terminal buildings is the rightmost entrance from the Second Level Roadway.
 - Main passageways do NOT have room numbers, while small vestibules do.
 - U = Outside – baggage make-up area with no walls or doors.
 - Z = Outside, with no door from an inside passageway.
 - X = Outside for exterior pedestrian bridges, stairwells, and stairways only.
- Room and Sub-Room
 - Room numbering starts from 003 for each Zone and Passageway from the main entrance to the passageway increasing incrementally in a clockwise direction with the increment of three (003, 006, 009, etc.).
 - When a room has one or more sub-rooms, sub-room numbering starts from 01 increasing incrementally in a clockwise direction by an increment of one (01, 02, 03, etc.).



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- In cases where the levels of sub-rooms exceed three, the sub-rooms have to be assigned to a different passageway with the exception that the sub-rooms have only one entrance.
 - 003 – primary room
 - 003.01 – one levels of sub-room
 - 003.01.01 – two levels of sub-rooms
- Planters have room numbers
- Holding rooms with rooms, are Sub-rooms
- Room Name
 - Concatenation of Facility, Level, Zone, Passageway, and Room and Sub-Room values.

Feature Type	Facility	Divider	Level	Zone	Passageway	Room & Sub-Room(s)
Passageway	TER03	.	L02	T	A	
Room	TER03	.	L02	T	A	003.01.01.01.03

Rooms with Special Naming Schema

Considering the holistic approach in the room numbering schema, and the construction recurrence at LAWA terminals, some room types have been taken out from the regular numbering sequence to prevent their renumbering.

▪ Restrooms

- Naming format:
 - RRMN001 – Restroom - Men
 - RRWN002 – Restroom - Women
 - RRUN003 – Restroom - Unisex
 - RRNS004 – Nursery
 - RRPS005 – Pet Service
- There is only one restroom number 001 per building regardless the restroom use prefix.
- Begins with 001 from the main entrance to the building on Level 1 (if a building does not have basement), increasing incrementally in a clockwise direction by an increment of one.
 - If a building has basement level, the numbering starts from the basement up.
- Numbering continues to Level 2 and up starting with n+1 from the main entrance in a clockwise direction.



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▪ **Electrical, Mechanical, Communications, and Control Rooms**

- Naming format:
 - ELEC001 – Electrical room
 - MECH001 – Mechanical room
 - CTRL001 – Control room (fire safety, and elevator/escalator)
 - COMM001 – Communications room
 - Communications rooms are given a primary room number even for the sub-rooms.
- Numbering starts from 001 for each building increasing incrementally in a clockwise direction by an increment of one.
- If the room is a subroom, it will get the subroom number except for Comm Rooms.

▪ **Vertical Penetrations - Elevators, Escalators, Dumbwaiters, Stairwells, and Ladders**

- Vertical penetrations are uniquely numbered from the ground level, and those numbers extend the length/depth of the platform. Therefore, the number remains constant regardless of building level.
- Naming format:
 - ELEV001 – Elevator
 - ESCL001 – Escalator
 - BELV001 - Dumbwaiter
 - ESTR001 – Interior stairwell – Emergency access
 - CSTR101 – Interior stairwell – Convenience
 - XTRW001 – Exterior stairwell
 - LADR001 – Interior ladder
 - XLDR001 – Exterior ladder
- There is only one number 001 per building for each of those feature types.
- Numbering begins with 001 from the main entrance to the building on Level 1 (if a building does not have basement), increasing incrementally in a clockwise direction by an increment of one.
 - EXCEPTIONS:
 - Interior stairwell – Convenience
 - Numbering begins with 101.
 - Interior stairwell – Emergency
 - Emergency access stairwells are identified by Fire Department and/or Terminal Planning.
 - Numbering begins with 001 increasing incrementally by an increment of one in a clockwise direction from the main



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entrance for the entire building regardless stairwell connecting levels.

- TBIT has special numbering at the gates. Since each gate has a stair one, such as Stair 1 Gate 134 for example. Room number will be ESTR001.134
- Elevators and Escalators
 - Numbers are assigned by the Maintenance Shop.
 - TBIT has special numbering from Maintenance shop. So here is how the room numbers should be for these examples:
 - C14EL01 = ELEV001.C14
 - TBDES01 = ESCL001.TBD
 - TB-ES-CE-01 = ESCL001.CE
 - EL1-G122 = ELEV001.122
 - ES1-N = ESCL001.N
 - ES1-BC = ESCL001.BC
 - Ladders
 - Numbering starts from the Basement up.
 - Numbering continues to Level 2 and up starting with n+1 from the main entrance in a clockwise direction.
- **Stairways (level change within the same floor)**
 - Naming format:
 - STWY001 – Interior stairway
 - XTWY001 – Exterior stairway
 - Numbering starts from 001 for each Zone and Passageway from the main entrance (if a building does not have basement) to the passageway increasing incrementally in a clockwise direction by an increment of one.
 - Stairwells that are blocked by the walls/ceilings due to past construction are classified as stairways.
- **Conveyors**
 - Naming format:
 - CONV001 – Conveyor
 - Numbering starts from 001 for each Zone and Passageway from the main entrance to the passageway (if a building does not have basement) increasing incrementally in a clockwise direction by an increment of one.



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- **Special Equipment – Handicap Lifts & Moving Walkways**
 - Naming format:
 - HCPL001 – Handicap lift
 - MWKY001 – Moving walkway
 - Numbers are assigned by the Maintenance Shop.
- **Voids (areas with no access, unused spaces)**
 - Naming format:
 - VOID003 – Void
 - All void spaces have to be more than 3 Sq.Ft. Any area smaller than that is merged to the adjacent room. (Excludes Columns, no columns are voids)
 - All columns that are adjacent to a room should be merged with the room space, no matter the size.
 - Numbering starts from 003 for each Zone and Passageway from the main entrance to the building on Level 1 (if a building does not have basement), to the passageway increasing incrementally in a clockwise direction with the increment of three.
 - Void spaces do not include stand-alone columns.
 - Adjacent void spaces have to be merged and given a single number.
- **Open Spaces (unusable spaces that are open to below)**
 - Naming format:
 - OPEN003 – Open Space
 - Numbering starts from 003 for each Zone and Passageway from the main entrance to the passageway increasing incrementally in a clockwise direction with the increment of three.
- **Pedestrian Bridges**
 - Naming format:
 - PEDB003 – Pedestrian Bridge
 - PEDB are Corridor X for Exterior, these are for the ones that connect to another structure/building. Interior PEDB are to get room numbers and zone/corridor it is in.
 - Numbering starts from 003 for each building from the main entrance to the passageway increasing incrementally in a clockwise direction with the increment of three.
- **Ramps**
 - Naming format:
 - RAMP003 – Ramps
 - Numbering starts from 003 for each building from the main entrance to the building on Level 1 (if a building does not have basement), increasing incrementally in a clockwise direction with the increment of three.



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- Ramps does not matter if interior or exterior when numbering ramps.
- Combine Passengers or vehicle Ramps in the numbering.

- Catwalks

- Naming format:
 - CTWK001
- Begins with 001 from the main entrance to the building on Level 1 (if a building does not have basement), increasing incrementally in a clockwise direction with the increment of one.

Door Naming Guidelines

Door Naming Convention Description

Door names must be unique across the facility to facilitate way finding and dispatching. The door name is derived from the room name and contains facility (building), level, zone, passageway, and room information followed by a single letter assigned in alphabetical order.

Conversion of the room number to the door number is performed as follows...

- Facility – changes to a building number
TER03 - 3
TERTB - B
- Level – changes to a level number
L02 - 02
- Zone and Passageway – kept the same as in the room name
TA - TA

Door Naming Rules

- Passageway doors
 - The first door / main entrance to a building is the rightmost main entrance on the ground level.
 - Main entrance is...
 - The far-right door when facing a building front;
 - Access door from another corridor that is higher in a sequence in ascending order;
 - Main access to an upper floor from a floor below (Elevator #1, or, if a building has no elevators, Stairwell #1).
 - Numbering starts with letter “A” increasing incrementally in a clockwise direction. Exceptions apply to terminal main entrances from World Way, and to the doors that take to jet bridges.
 - Door numbers are separated from the corridor number with a divider.
 - Room and Sub-Room doors
 - Numbering starts with letter “A” from the passageway’s main entrance, and increases incrementally in a clockwise direction.



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- All single-digit sub-room numbers do not include zeroes before the number.
- Each sub-room number is separated from its access room with a divider.

012 - 012A
 012.01 - 012.1A

 012.01.01 (2 doors) - 012.1.1A
 012.01.01 (2 doors) - 012.1.1B
 012.01.02 - 012.1.2A

○ Dividers

- Building number/code is separated from the level number with the hyphen symbol;
- Level number is separated from the rest of the information with the hyphen symbol;
- Passageway access door names are separated from the building zone and corridor names with the hyphen symbol;
- All sub-room names are separated with the dot symbol.

Passageway and Room Door Naming Convention

Passageway Door Naming Convention

Feature Type	Facility	Divider	Level	Divider	Zone	Passageway	Divider	Door
Room Name	TER03	.	L02	.	T	A	.	
Door Number	3	-	02	-	T	A	-	A B

Room/Sub-room Door Naming Convention

Feature Type	Facility	Divider	Level	Divider	Zone	Passageway	Room	Divider	Sub-Room(s)	Door
Room Name	TER03	.	L02	.	T	A	003	.	01.01.01.03	
Door Number	3	-	02	-	T	A	003	.	1.1.1.3	A B

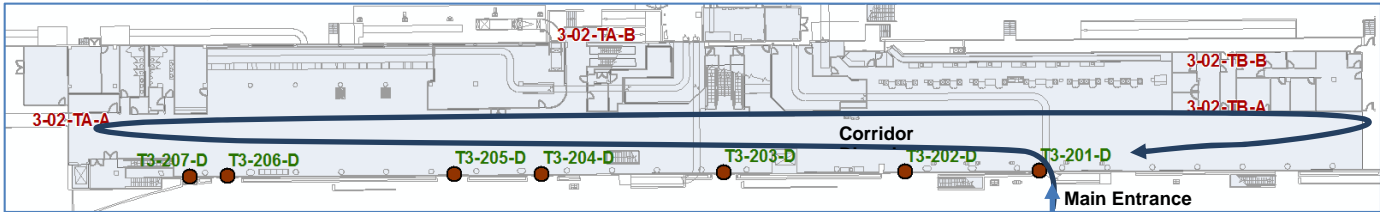
BUILDING SPACE NAMING CONVENTION

Room to Door Name Conversion Examples

Room Type	Room Name	Door Number
Passageway Entrance*	TER03.L02TA	3-02-TA-A
		3-02-TA-B
Primary Room	TER03.L02TA003	3-02-TA003A
		3-02-TA003B
Sub-Room	TER03.L02TA003.01	3-02-TA003.1A
		3-02-TA003.1B
	TER03.L02TA003.01.02	3-02-TA003.1.2A
		3-02-TA003.1.2B

* Excludes Terminal main entrance doors from World Way Lower and Upper levels, and jet bridge/gate access doors.

Building Entrance Doors



- o Numbering starts from the main entrance to a building that is the rightmost entrance when facing a building, and increases incrementally in a clockwise direction.

EXCEPTIONS:

1. Terminal main entrance doors.

Example (Terminal 3 – Level 2):

- Door number – Terminal3 L02-07;
- Door name – T3-207-D



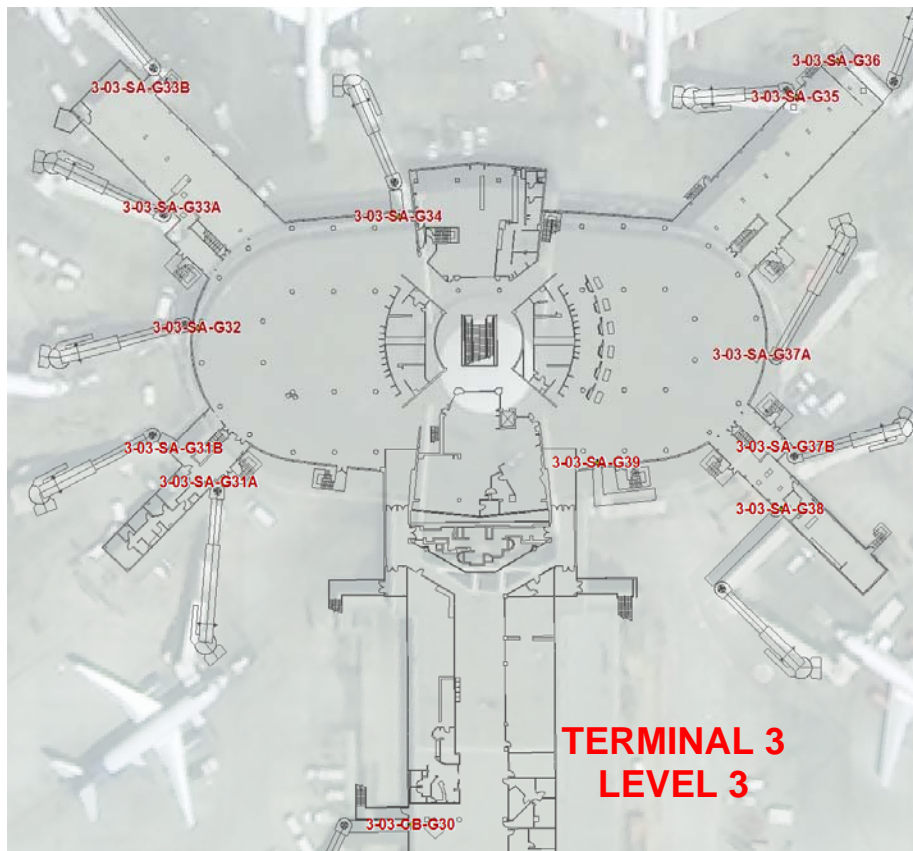
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2. Jet bridge/gate access doors.

- Jet bridge access doors are treated as passageway doors. Room and sub-room numbers are dismissed.
- Door numbers are separated from the passageway numbers with the hyphen symbol.
- The door number starts with the letter “G” followed by the gate number.

Example (Terminal 3 – Level 3):

Feature Type	Facility	Divider	Level	Divider	Zone	Passageway	Room	Divider	Sub-Room	Door
Room Name	TER03	.	L03		S	A	003	.	01	
Door Number	3	-	03	-	S	A		-		G31A



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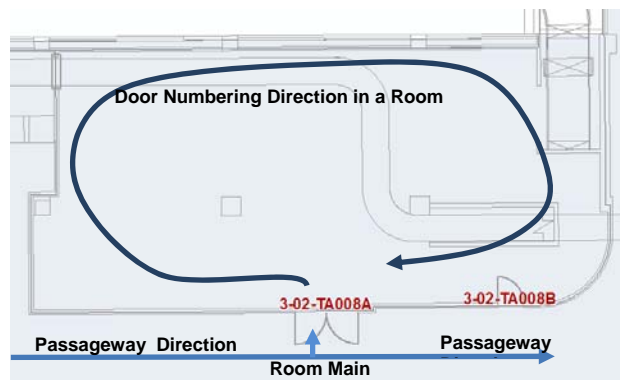
Passageway Access Doors

- Numbering starts from the main entrance increasing incrementally in a clockwise direction.
 - EXCEPTION: ACAM Doors

REQUIRE SPECIAL NAMING SCHEMA

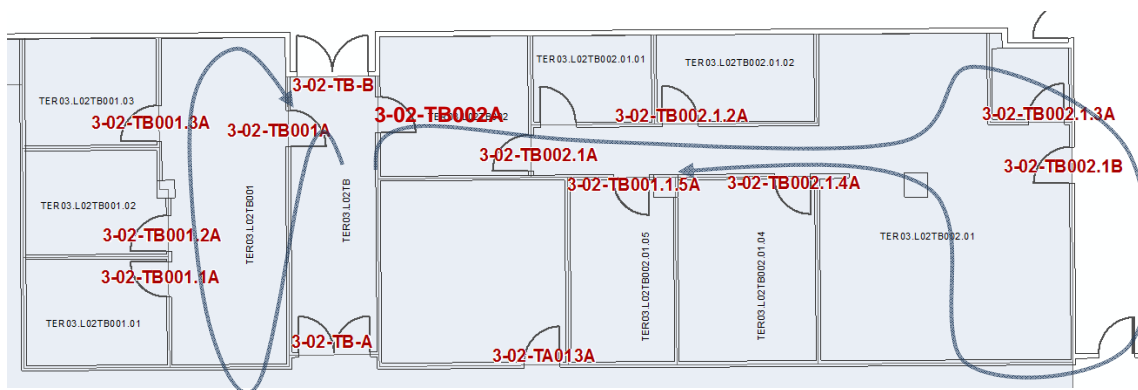
Primary Room Access Doors

- The main entrance to a room is the first door from a passageway followed in a clockwise direction.
- If a room has two entrances from different passageways, the main entrance will be from the passageway that is first in alphabetical order.
- Other door numbers are assigned in increasing incrementally order in a clockwise direction from the main entrance.



Sub-room access doors

- The main entrance to a sub-room is the first door from a room the sub-room is accessed from in a clockwise direction.
- If a sub-room is between two passageways, door numbers must follow the Zone and Passageway numbers used in the Room name.



5.3 ROLES AND RESPONSIBILITIES

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

Administrator – Information Management and Technology Group – GIS Support Services Division (IMTG-GISSD) will administer the convention and oversee the application of processes and procedures.

Users – Facilities Management Group (FMG), Planning & Development Group (PDG) and Commercial Development Group (CDG) play significant application roles. PDG 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. IMTG-GISSD is responsible for naming existing space and columns.

Reviewers and Approvers – IMTG-GISSD is responsible for accepting and validating intermediate and final building space naming results.



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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 PDG and in most cases the design/construction contractor is responsible for establishing space names. The design team and IMTG-GISSD 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. IMTG-GISSD 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.

5.4.2 Building Acquisition

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

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

IMTG-GISSD and Facilities Management are 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.

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



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5.4.7.1 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.

5.4.7.2 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.

IMTG-GISSD 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
2	Update to IMTG – GISSD Conventions	FMG and IMTG - GISSD	June 16, 2016



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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 CADD 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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