LAX
Facility and Building Space Naming Convention

Los Angeles International Airport

Prepared by

Information Management and Technology Group

GIS Support Services Division (IMTG – GIS SERVICES)

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Section Contents

Los Angeles World Airports

1 POLICY AND PROCEDURE

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

1.1 Policy

LAWA's location naming convention supports way-finding and 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.

1.2 Procedure

All design/construction projects will comply to the Facility and Building Space Naming Convention (F&BSN) identified in this document.

Floor Plan Drawings in both PDF and DWG format will be provided to the GIS Support Services Division (GISSSD) at 60%, 90% and 100% Design/For Construction stage of a project.   These drawings and the F&BSN data will be used by GISSSD for validation and review of the project for conformance with this standard. GISSSD will provide comments identifying any necessary corrections to be made.

Subject Matter Experts within the GIS Support Services Division are available to meet with Project Designers/Project Managers any time after 'Concept Approval' to provide instruction/explanation of the F&BSN Convention and its implementation. GISSSD can be available to review the project data at any stage of the project to ensure compliance to LAWA Standards. All Design/Construction projects must contain the facility/building space names meeting the standards identified in this document.

If requested, GIS Support Services Division will provide training to identified members from a project design team. Such training is recommended to occur before the 30% design stage of the project.

 All communications with GISSSD should be made via e-mail at GETSPATIAL@LAWA.ORG. In the subject line of your communications, please include the Project Name, LAX Project # and Project design progress percentage.

2 ROLES AND RESPONSIBILITIES

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

- Information Management and Technology Group - GIS Support Services Division (IMTG – GIS Services) – Division responsible for administering the space naming convention and maintaining business rules and processes.
- Planning and Development Group (PDG)
  - o PDG and their contractors and consultants use this convention to name assets.
  - o Terminal Planning Division is responsible for all signage
    - ▪ Design & Construction Handbook > Signage Standards
- Commercial Development Group (CDG) – CDG will use this policy to identify assets that are being acquired by LAWA.

3 PROCESSES AND PROCEDURES

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

3.1 Definitions

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

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.

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

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.

3.2 Facility Naming Convention

Each facility feature name is made up of a prefix (P), grid name (g), and a suffix (s), as follows: PPPgggss.

Prefix – Facilities' features 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).

Grid – To better locate features, a 1,000 square foot grid is used (see Figure 1). The grid names are assigned with the combination of a single-character letter on the X-axis from east to west, and the two-digit number on the Y-axis from south to north.
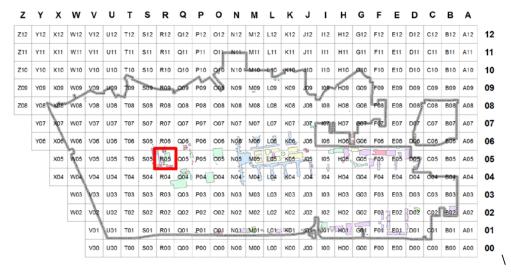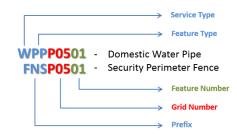

Figure 1: Facility Management (FM) Grid

WPP**P0501** - Domestic Water Pipe
FNS**P0501** - Security Perimeter Fence

Service Type
Feature Type
Feature Number
Grid Number
Prefix

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

Feature Naming Method: Feature names are assigned per type and numbered per grid cell, as Figure 2 shows. For each feature type, the suffix numbering starts with 01 from the southeast corner of each grid cell, increasing incrementally toward the northwest corner in the east-west direction. A feature is allocated in a grid cell in which its geometric center (centroid) lays. Sequential order of the features within the grid cell is based on X,Y coordinates of their centroids.

EXCEPTIONS: Buildings and airfield features.

Figure 2: Facility Naming Convention Examples

A facility name must be unique to the campus.

Each feature type is numbered in a sequential order regardless its sub-type. For example, all gates are sequentially numbered without taking into consideration whether the gates are regular or security perimeter.

3.2.1 Buildings Naming Guidelines

In the buildings naming schema, there is no prefix associated with each building.

For each FM Grid cell, the buildings are numbered from the southeast corner to northwest in the east-west direction. Location of each building within the grid was determined based on the building footprint's geometric center. Figure 3 shows an example of a building's FM name.
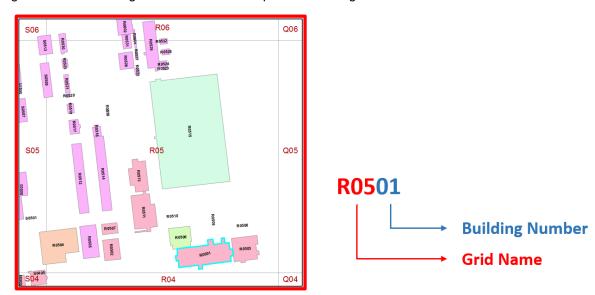

Figure 3: Example of Building FM Name

EXCEPTION: Terminal buildings do not follow this naming schema. The FM name begins with the TER prefix followed by the terminal number with the leading zero at front. For Tom Bradley International Terminal (TBIT), the facility name is TERTB.

Another example is that the Terminal 2 facility is named TER02. A baggage handling system could be BHS001. Within the F/S/C hierarchy, each baggage handling system retains a unique name. Figure 4 shows an example of how Terminal 2 was named.

```
TER02
   └──────────────────────►  Facility Code (Terminal) and Terminal Number
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Figure 4: Facility Name Example

All buildings are classified with their types indicated in the FM Type field, as Table 1 shows.

Table 1: FM Types for Buildings

FM Type Code	FM Type Description
CRG	Cargo
HGR	Hangar
CUP	Central Utility Plant
MNT	Maintenance
WHS	Warehouse
SAF	Safety (Fire, Emergency Management)
SEC	Security (Airport Police, TSA, DHS)
OFF	Office
PKS	Parking Structure
SVC	Service
TER	Terminal

3.2.2 Airfield Feature Naming Guidelines

Airfield FM feature names contain six characters. In most cases the first three characters represent a feature type code, and the last three characters represent a feature name or number. When features consist of multiple segments, like service roads or North-South taxiways, the segments are incrementally numbered starting with number 1 from South-East corner to North-West corner in the East – West direction.

Table 2: Airfield Feature Type

FM Type Code	FM Type Description
APR	Apron
DCP	Dust Cap
IFL	Infield
RWY	Runway
SHR	Shoulder – Runway
SHT	Shoulder – Taxiway
STW	Blast Pad / Stop Way
TLN	Taxilane
TWY	Taxiway
VSR	Service Road
VSS	Service Road – Restricted
VSX	Service Road – Taxiway Crossing

Runway

- No feature type code is used in runway names;
- No dividers, like "/" or "-" is used;
- In cases when the runway number is a single-digit, "0" is used before the number;
- FM names starts with the smaller number;
    - o EXAMPLE:
        - ▪ 07L25R – LAX
        - ▪ 16R34L – VNY

Taxiway

- Feature type code is used in FM name as a prefix;
- If a taxiway name has less than three characters, one or two 0-s are used between the three-character prefix and a taxiway name to make the overall number of characters in FM name equal to six;
    - o EXAMPLE:
        - ▪ Taxiway R – TWY00R
- For North-South taxiways in the North and South runway complexes, when a feature is broken to multiple segments, each segment is assigned a number before the taxiway name;
    - o Segment numbers start from the number 1 from South-East incrementally increasing toward North-West;
    - o Segment number is placed after the feature type code and before the taxiway name;
        - ▪ EXAMPLE:
            - o Taxiway T
                - • TWY01T
                - • TWY02T, etc.
    - o In cases when a taxiway name contains three characters, and it also has multiple segments, the Feature Type Code prefix is cut to the first two characters (TW);
        - o EXAMPLE: Taxiway B16
            - • TW1B16
            - • TW2B16

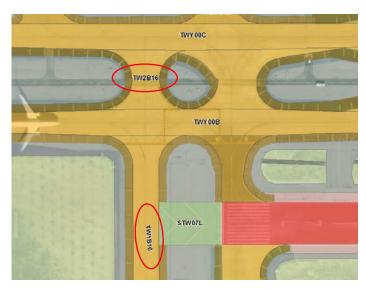Figure 5 shows an example of taxiway names with numbers, and Figure 6 shows the North-South Taxiway Naming Schema.

Figure 5: Taxiway Names with Numbers

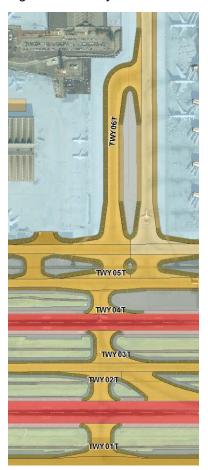*Figure 6: North-South Taxiway Naming Schema*

Taxilane

- Feature type code is used in FM name as a prefix
- If a taxiway name has less than three characters, one or two zeros are used between the three-character prefix and a taxiway name to make the overall number of characters in FM name equal to six
    - EXAMPLE:
        - Taxilane C1 – TLN0C1
        - Taxilane E14 – TLNE14

Apron
- Feature type code is used in FM name as a prefix
- Terminal Aprons
    - Use terminal two-character code in the FM name
        - EXAMPLE:
            - TBIT - APR0TB
            - Terminal 5 - APR0T5
            - American Eagle - APR0AE
- Other Aprons
    - Use taxilane name that leads to the apron in the FM name
        - EXAMPLE: APR0A1
    - In cases when two or more taxilanes connect to the apron, the taxilane name that is the first in a sequence is used in the apron name
        - EXAMPLE: APRC17

Figure 7 shows an apron leading taxilane, and Figure 8 shows an apron leading multiple taxilanes.

Figure 7: Apron Leading Taxilane

Figure 8: Apron Leading Taxilane – Multiple

Stopway / Blast Pad

- Feature type code is used in FM name as a prefix
- Feature name follows the runway end name it is touching
- If a runway name has a single-digit number, "0" is used before the number
    - EXAMPLE:
        - STW07L

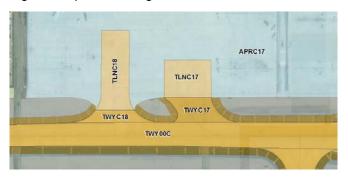Figure 9 depicts a blast pad and its naming convention.

Figure 9: Blast Pad

Service Road

Service roads are the vehicle access roads located on an airfield. There are three functionally different types of service roads:

- Regular – Any vehicle access roads without any special restriction located on the airfield
- Taxiway Crossing – Service roads that crosses a taxiway or any aircraft movement area
- Restricted – Special roads, including swale roads that require a guide person from Airport Operations

Regular and Taxiway Crossing Service Road

- Feature type code is used in FM name as a prefix
- If a service road name has less than three characters, and a service road has no segments, one or two zeros are added between the three-character prefix and the service road name to make the overall number of characters in the FM name equal to six
    - o EXAMPLE:
        - ▪ Service Road F – VSR00F
- If a service road has segments that alternate between Regular and Taxiway Crossing types, the segment numbers are sequentially assigned to all service road segments regardless of feature type
    - o Segment numbers start with the number one from the southeast edge of the service road, incrementally increasing in the northwest direction
    - o Segment number is placed after the feature type code and before the taxiway name
        - ▪ EXAMPLE:
            - • Service Road C
                - o VSR01C
                - o VSX02C
                - o VSR03C, etc.

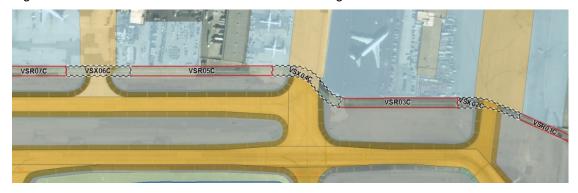Figure 10 shows the names for several service road segments.

Figure 10: Service Roads

- o Service roads leading to terminals are assigned to the terminal two-character codes with a "0" before the code if they do not have multiple segments
    - ▪ EXAMPLE: VSX0T4
- o In cases when two or more service roads lead to a terminal, segment numbers are added before the terminal's two-character code, starting with number one from southeast corner, incrementally increasing toward the northwest
    - o EXAMPLE:

- Terminal 1 Service Roads
  - VSX1T1
  - VSX2T1

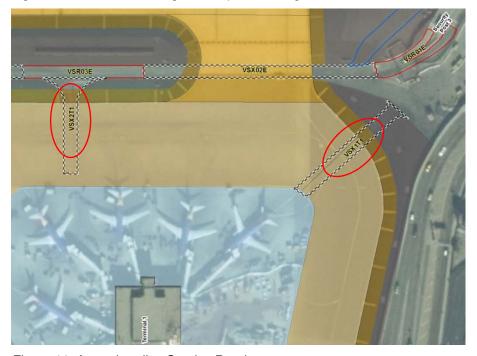Figure 11 shows the naming for an apron leading service roads.

Figure 11: Apron Leading Service Roads

- o Some service roads at cargo aprons have no name. In those cases, the service road name incorporates the taxilane it crosses, or, if it does not cross any taxilane, the name of a taxilane leading to that apron.
- o Service roads that take to the security posts are named after the security post, unless they appear as a beginning or ending segment of a service road.

Figure 12 shows service roads without designated names, and Figure 13 shows airfield exit/entrance service roads.

Figure 12: Service Roads without Designated Names

Figure 13: Airfield Exit/Entrance Service Roads

- o The letter "P" indicates the facility is a security post; the "P" letter is followed by a two-digit number
  - o EXAMPLE: Road to Security Post 21
    - ▪ VSRP21

Aircraft Parking Positions / Gates

Names will be assigned by apron areas using the existing aircraft parking position / gate numbers by Airport Operations.

- o Aircraft parking position's name will contain 10 characters, beginning with a six-character apron name and followed by a four-character parking position / gate number.
  - ▪ [Apron FM Name][Parking Position Number]
- o Parking position number or gate number will be a four-character code. For the gate numbers that have less than four characters, leading zeroes will be used
- o Parking positions will be named by their geographic location within aprons. If a parking position is located inside a hangar, it will be assigned to an adjacent apron.
  - ▪ EXAMPLES:
    - • APR0T40041 – Terminal 4, Gate 41
    - • APRE17206B – Remote Gates, Gate 206B

Airfield Features with No Names

Some airfield features, like restricted service roads, dustcaps, and infields, have no names. To assign an FM name to those features, the airfield is split into zones.

The zones are named with a single letter in alphabetical order, starting with the letter "A" from the southeast to the northwest, moving in the east-west direction.

Zone names will be used as feature name prefixes immediately following the feature type code. Zone name is not included in the naming of any airfield feature that has a designated name.

For ease of numbering purposes, a rotation angle is applied to each airport feature to orthogonally align the zone boundary lines. Figure 14 shows the LAX airfield zones, and Figure 15 depicts the VNY airfield zones.
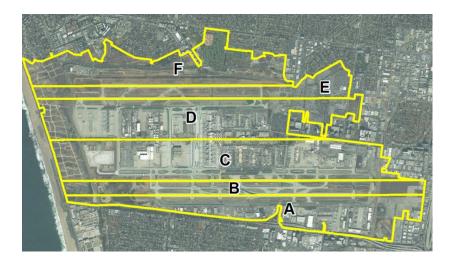
Facility and Building Space Naming Convention

Figure 14: LAX Airfield Zones

Figure 15: VNY Airfield Zones

Runway & Taxiway Shoulders, Restricted Service Roads, Dustcaps, and Infields

- Feature type code is used in the FM name as a prefix.

- If a feature crosses the boundary of two or more airfield zones, the airfield zone name is assigned based on the geometric center (centroid) of the feature.

- Each non-movement area (island) within a zone is given a number. The numbering starts with 01 from the southeast corner, incrementally increasing towards the northwest corner in the east-west direction.

  - o EXCEPTIONS:

    - o Infield areas located between airfield security perimeter fence and aircraft movement areas

      - ▪ Infield Feature Number:

        - • Depending on a location, those areas are assigned a single letter based on the direction from the aircraft movement area to a fence (N, S, W, or E), with "0" before the letter. Segments of infields within each zone are not numbered individually.

          - o Example: IFLB0W

      - ▪ Restricted service roads within those infield areas are individually numbered.

        - • Numbering starts with "1," followed by the directional letter from the southeast corner of each area, incrementally increasing toward the northwest corner in the east-west direction. The features are numbered based on their geometric center (centroid) location.

- Each row of the islands within a zone will start with the number one from the next block of 10s. The island numbers will be used as the numeric portion for all feature names within it. The features include runway shoulders, taxiway shoulders, dustcaps, infields, and restricted service roads.

  - o EXAMPLE:
    - ▪ VSSB24
    - ▪ DCPB24
    - ▪ IFLB24
    - ▪ SHRB24
    - ▪ SHTB24

Figure 16 depicts examples of airfield islands.

Figure 16: Airfield Islands

3.3 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 – First level of basement

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 the 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 three characters starting with the letter "S," followed by a single-digit number and letter ("S1A," "S1B," etc.). Numbering starts from the main entrance of a corridor, increasing incrementally in a clockwise direction.

- The first elevator or stairwell provides access from the main entrance to upper levels.

    EXCEPTION: Entry point to ticketing level of LAX terminal buildings is the rightmost main 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.
    - X = Outside for exterior pedestrian bridges, stairwells, and stairways only.

- Z = Outside, for all other type of areas.

Room and Sub-Room

- Room numbering starts from 001 for each Zone and Passageway from the main entrance to the passageway, increasing incrementally in a clockwise direction by an increment of one (001, 002, 003, etc.).

- An increment of five can be used to decrease renumbering due to construction.

- Room numbers must be in sequential order.

  - 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.).

  - When there are more than three levels of sub-rooms, the sub-rooms must be assigned to a different passageway (unless the sub-rooms have only one entrance).

    - o 001 – Primary room

    - o 001.01 – One level of sub-rooms

    - o 001.01.01 – Two levels of sub-rooms

- Planters have room numbers

- Holding rooms with rooms are sub-rooms

Room Name

- Room names are made of a sequence of facility, level, zone, passageway, and room and sub-room values.

Table 3 shows an example of room naming.

Table 3: Room Name

Feature Type	Facility	Divider	Level	Zone	Passageway	Room & Sub-Room(s)
Passageway	TER03	.	L02	T	A	
Room	TER03	.	L02	T	A	001.01.01.01.03

3.3.1 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:

  - o RRMN001 – Restroom - Men

- o RRWN002 – Restroom - Women

- o RRUN003 – Restroom - Unisex

- o RRNS004 – Nursery

- o RRPS005 – Pet Service

- There is only one restroom numbered 001 per building, regardless of prefix.

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

  - o If a building has a 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.

Electrical, Mechanical, Communications, and Control Rooms

- Naming format:

  - o ELEC001 – Electrical room

  - o MECH001 – Mechanical room

  - o CTRL001 – Control room (fire safety and elevator/escalator)

  - o COMM001 – Communications room

- Numbering starts from 001 from the main entrance for each building, increasing incrementally in a clockwise direction by an increment of one.

- The rooms are given a primary room number, even for the sub-rooms.

Elevators, Escalators, Dumbwaiters, 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:

  - o ELEV001 – Elevator

  - o ESCL001 – Escalator

  - o BELV001 – Dumbwaiter

  - o LADR001 – Interior ladder

  - o 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.

  - o EXCEPTIONS:

    - ▪ TBIT has special numbering at the gates. Since each gate has a Stair 1, such as Stair 1 Gate 134, the room number will be ESTR001.134.

    - ▪ Elevators and escalators.

- Numbers are assigned by the Maintenance Shop.
- TBIT has special numbering from the Maintenance Shop. The following list includes examples of room numbers:
  - 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.

Stairwells

- Naming format:
  - STRW001 – Interior stairwell
  - STRX002 – Exterior stairwell
- A stairwell is considered interior if the connecting landings on both levels are located within the perimeter of the exterior walls. If any of the connecting landings of a stairwell are located outside of the exterior walls, the stairwell is considered exterior.
- Numbering starts from 001 for interior stairwells from the main entrance for each building, increasing incrementally in a clockwise direction by an increment of one.
- Exterior stairwells are numbered after interior stairwells consecutively from the highest numbered interior stairwell, beginning from the main entrance of the building on Level 1 and increasing incrementally in a clockwise direction by an increment of one.
- There is only one stairwell numbered 001 per building, regardless of stairwell prefix.
- 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 a 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 a basement), increasing incrementally in a clockwise direction by an increment of one.

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:
    - VOID001 – Void
- All void spaces have to be more than three sq. ft. Any area smaller than that is merged with 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 001 for each zone and passageway from the main entrance to the passageway on Level 1 (if a building does not have a basement), increasing incrementally in a clockwise direction by an increment of one.
- 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:
    - OPEN001 – Open Space
- Numbering starts from 003 for each zone and passageway from the main entrance to the passageway, increasing incrementally in a clockwise direction by an increment of one.

Pedestrian Bridges

- Naming format:
    - PEDB001 – Pedestrian Bridge
- Pedestrian bridges are Corridor X for the exterior, which includes bridges that connect to another structure/building. Interior pedestrian bridges are to receive room numbers with the zone/corridor it is in.
- Numbering starts from 001 for each building from the main entrance to the passageway, increasing incrementally in a clockwise direction by an increment of one.

Ramps

- Naming format:
    - RAMP001 – Ramps

- Numbering starts from 001 for each building from the main entrance to the building on Level 1 (if the building does not have a basement), increasing incrementally in a clockwise direction by an increment of one.

- Interior or exterior does not matter when numbering ramps.

- Combine passengers or vehicle ramps in the numbering.

Catwalks

- Naming format:
    - CTWK001

- Numbering starts from 001 for each zone and passageway from the main entrance (if the building does not have a basement) to the passageway, increasing incrementally in a clockwise direction by an increment of one.

3.4 Door Naming Guidelines

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

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 the front of a building
    - 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 the doors that lead 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.
- All single-digit sub-room numbers do not include zeros 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
	- 012.1.1B
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

Table 4 shows the naming convention for passageway doors, Table 5 shows the naming convention for rooms/sub-rooms, and Table 6 shows examples of name conversions from rooms to doors.

Table 4: 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

Table 5: 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

Table 6: 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

Numbering starts from the main entrance to a building (which is the rightmost entrance when facing a building) and increases incrementally in a clockwise direction.

EXCEPTIONS:

- Terminal main entrance doors
    Example (Terminal 3 – Level 2):
      Door number – Terminal3 L02-07
      Door name – T3-207-D

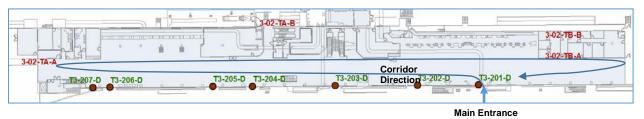Figure 17 shows the naming for terminal entrance doors.

Figure 17: Terminal Entrance Doors

- 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

Table 7 shows the naming convention for jet bridge access doors, and Figure 18 shows examples of jet bridge access door names in Terminal 3 of LAX.

Table 7: Jet Bridge Access Doors

Facility and Building Space Naming Convention

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

Figure 18: Jet Bridge Access Doors

Passageway Access Doors

- Numbering starts from the main entrance, increasing incrementally in a clockwise direction.
    - o   EXCEPTION: ACAM doors (requires special naming schema by airport police)

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 incremental order in a clockwise direction from the main entrance.

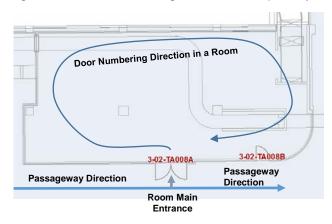Figure 19 shows the naming convention for primary room access doors.

Figure 19: Primary Room Access Doors

Sub-Room Access Doors

- The main entrance to a sub-room is the first door through which a room accesses the sub-room 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.

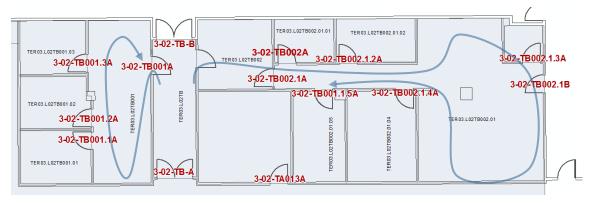Figure 20 shows the naming convention for sub-room access doors.

Figure 20: Sub-Room Access Doors

3.5 Terminal Signage

For terminal signage guidelines, refer to the Signage Standards under the Design and Construction Handbook.

https://www.lawa.org/en/lawa-businesses/lawa-documents-and-guidelines/lawa-design-and-construction-handbook/signage-standards

3.6 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-GIS SERVICES 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-GIS SERVICES 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.

3.7 Building Acquisition

Prior to LAWA assuming maintenance responsibility, the IMTG-GIS SERVICES will assign new level/floor, zone, passageway, and room numbers to the acquired building upon request. IMTG-GIS SERVICES 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.

3.8 Existing Building

IMTG-GIS SERVICES 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 IMTG-GIS SERVICES 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 IMTG-GIS SERVICES
- 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 IMTG-GIS SERVICES (GetSpatial@lawa.org[A1]) for final review and approval

3.9 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.

4 HISTORY

Revision	Summary of Changes	Author	Date
0	First Release	Paul Burns	July 2018
1	Policy and Procedures	Paul Burns	September 2018