

# Terminal & Door Numbering Guidelines

Los Angeles World Airports

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## **Terminal and Building Door Numbering Guidelines**

**Overview:** These guidelines were developed to provide a consistent door numbering system that will be utilized airport wide. They are based on the MAXIMO database system developed as a way of tracking airport assets.

**Background:** Throughout the years, Los Angeles International Airport (LAX), in response to public demand, constructed a number of different terminals. Each terminal utilized its own door numbering system. As the airport continues modernization efforts, LAWA is moving toward standardized approaches to building systems, including room and door numbering.

A separate exterior “front door” numbering system (shown in Diagram 08) has been developed and installed that specifically addresses the needs of first responders.

## Terminal Door Numbering Guidelines Continued

### Rules

1. The proposed door numbering system is based on the MAXIMO naming conventions assigned to rooms in order to maintain a “family” of naming sequences. While based on MAXIMO, this is a system of door numbering that focuses on public usage.  
**(Refer to Diagram 01)**
2. The fonts used for the door numbers will consist of a combination of Helvetica Medium and Helvetica Heavy. The heavy font will be approximately 2.25 times the height of the medium font.  
**(Refer to Diagram 01)**
3. Doors will be numbered in a clockwise direction.  
**(Refer to Diagram 02)**
4. In any given area, the starting point is determined by the door that is in closest proximity to the main public entrance along the street in the central terminal area (CTA). The starting point should also be close to a group or cluster of doors rather than an isolated door to establish sequential door numbering that is obvious to all.  
**(Refer to Diagram 02)**
5. Doors that *LEAD FROM* a corridor/path into rooms or other areas will be assigned the designation already assigned by MAXIMO.  
**(Refer to Diagram 02)**
6. Doors located along the length of a corridor will be assigned sequential designations.  
**(Refer to Diagrams 02 & 04)**
7. No sub-room door designations will be added to the numbering string, rather a designation using a simple capital letter such as “A”, “B”, “C”, “D”, etc. will be used.  
**(Refer to Diagram 03)**
8. When a space has two or more door entrances from an interior corridor, the doors shall have the same designation plus an additional lower case letter.  
**(Refer to Diagram 04)**

## Terminal Door Numbering Guidelines Continued

### Exceptions

- Doors that lead from a sector/passageway to a jet bridge will be assigned the Gate number/naming convention.  
**(Refer to Diagrams 01)**
- Doors along a sector/passageway *THAT RUN CROSSWISE* but do not open into rooms or interior spaces will be assigned the sector/passageway designation. These doors will display the terminal number, level, sector/passageway followed by a period and a lower case alpha character.  
**(Refer to Diagrams 05)**
- Doors *ALONG* a sector/passageway that open to the airfield will be assigned the sector/passageway designation.  
**(Refer to Diagrams 06)**

## Terminal Door Numbering Guidelines Continued

### **For your reference, definitions already created in MAXIMO**

**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 (PMS) 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** - A partially enclosed workspace, separated from neighboring workspaces by partitions.

**Level** - The position of a floor within a building. Roofs have a specific designator (ROF) for the highest level of the building.

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

**Sector** - Major segments of terminal buildings defined by common circulation or use criteria.

**Sub-Room** - Typically rooms that can only be accessed from another room. Exceptions to this are subordinate rooms that have a door opening into a sterile corridor or to connecting tunnels.

**Passageway** - An interior or exterior corridor connecting sections of a building. Passageways provide access to rooms and sometimes other passageways. They use a single alpha character. The alpha character Z is reserved to designate outdoor passageways and rooms being accessed off an outside passageway. The alpha character 'I' will not be used to avoid confusion with the number 1 (one).

## Door numbering “How to”

The following example depicts how terminal ROOM NUMBERING found on maps with MAXIMO designations translates into terminal DOOR NUMBERING:

Audience: Airport Staff and the General Public

### (Diagram 01)

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Example of a MAXIMO designation:

**TER02.L1TA01.01 =**

**TERMINAL 2, LEVEL 1, TICKETING SECTOR,  
PASSAGEWAY A, DOOR 01, PRIMARY DOOR “a”  
(THIS CONDITION EXISTS ONLY WHEN THERE  
ARE TWO OR MORE ENTRANCES TO A ROOM)**

For illustration purposes only, colors are used to describe the example below of a simple door numbering tag for a door located in Terminal 2 based on the multicolored system above.

2-1-**TA01.a**

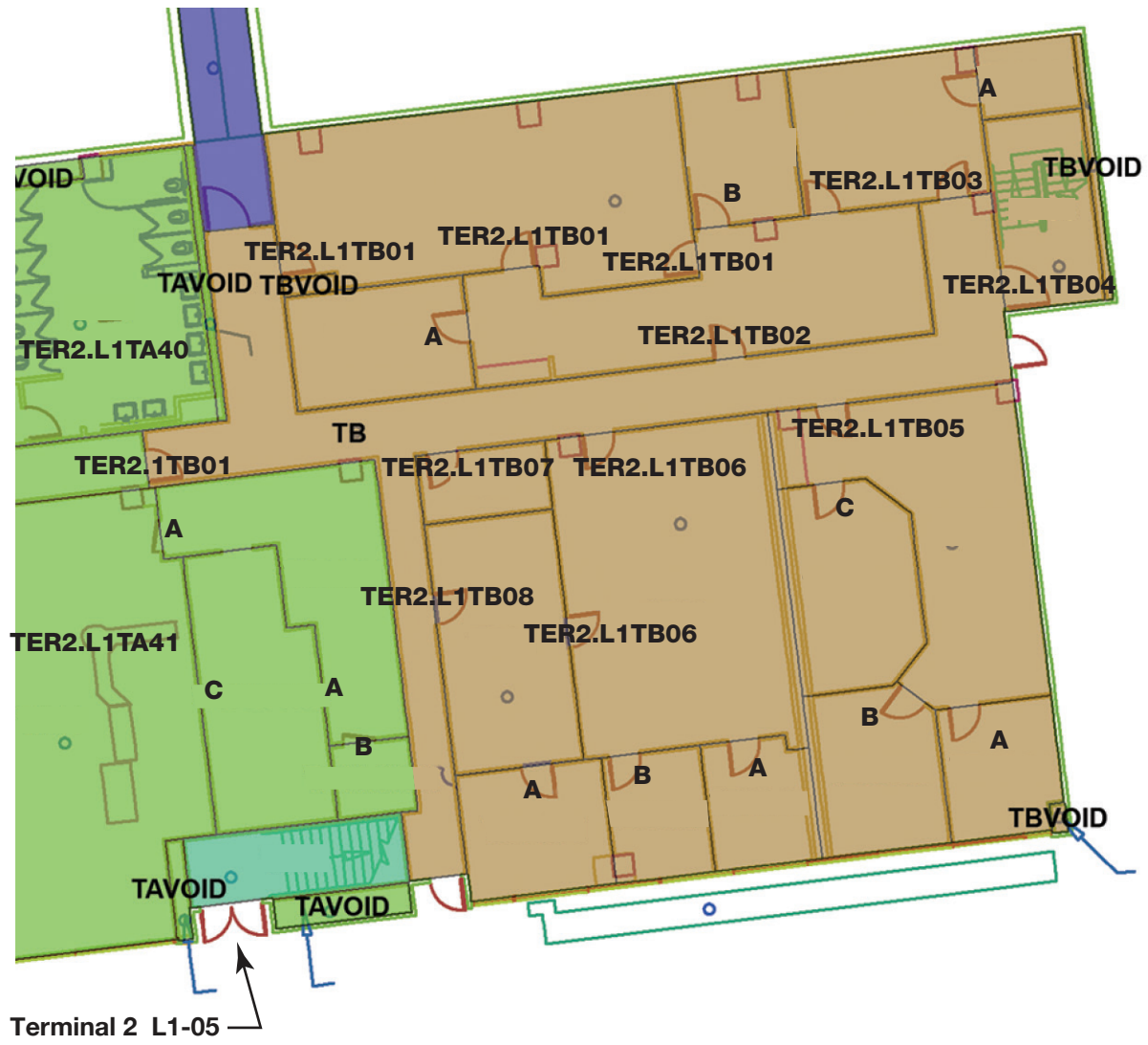
Helv. Neuv. Hvy. / Helv. Reg

Example of a door tag without the color code:

2-1-**TA01.a**

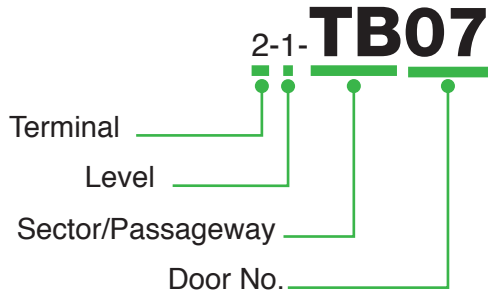
**Example of MAXIMO designations** | Terminal 2, Arrivals Level, Southeast Corner

The map below shows only MAXIMO designations.  
For door numbering string, apply the level (expressed as a single digit), the floor level (expressed as a single digit), the MAXIMO sector and MAXIMO passageway designations, followed by a two-digit door number.

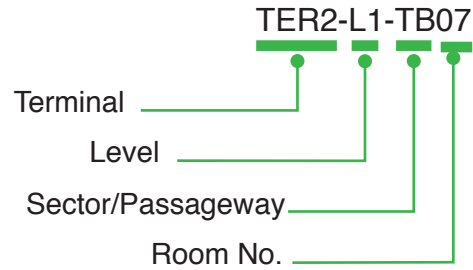


**(Diagram 02)**

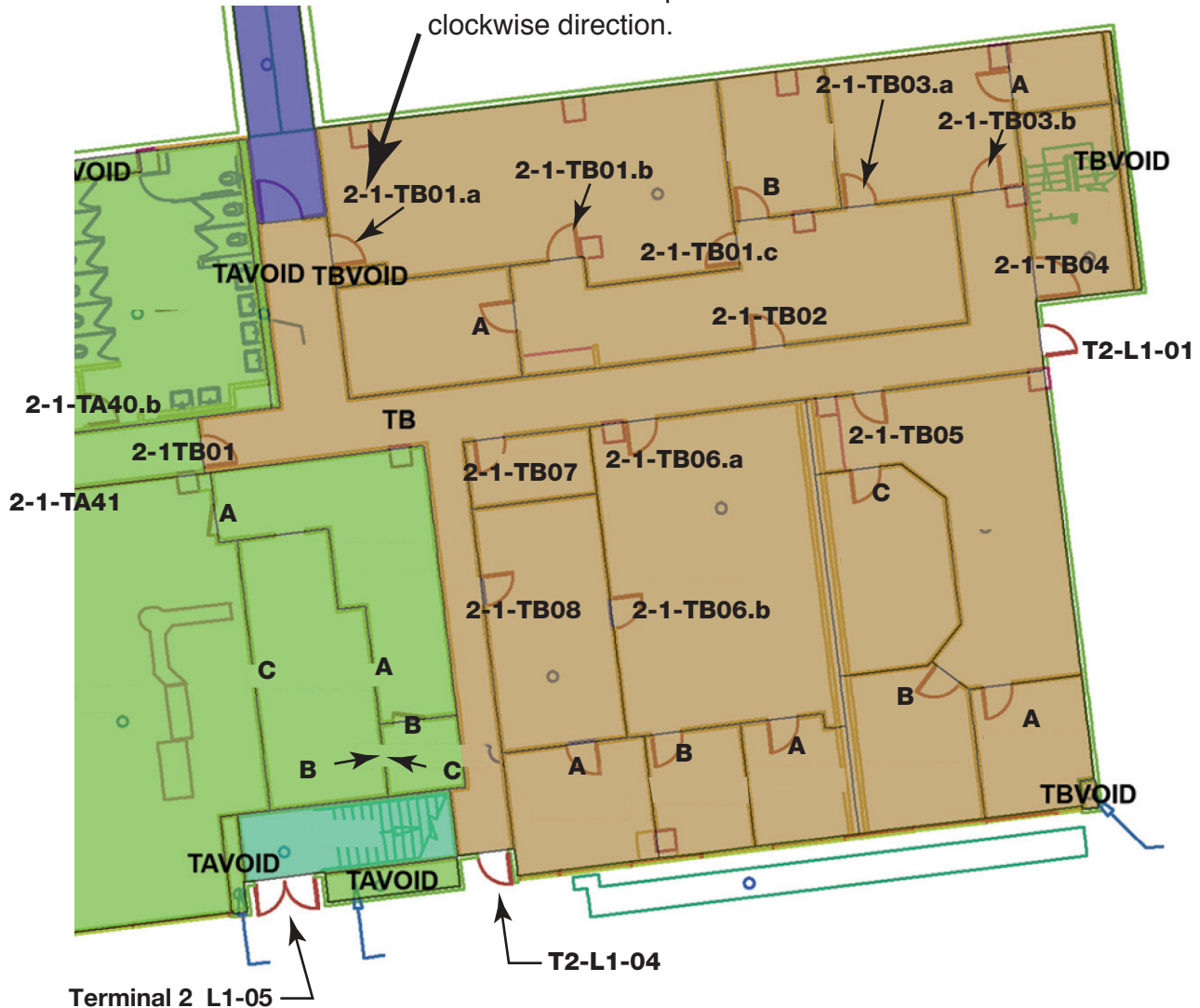
Door number using new guidelines:



Same door number using MAXIMO:



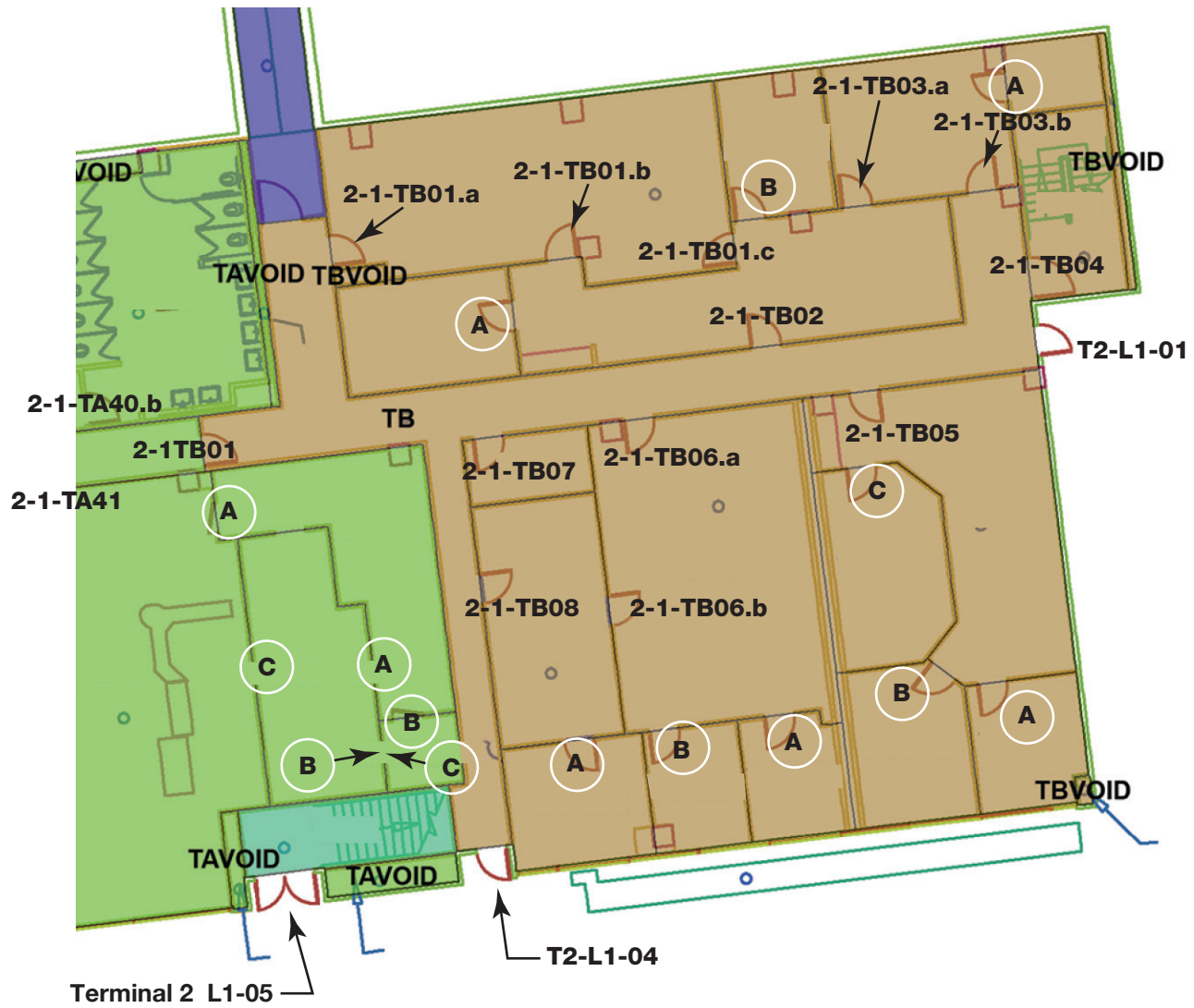
The door numbering process begins at the door that is in closest proximity to the main public entrance and in close proximity to other doors so that a sequence of numbers can be established in a clockwise direction.



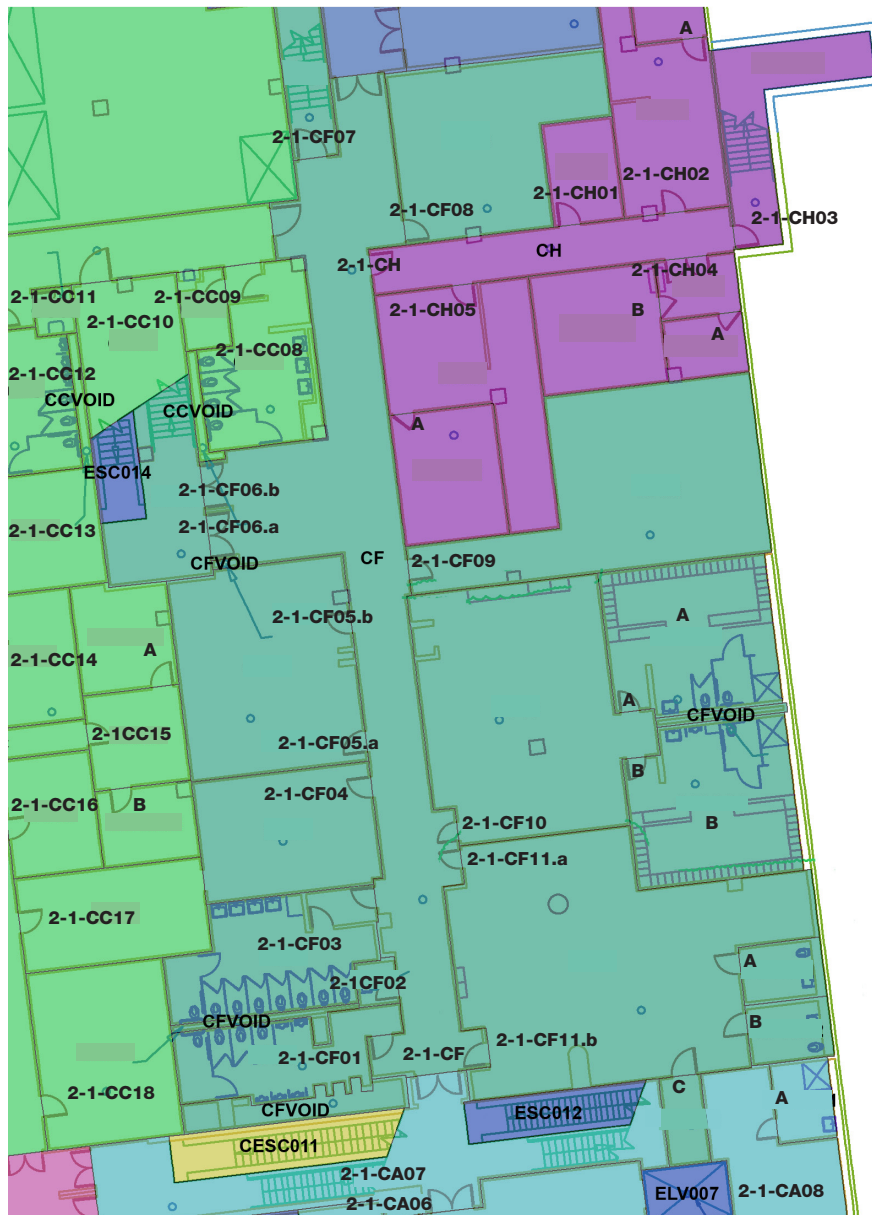
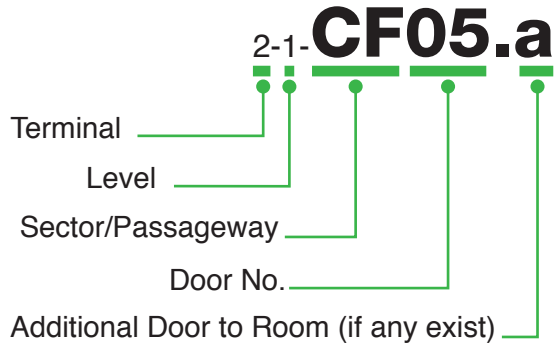


### (Diagram 03)

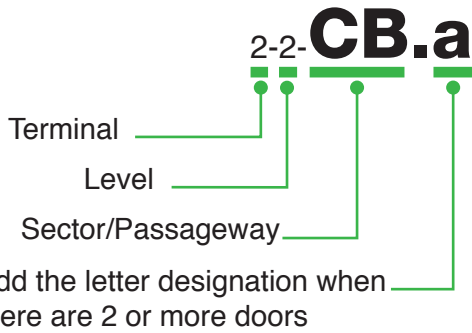
- Subroom doors are designated with a simple capital letter such as “A”, “B”, “C”, “D”, etc.
- Subroom door designations are not included in the naming/numbering string.
- Subroom designations are considered a separate room numbering system.



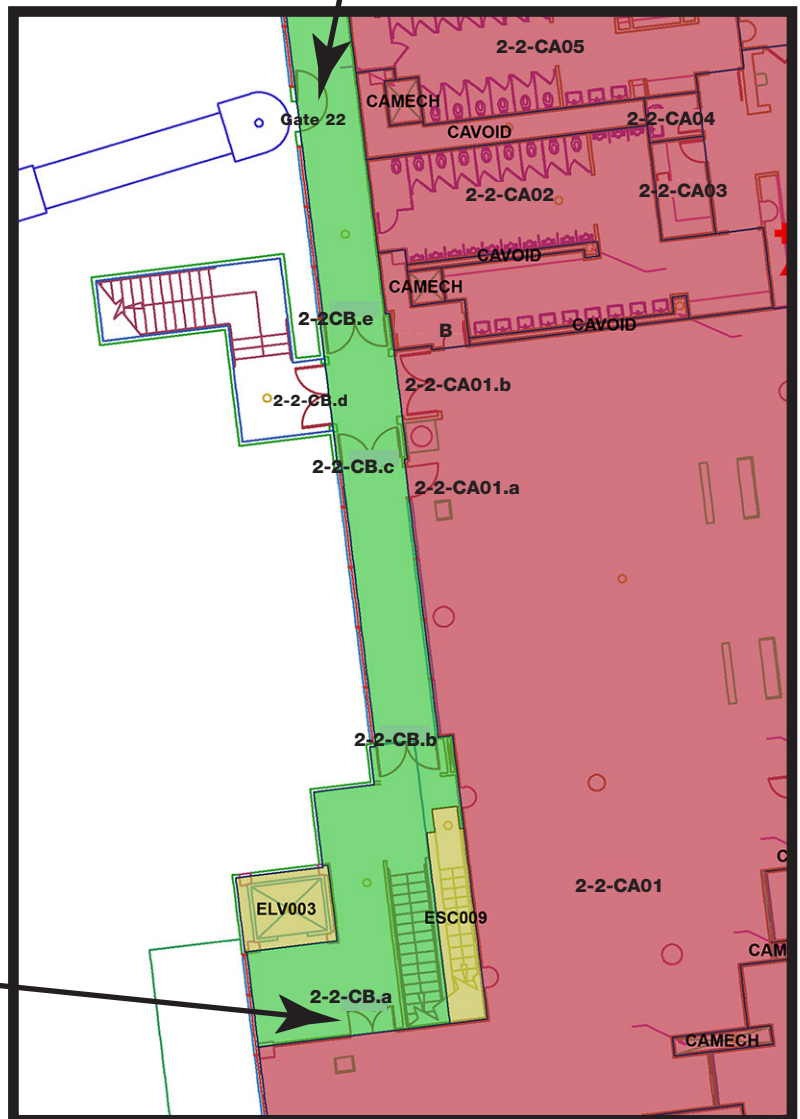
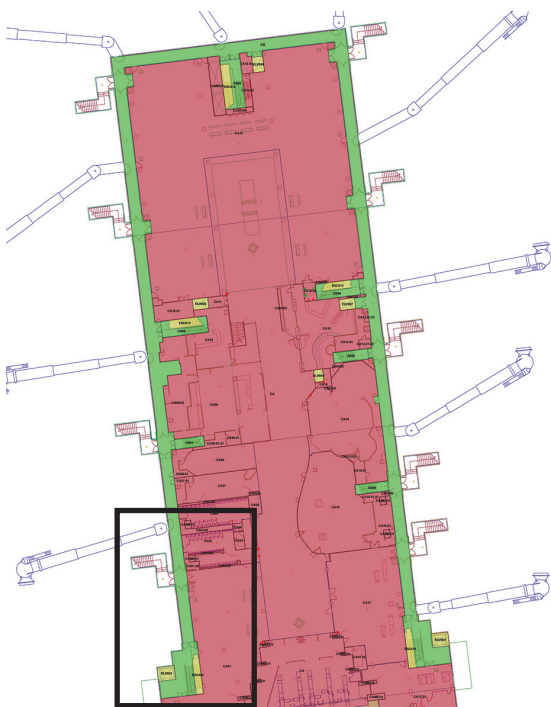
## (Diagram 04)



**(Diagram 05)**



Doors that open to a jet bridge are assigned the Gate Number.

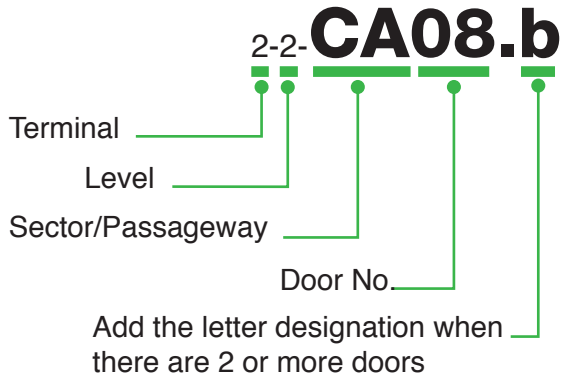


In any given area, the door numbering process begins at the door that is closest to the terminal's main public entrance and in close proximity to other doors so that a sequence of numbers can be established in a clockwise direction.

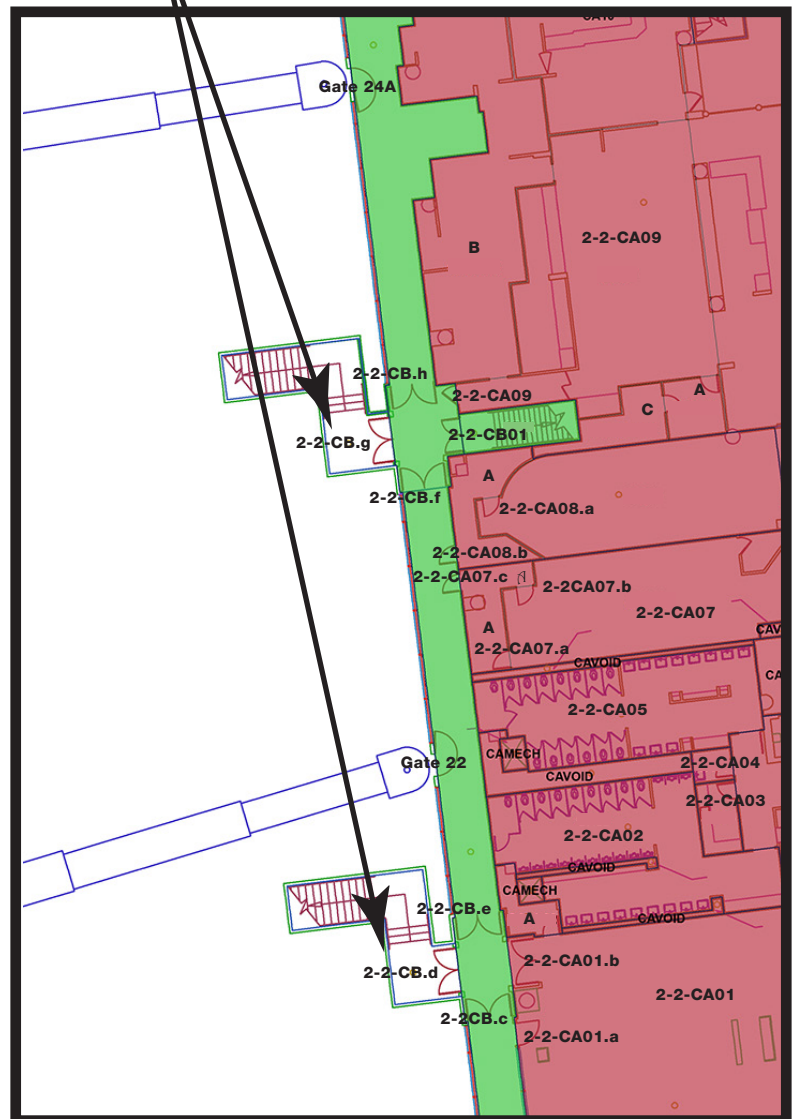
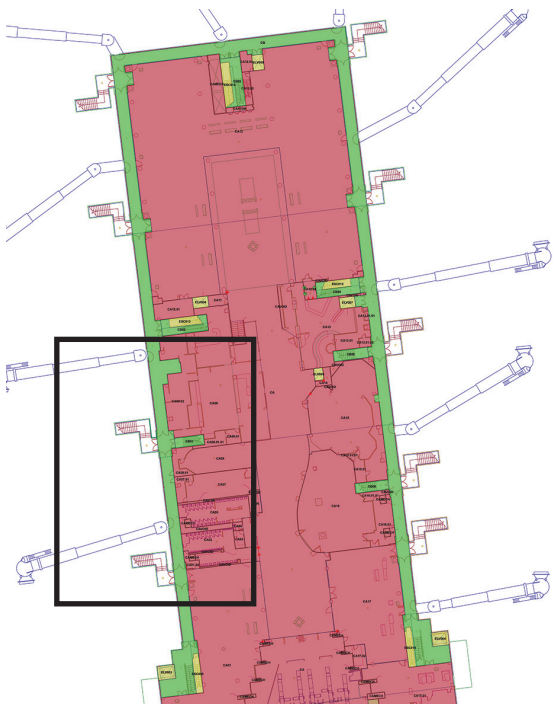
**Doors along a sector or passageway that open to a room**

Terminal 2, Departures Level, West Sterile Corridor

**(Diagram 06)**



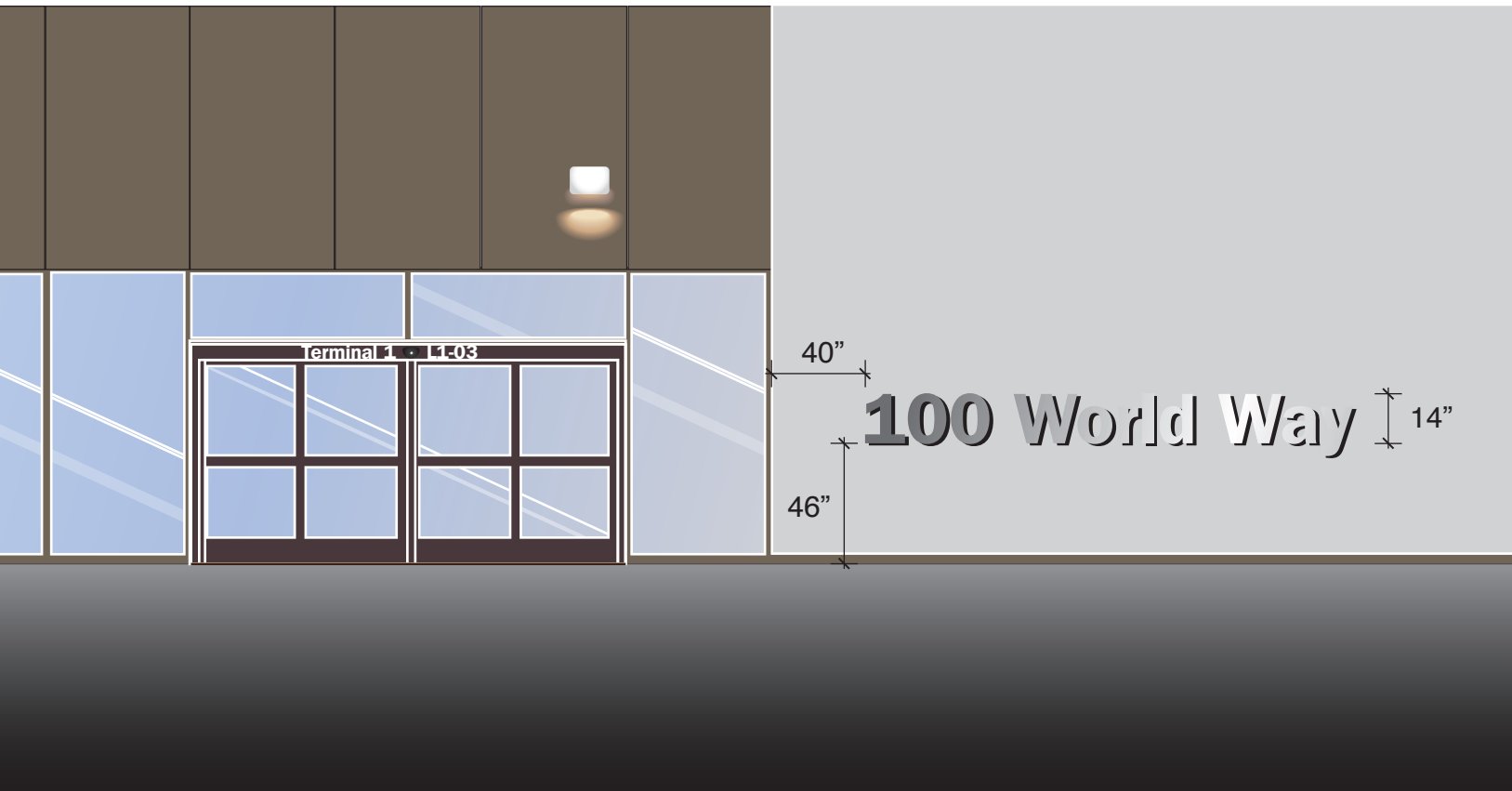
Doors along a corridor/path that open to the airfield will be assigned the sector/passageway designation.



\*Doors that open from the sterile corridor to a room or subroom shall be assigned the entire alphanumeric naming string.

## (Diagram 07)

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### Example

The terminal address is pin mounted, fabricated in stainless steel and installed on both arrivals & departures levels. These signs must be compliant with ADA code.

The terminal number, level and door numbers are mounted above the doors and fabricated in white vinyl.

# CTA Locations in Maximo

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September 5, 2013

# Agenda

- FM Naming Conventions (Refresher)
- FM Unit Presents Efforts to Standardize Location Description Field in Maximo
- Roundtable Discussion of Terminal 1 Passageway Descriptions
- Next Steps Necessary to Update and Standardize Passageway Descriptions throughout CTA
- Maximo Training – Location Basics

# FM@LAWA Naming Conventions

## Are

- A consistent and uniform naming of building spaces, facilities, systems and components
- Essential to successfully manage LAWA owned and maintained facilities
- Used to locate and record assets and work in internal database

## They Are Not

- A public way-finding or emergency response instrument
- Impacting Master Lease Agreements





# Updated Location Naming Convention

**FACILITY CODE** : The Facility code refers to the area on campus. For example TER01 is Terminal 1.

**LEVEL**: Levels are designated by a two or three alphanumeric strings. The leading character is either L, for levels at or above grade or B, for levels below grade, The L or B is followed by a numeric character determined by position of floor.

**SECTOR**: In Terminals, there are 3 sectors  
T =Ticketing, C= Concourse, and S= Satellite.

**PASSAGEWAY**: Passageways are designated by a single alpha character (A-Z in a clockwise fashion).

**ROOM**: Rooms are designated by a 2 character numeric string.

**SUB- ROOM**: Rooms accessed only from other rooms are designated with a 2 character numeric string.

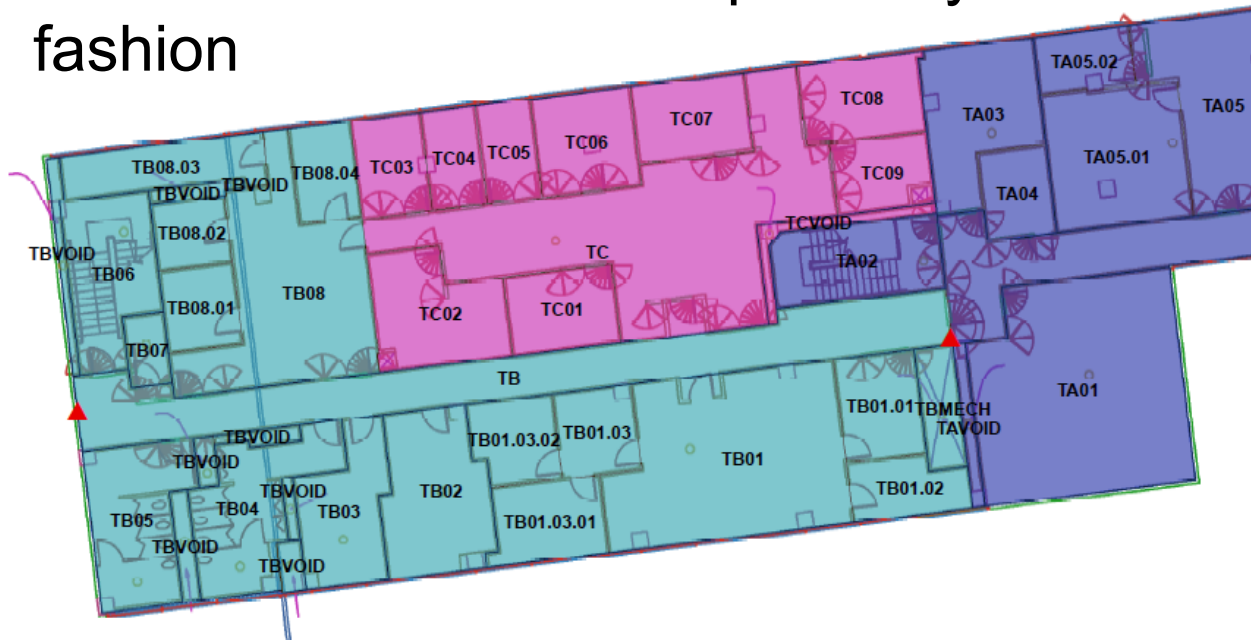
**TER01.L1TA01.01 =**

**TERMINAL 1, LEVEL 1, TICKETING SECTOR,  
PASSAGEWAY A, ROOM 01, SUB ROOM 01**



# Passageways and Rooms

- Each passageway is named A-Z.
- Start from the entrance (designated by a star) and proceed in clockwise fashion
- Passageway Z is reserved for exterior
- Each room is named sequentially in a clockwise fashion



# Resources

## Facilities Management Unit

Contact in person or via email [FM-Unit@lawa.org](mailto:FM-Unit@lawa.org)

Facilities Management intranet site:

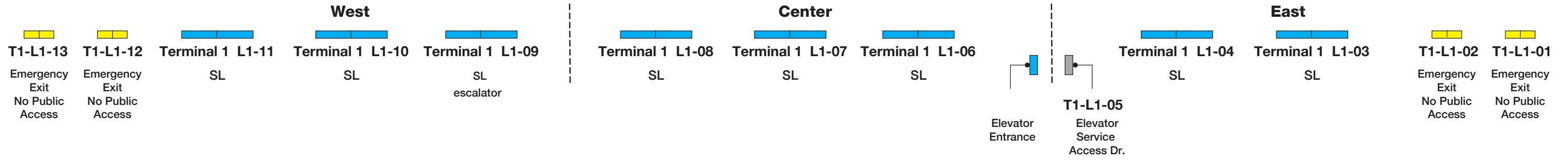
<http://insidelawa/Facilities/HomePage.aspx>

The FM Unit created a special SharePoint site with key documents to support FM@LAWA:

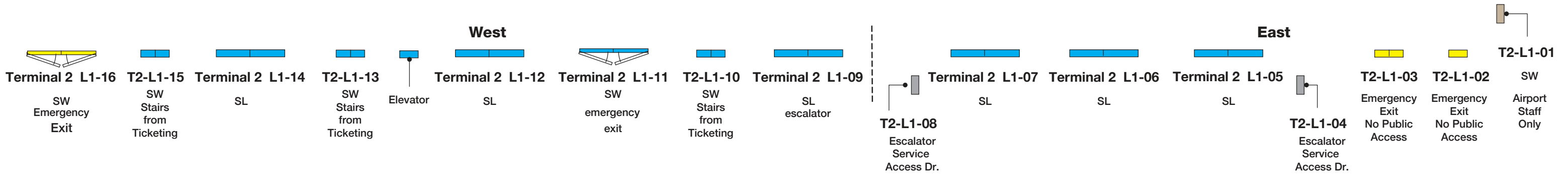
<http://lawashare/sites/fmalawa/SitePages/Home.aspx>



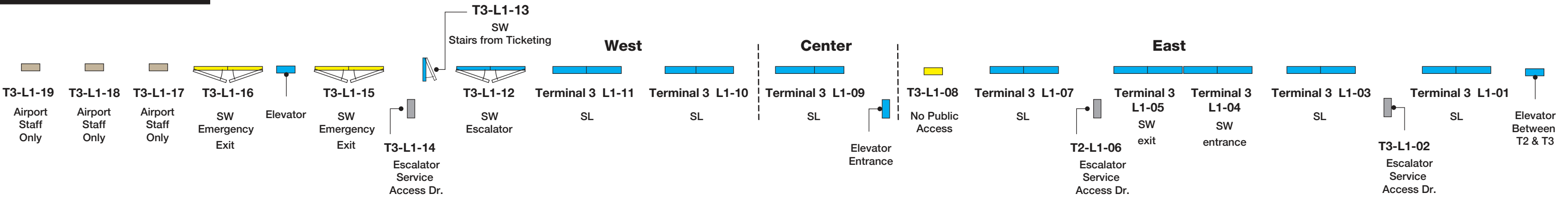
**Terminal 1 - Lower Level**



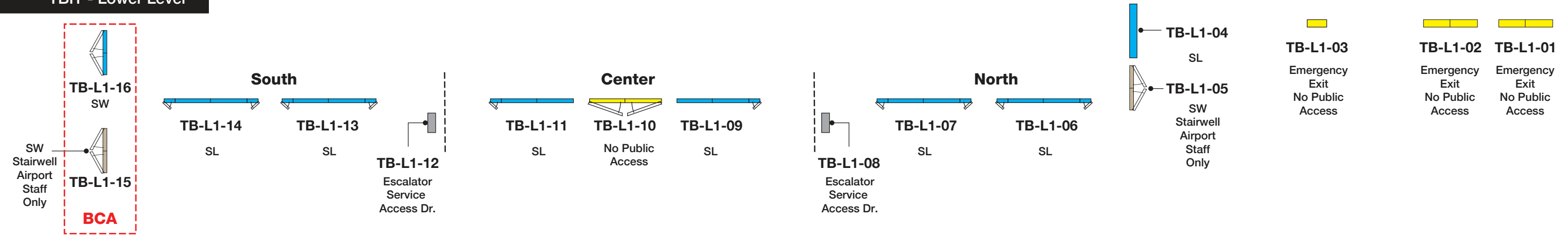
**Terminal 2 - Lower Level**



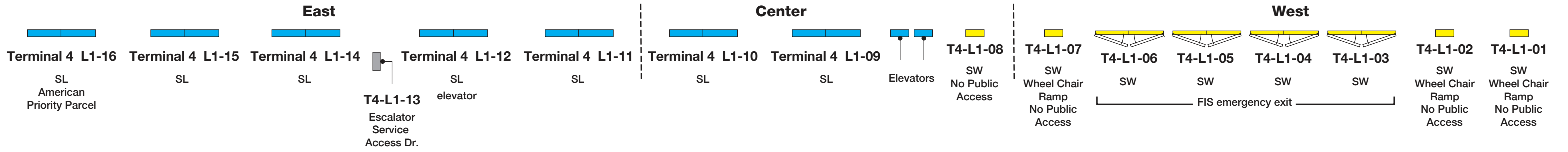
**Terminal 3 - Lower Level**



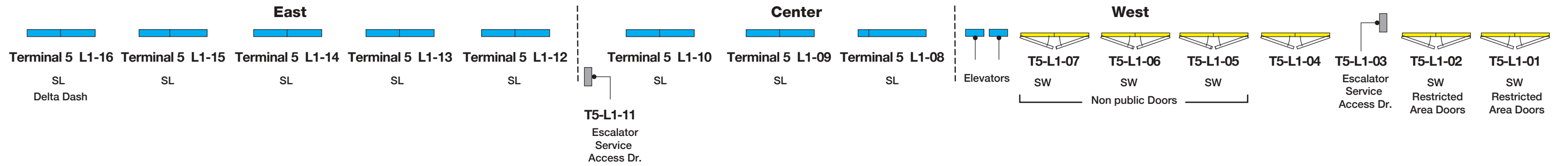
**TBIT - Lower Level**



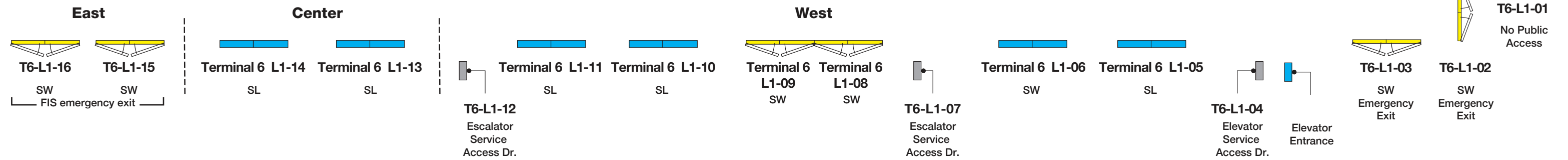
### Terminal 4 - Lower Level



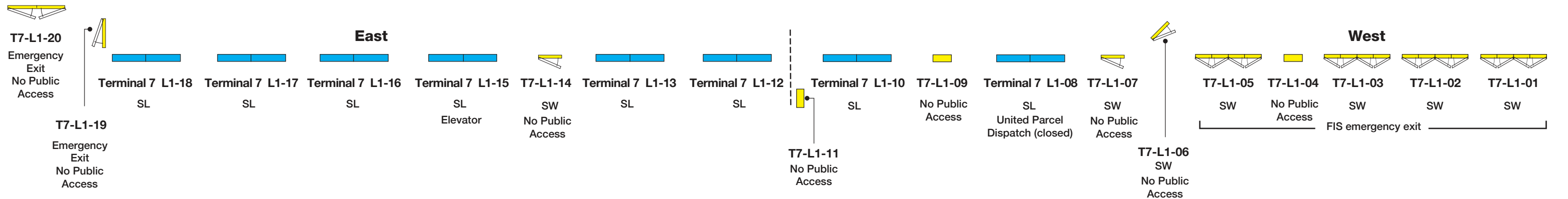
### Terminal 5 - Lower Level



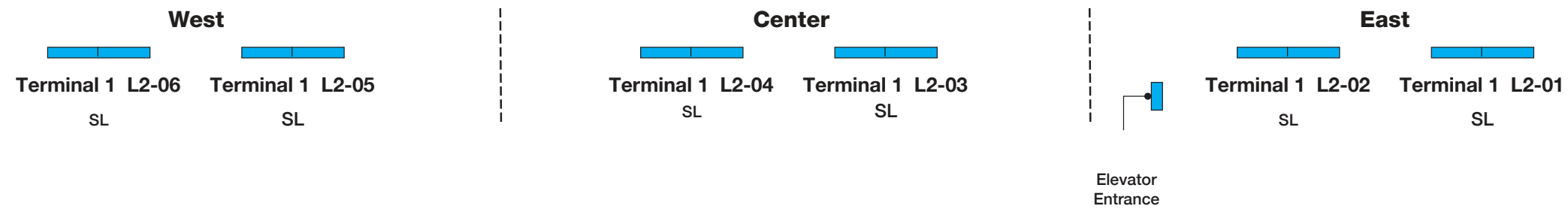
### Terminal 6 - Lower Level



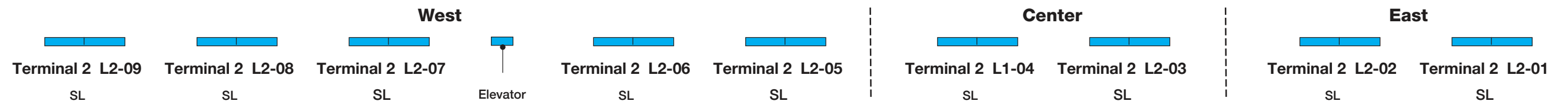
### Terminal 7 - Lower Level



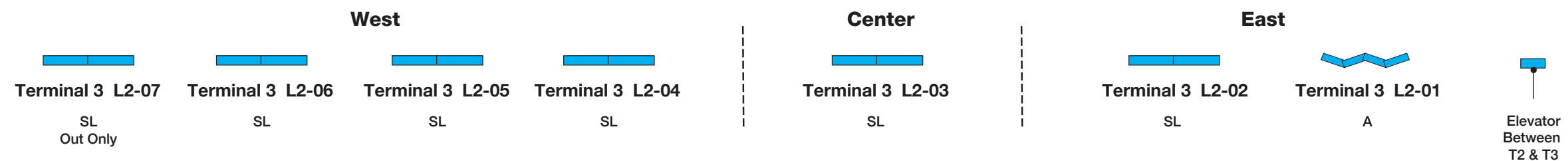
**Terminal 1 - Upper Level**



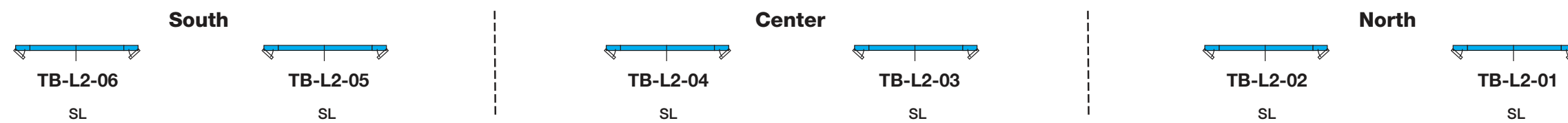
**Terminal 2 - Upper Level**



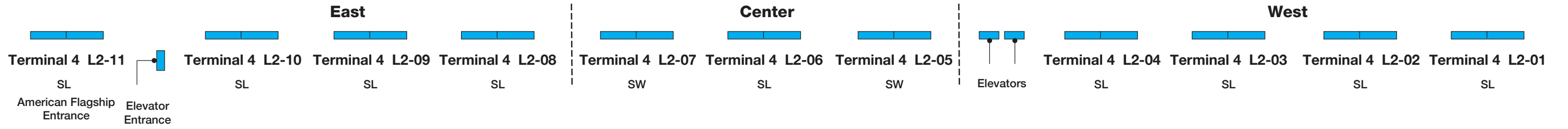
**Terminal 3 - Upper Level**



**TBIT - Upper Level**



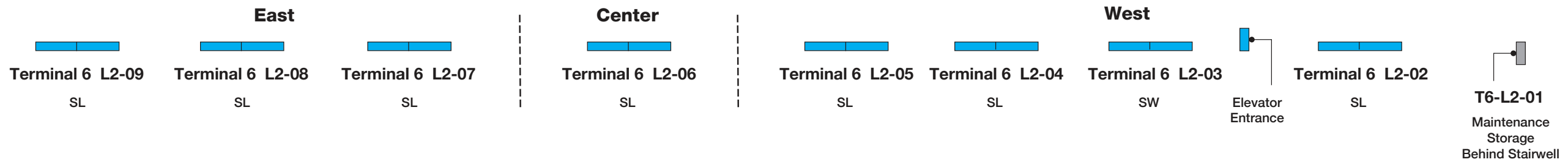
**Terminal 4 - Upper Level**



**Terminal 5 - Upper Level**



**Terminal 6 - Upper Level**



**Terminal 7 - Upper Level**

