

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE

Subject: DOCUMENT NUMBERING & NAMING	FMEP-P-0240		Rev. No. 3
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1.0 PURPOSE

This procedure enables the Facilities Maintenance and Engineering (FME) personnel to uniquely identify the documents created within the FME organization.

2.0 GENERAL

Document numbers are to be assigned to documents created for a project. In all cases, the parent procedure references this procedure for selection of the appropriate document number.

This procedure addresses the assignment of document numbers to the following groups of documents:

- Drawings-F size. Building specific (30" x 40")
- Drawings-A, B, and C size. Building specific prior to April 2, 2001
- Drawings-A, B, and C size. Building specific after April 2, 2001
- Drawings-F size. Non-building specific (30" x 40")
- Drawings-A, B, and C size. Non-building specific
- Calculations
- Internal Memos
- Correspondence
- Other design documents

Document sizes are designated by letters per ANSI standard as follows:

- A - 8½" x 11"
- B - 11" x 17"
- C - 17" x 22"
- D - 22" x 34"
- E - 34" x 44"
- F - 30" x 40" (FME special size)

2.1 Definitions

Document – A record in any form (e.g., hard copy, electronic media) or pertinent information that originates or is used in the performance of work.

3.0 PROCEDURE

3.1 Drawings (E size) Building Specific

The drawing number is a 13-character string that uniquely identifies the drawing. The three elements that comprise the drawing number are identified below.

1	2	3	4	5
---	---	---	---	---

BUILDING NUMBER

1	2	3	4
---	---	---	---

SEQUENCE NUMBER

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1	2	3	4
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CONTROL IDENTIFICATION

3.1.1 Building Number

The building number is the number of the building that is represented on the drawing.

3.1.2 Sequence number

The sequence number is a number that represents the next numerical change to the building and is controlled and assigned by the FME Drafting Department.

3.1.3 Control Identification

The control identification identifies the numbers located on the various sheets of the drawing. Blocks 1 and 2 of the control identification are to be used as a discipline abbreviation. An example would be "E" for Electrical. Blocks 3 and 4 are a numerical sequence starting with 01.

3.2 Drawings-A, B, and C size-Building Specific prior to April 23, 2001

The drawing number is a 9-character string that uniquely identifies the drawing. The three elements that comprise the drawing number are identified below.

S	K
---	---

"SK " DESIGNATION

1	2	3	4	5
---	---	---	---	---

BUILDING NUMBER

1	2
---	---

CONTROL IDENTIFICATION

3.2.1 "SK" Designation

The drawing will always have the letters SK.

3.2.2 Building Number

The building number is the number of the building that is represented on the drawing.

3.2.3 Control Identification

The control identification identifies the various sheets of the drawing. Blocks 1 and 2 are an alphanumeric sequence starting at 1A, then 1B, and so on. The FME Drafting Department controls the identification.

3.3 Drawings-A, B, C and D size-Building Specific after April 23, 2001

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The drawing number is a maximum 16-character string that uniquely identifies the drawing. The four elements that comprise the drawing number are identified below.

S	K	A
---	---	---

“SK” DESIGNATION

1	2	3	4	5
---	---	---	---	---

BUILDING NUMBER

1	2	3	4
---	---	---	---

SEQUENCE NUMBER

1	2	3	4
---	---	---	---

CONTROL IDENTIFICATION

3.3.1 “SK” Designation

The drawing shall always have the designation SK, followed by the drawing sheet size (A,B,C or D).

3.3.2 Building Number

The building number is the number of the building that is represented on the drawing.

3.3.2.1 Animal Production Area

The number **9021** will be substituted for the building number on the drawing if multiple buildings in the APA are represented on the drawing.

3.3.2.2 Multiple Buildings (outside the APA)

The number **9624** will be substituted for the building number on the drawing if multiple buildings (outside the APA) are represented on the drawing.

3.3.3 Sequence number

The sequence number is a number that represents the next numerical change to the building and is controlled and assigned by the FME Drafting Department.

3.3.4 Control Identification

The control identification identifies the numbers located on the various sheets of the drawing. Blocks 1 and 2 of the control identification are to be used as a discipline abbreviation. An example would be “E” for Electrical or FP for Fire Protection. Blocks 3 and 4 are a numerical sequence starting with 01.

S	K	-	1
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3.4 Drawings-A, B, C, D and Fsize-Non-Building Specific

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The drawing number is a maximum 11-character string that uniquely identifies the drawing. The three elements that comprise the drawing number are identified below.

S	K
---	---

“SK “ DESIGNATION

1	2	3	4
---	---	---	---

SEQUENCE NUMBER

1	2	3	4
---	---	---	---

CONTROL IDENTIFICATION

3.4.1 “SK” Designation

The drawing will always have the designation SK, followed by the sheet size (A,B,C,D or F).

3.4.2 Sequence Number

The sequence number is a number that represents the next numerical change to the building and is controlled and assigned by the FME Drafting Department.

3.4.3 Control Identification

The control identification identifies the numbers located on the various sheets of the drawing. Blocks 1 and 2 of the control identification are to be used as a discipline abbreviation. An example would be “E” for Electrical or FP for Fire Protection. Blocks 3 and 4 are a numerical sequence starting with 01.

3.5 System Drawings – F Size

The drawing number is a maximum 11 character string that uniquely identifies the drawing. The three elements that comprise the drawing number are identified below.

1	2	3	4
---	---	---	---

SYSTEM DESIGNATION

1	2	3
---	---	---

SEQUENCE NUMBER

1	2	3	4
---	---	---	---

CONTROL IDENTIFICATION

3.5.1 System Designation

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The system designation will be an abbreviation of the system that is represented on the drawing. Examples are “CHW” for Chilled Water or “STM” for Steam.

3.5.2 Sequence Number

The sequence number is a number that represents the plant number for the particular system and is controlled and assigned by the FME Drafting Department.

3.4.3 Control Identification

The control identification identifies the numbers located on the various sheets of the drawing. Blocks 1 and 2 of the control identification are to be used as a discipline abbreviation. An example would be “E” for Electrical or FP for Fire Protection. Blocks 3 and 4 are a numerical sequence starting with 01.

3.6 **Other Design Documents**

Documents, other than drawings, are to be produced in A or B sizes only. No metric paper sizes are acceptable.

The document number is a 16-character string that uniquely identifies the document. The three elements that comprise the drawing number are identified below.

1	2	3	4	5	6	7	8
---	---	---	---	---	---	---	---

WORK ORDER NUMBER

1	2	3	4
---	---	---	---

DOCUMENT TYPE

1	2	3	4	5
---	---	---	---	---

CONTROL NUMBER

3.6.1 Work Order (WO)Number

The WO Number is the WO that controls the activities related to a defined task.

Note - The WO Number may not be applicable for all of the document types identified in Section 3.6.2.

3.6.2 Document Type

The document type is the representation of the document being numbered. The table below contains a listing of all the types of documents that require a document type designator in accordance with the requirements of Section 3.6 of this procedure.

<u>Identification of the document</u>	<u>Found in Procedure Number</u>	<u>Document type</u>
General Specification	FMEP-P-0400	GS

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Standard Specification	FMEP-P-0400	SS
Purchase Description	FMEP-P-0400	PD
Project Specification	FMEP-P-0400	PS
Scope of Work	FMEP-P-0210	SW
Design Criteria	FMEP-P-0220	DR
Study	FMEP-G-0060	ST
Sketch	FMEP-P-0240	SK
Calculation	FMEP-P-0330	CALC
Internal Memos	N/A	IM
Letter	N/A	LTR

Documents which do not have a specified "Document Type" letter designator above, shall be assigned a designator based on the initials of the "type" of document, for example:

Project Execution Plan	PEP
Communication Plan	CP

These designators can be unique to the WO by the required use of the WO Number preceding the designator.

3.6.3 Control Identification

The control identification identifies the sequencing of the document. Block 1 and 2 of the control identification are to be used as a discipline abbreviation. An example would be "E" for Electrical.

Note-Discipline identification may not be applicable to some of the document types identified above.

Blocks 4 and 5 are a numerical sequence starting with 01.

Note: Blocks 1 thru 5 are to be filled in completely for Standard Specifications (SS) using the guidelines identified in the guidelines prepared by the American Institute of Architects

3.6.4 Examples

Examples of the document numbering are as follows:

115093-SW-01
 115093-CALC-E01
 115093-PS-01
 GS-01

3.7 Naming of Electronic Files

The electronic file of a document will be stored on the network in the appropriate Work Order, Building or shared folder. The file name shall be identical to the document number, with the standard extension representing the software used to create the file. Examples are:

115093-LTR-01.doc
 115093-CALC-E01.xls

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Note that the file name extension is added automatically by the software package. The document number shall be included in the header or footer of all printed documents to facilitate finding the electronic file.