SECTION 4: FACILITY NAMING CONVENTION (LAST REVISED 8/31/12)

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LAWA Facilities Management Handbook Policy
Title: Facility Naming Convention
Section 2.4-1
Authority: Deputy Executive Director, FMG

4.1 POLICY

Los Angeles World Airports (LAWA) will establish and maintain a consistent convention for naming its facilities, systems and components (F/S/C).

4.2 DEFINITIONS AND CONVENTIONS

4.2.1 Definitions

As-Built: Final documents and records of the F/S/C as installed.

Attribute: A characteristic of an F/S/C maintained in the Facility Registry.

Campus Code – Los Angeles International Airport (LAX), Ontario International Airport (ONT), Van Nuys Airport (VNY) or Palmdale Regional Airport (PMD) are referred to as campuses.

Component: Element of a system that is managed, monitored or maintained separate from the system.

Data Dictionary: A centralized repository of information about data such as meaning, relationships to other data, origin, usage and format.

Facility: A structure or installation serving a specific function. A facility is a permanent, semi-permanent, or temporary commercial or industrial property such as a building, plant or structure; built, established, or installed for the performance of one or more specific activities or functions.

Facility Code – Derived from Facility Group code and a unique suffix determined by the data dictionary rules. The Facility Group code is found in Section 12B.1 – Facility Data Dictionary of the Facility Registry Management Policy (Facility Management Handbook Section 3), Table 12B.1-1: Facility Groups, Types and Codes

Facility Group: The common features or characteristics by which a facility and its subordinate systems and components are categorized. Facility groups are currently defined as:

Grounds	Fencing, Gates, Landscaping
Transportation Infrastructure	Aprons, Bridges, Parking Lots, Roads, Runway, Taxiway, Tunnels
Building	Central Utility Plant, Cargo, Office, Parking Structure, Terminal
Utility Infrastructure	Communication, Fuel, Natural Gas, Storm Water, Sanitary Sewer, Water, Compressed Air, Industrial Waste, Electrical, Heat / Cool Distribution

Facility Hierarchical Levels: A facility management best practice is to organize and maintain a hierarchical relationship between an F/S/C, sometimes called a parent–child relationship. Facilities have systems and systems have components. In LAWA's facility registry a facility can exist without related system records but a system cannot exist without a related facility. Likewise, a system can exist without components, but a component cannot exist without a parent system.

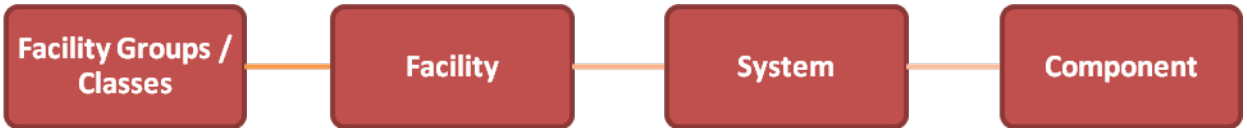

Figure 4.1 Facility Hierarchy

Facility Registry: The database of information about LAWA F/S/C and their location, attributes, characteristics and condition.

F/S/C Unique ID: The F/S/C unique identifier is sequentially generated for each F/S/C. The identity stays with the F/S/C regardless of where the F/S/C is located.

F/S/C Name: The F/S/C identity is constructed using the F/S/C hierarchy and convention. The F/S/C name will change if relocated to another facility. The F/S/C name is unique to the Facility.

F/S/C Criticality: Ranked importance of a facility, system or component to LAWA's mission.

System: A collection of components performing a specific function for a facility. Systems are logical elements of a facility that are unique in their life-cycle and/or function.

System Code or Component Code – Derived from the system or component codes found in Section 12B.1 – Facility Data Dictionary of the Facility Registry Management Policy (FM Handbook Section 3) and a unique suffix determined by the data dictionary rules.

4.2.2 F/S/C Unique ID

Each F/S/C will have a unique ID assigned by the FMS system. The unique ID is a sequentially generated number that exists in the database and is used to track all F/S/C through the life cycle from acquisition through decommissioning and removal.

4.2.3 F/S/C Naming Convention

Each F/S/C name is made up of a prefix (P) and a suffix (s) as follows: PPPsss

Prefix – Facilities, systems and components are named using an alphabetic code constructed as a three-character string. (See Facility Registry Management policy, Table 12B.1-1: Facility, System and Component Codes).

Suffix – consists of a two or three character string. This is typically a numeric value when used as a sequential number but may be a character if necessary and particularly when the suffix is based on a pre-existing name.

As examples: The facility, Terminal 3, is named TER03. A baggage handling system could be BHS001. Within the F/S/C hierarchy, each baggage handling system retains a unique name.

A facility name must be unique to the campus.

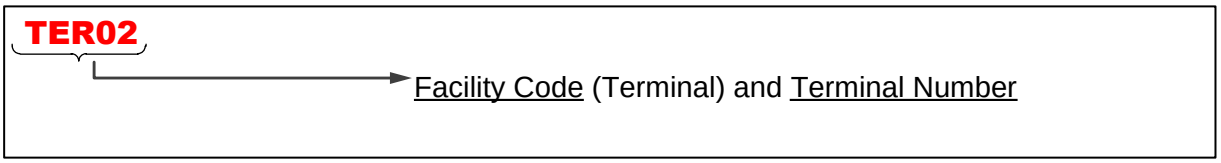

Figure 4.2 Facility Name Example

For a system or component name to be unique it must contain the facility code and the system or component code (Figures 4.3 and 4.4). To be unique, a name does not require both system and component codes. By convention, system and component names must be unique to the facility.

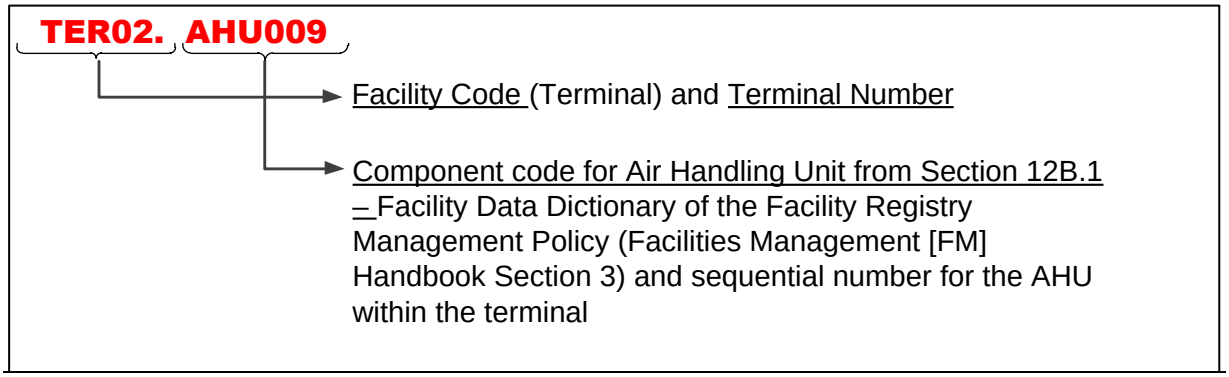

Figure 4.3 Sequential Name - Component Example

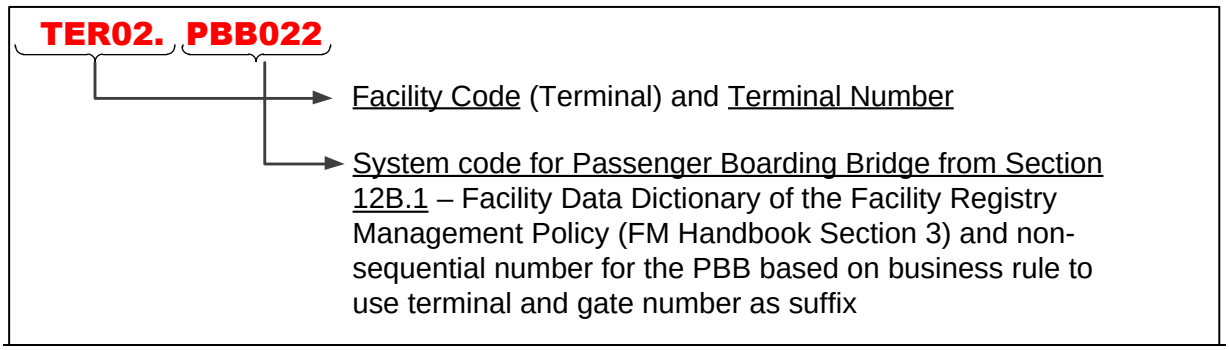

Figure 4.4 Non-Sequential Name - System Example

4.3 ROLES AND RESPONSIBILITIES

Administrator – Compliance to facility naming convention is defined, assigned, monitored and validated by Engineering and Facilities Management Division (EFMD).

Users – Facility Planning Division (FPD), Airports Development Group (ADG) and their contractors and consultants use this convention to name F/S/C. Commercial Development Group (CDG) will use this policy to identify F/S/C that are being acquired by LAWA. ARCC/PS&S are users of the system and to identify modifications or inconsistencies in the application of this policy.

No other user may create or modify an F/S/C name without coordinating with the Facilities Management Unit (FMU).

4.4 PROCESSES AND PROCEDURES

4.4.1 Allocation, Assignment and Retention

4.4.1.1 New Construction and Renovation of an F/S/C

F/S/C candidates for registration are identified by the design team using the process outlined in the Facility Registry Management Policy. FMU will provide the design team with a range of values for the F/S/C identified. The initial unique F/S/C Identity assignment is made by the design team using the range of values provided by the FMU. Initial identities must be annotated on the design documents. FMU will review and approve the registry candidates and the unique ID assignments, along with the F/S/C names applied. FMU will use the as-built documents and enter the F/S/C into the facility registry following the Facility Registry Management Policy (FM Handbook Section 3). This procedure is depicted in Figure 4.5. As built data delivery formats and standards are defined in the F/S/C Transition Management Policy (FM Handbook Section 10).

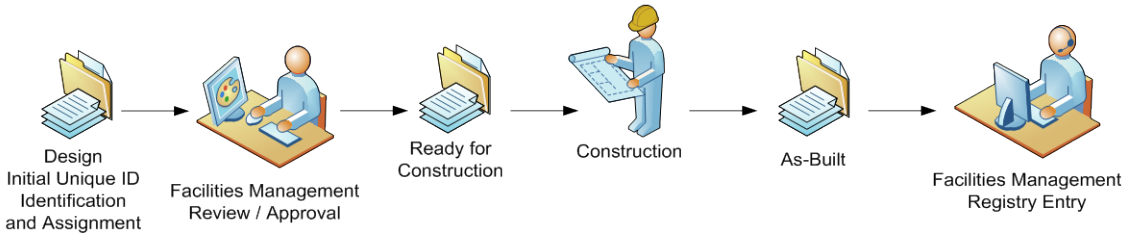

Figure 4.5 New Construction and Renovation of F/S/C

4.4.1.2 Acquisition of Facilities

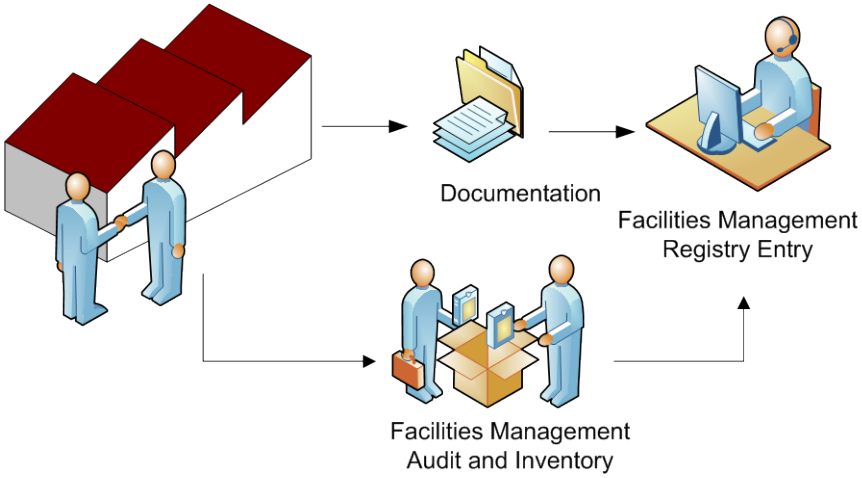

Figure 4.6 Acquisition of F/S/C

Prior to LAWA assuming maintenance responsibility, FMU will use available facility documents to assign a unique identification and enter the F/S/C into the facility registry. Optionally, if the

documents obtained are not sufficient to provide a complete catalog of the F/S/C, FMU will conduct an initial audit and inventory of the F/S/C. The F/S/C identified during the inventory will be entered into the facility registry as detailed in the Facility Registry Management Policy (FM Handbook Section 3). This procedure is depicted in Figure 4.6.

4.4.1.3 Maintenance of an Existing F/S/C

During maintenance a component may be replaced. This procedure is depicted in Figure 4.7. New components are assigned a new identity by FMU in cooperation with Facilities Maintenance or MSD. Reused components keep the identity assigned when originally installed but may have a new F/S/C name applied based upon the convention rules.

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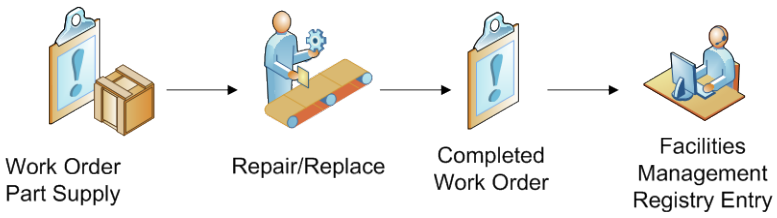

Figure 4.7 Maintenance of an Existing F/S/C

4.4.1.4 Using an Existing F/S/C in a New Location

F/S/C may be pulled from service, refurbished and re-installed in a new location. The naming convention includes location information, specifically the facility. The FMS maintains a unique identity for each F/S/C that is independent of but directly related to the F/S/C name. Therefore, should the F/S/C be relocated, the name of the F/S/C will need to change to reference the campus and facility of installation and then follow the data dictionary rules found in Section 12B.1 – Facility Data Dictionary of the Facility Registry Management Policy (FM Handbook Section 3) for the system or component.

4.4.1.5 Applying and Using the ID

Bar codes will be used to assist in the identification of F/S/C. The codes used by these devices will be entered at the time the system or component is entered into the facility registry to create a relationship between the bar code and the registry record. The bar code is the F/S/C identity.

The identity of the F/S/C will be retained during the installed life of the object. Components retain identity during their operational life whether installed or in storage. Upon retirement, the record of maintenance and unique identity for components will be archived in the facility registry.

4.4.1.6 Auditing and Validating

FMU will conduct periodic audits using the key performance indicator report. These audits will apply to both systems and components to ensure unique identities for each Campus/Facility combination and consistency with the installed object and the facility registry record.

Exceptions found will be repaired by correcting the facility registry to match the installed component.

If a uniqueness conflict exists, the most recently acquired component will be assigned a new identity.

In each case for which an incorrect identity is determined, the record of installation, either the work order or the as-built document must be reviewed to determine the source of the error. Errors must be corrected using the information from the source document.

4.5 KEY PERFORMANCE INDICATORS

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

Table 4.1 Key Performance Indicator

Key Performance Indicator	KPI Description	What it Measures	Why This is Important	Frequency (F) and Performance Goal (G)
Registry Naming Convention Validation	Analyzes registry database to ensure that F/S/C are properly named and uniqueness constraints are honored	Compares the F/S/C type to the prefix of the name; validates that the suffix is unique within a hierarchy, or is unique for components	Ensures data are secure from loss of critical identities resulting in loss of maintenance histories	F: 6 months G: No out of compliance F/S/C

4.6 HISTORY

Revision	Description	Author	Date
1	Updates to the following Sections: Definitions and Conventions; Roles and Responsibilities	FMG	August 31, 2012

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The LAWA Facilities Management System employs a structure of facilities, systems and components defined below and in Table 12B.1-1.

Hierarchical Level:	**Facility**
Facility Group:	Defined in Table 12B.1-1
Code	Defined in Table 12B.1-1
Description:	Facility identifiers represent a single constructed item versus a complex assembly of structures.

Hierarchical Level:	**System**
Facility Association:	Varies depending on the facility to which the system belongs.
Code	Follows naming procedure and code indicated in this document.
Description:	System identifiers represent an associated complex assembly of components.

Hierarchical Level:	**Sub-System**
System Association:	Varies depending on the system to which the sub-system belongs.
Code	Follows naming procedure and code indicated in this document.
Description:	System identifiers represent an associated complex assembly of components.

Hierarchical Level:	**Component**
System/Sub-System Association:	Varies depending upon the system or sub-system to which the component belongs.
Code	Follows naming procedure and code indicated in this document.
Description:	Component identifiers represent a single device or piece of equipment in a system or sub-system.

Table 12B.1-1 Facility Groups, Types and Codes

Facility Group / Class	Facility Type	Code
Grounds	Fencing	FEN
	Gates	GAT
	Irrigation	IRR
	Landscaping	LND
Transportation Infrastructure	Aprons	APR
	Blast Fence	BLF
	Bridges	BRG
	Parking Lots	PKL
	Roads	RDS
	Runway	RWY
	Signage	SGN
	Taxiway	TWY
	Taxilane	TLN
	Tunnels	TNL

Facility Group / Class	Facility Type	Code
Building	Airport Fire	AFS
	Airport Police	APL
	Air Traffic Control	ATC
	Commercial	CML
	Cargo	CRG
	Central Utility Plant	CUP
	Hangar	HGR
	Maintenance	MNT
	Office	OFF
	Parking Structure	PKS
	Remote Gates	RGT
	Security Post	SPB
	Terminal	TER
	Utility Support	UTS
Utility Infrastructure	Communication	COM
	Fuel	FUL
	Natural Gas	NTG
	Storm Water	STW
	Sanitary Sewer	SWR
	Water	WTR
	Compressed Air	CMS
	Industrial Waste	INW
	Electrical	ELE
	Heat / Cool Distribution	HCD