

# FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE

**Subject:**

## DOCUMENT NUMBERING

FMEP-P-0240

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### 1.0 PURPOSE

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

### 2.0 GENERAL

Document numbers are assigned only to those documents specifically defined in this procedure. 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-E size. Building specific
- Drawings-A, B, and C size. Building specific prior to April 23, 2001
- Drawings-A, B, and C size. Building specific after April 23, 2001
- Drawings-E size. Non-building specific
- Drawings-A, B, and C size. Non-building specific
- Other design documents

### 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

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

CONTROL IDENTIFICATION

#### 3.1.1 Building Number

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

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### 3.1.2 Sequence number

The sequence number is a number that represents the next numerical change to the building and is controlled by the Facilities Maintenance and Engineering 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 Facilities Maintenance and Engineering Drafting Department controls the identification.

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

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

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

BUILDING NUMBER

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

SEQUENCE NUMBER

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

CONTROL IDENTIFICATION

### 3.3.1 Building Number

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

### 3.3.2 Sequence number

The sequence number is a number that represents the next numerical change to the building and is controlled by the Facilities Maintenance and Engineering Drafting Department.

### 3.3.3 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.

### 3.4 Drawings-E size-Non-Building Specific

The drawing number is a 7-character string that uniquely identifies the drawing. The two elements that comprise the drawing number are identified below.

S	K	-	1
---	---	---	---

"SK-1" DESIGNATION

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

SEQUENCE NUMBER

### 3.4.1 "SK-1" Designation

The drawing will always have the designation SK-1

### 3.4.2 Sequence number

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The sequence number is the next available consecutive number. The Facilities Maintenance and Engineering Drafting Department controls the next consecutive number.

### 3.5 Drawings-A, B, and C size-Non-Building Specific

The drawing number is a 4-character string that uniquely identifies the drawing. The two elements that comprise the drawing number are identified below.

S	K
---	---

“SK “ DESIGNATION

1	2
---	---

CONTROL IDENTIFICATION

#### 3.5.1 “SK” Designation

The drawing will always have the letters SK.

#### 3.5.2 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 Facilities Maintenance and Engineering Drafting Department controls the identification.

### 3.6 Other Design Documents

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 Number

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

Note- The Work Order Number may not be applicable for all of the document types identifies in Section 3.6.2.

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### 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 numbering in accordance with the requirements of Section 3.4 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
Standard Specification	FMEP-P-0400	SS
Project Specification	FMEP-P-0400	PS
Guide Specification	FMEP-G-0025	DJ
Standard Instruction	FMEP-G-0025	DI
Design Guide	FMEP-G-0025	DG
Design Standard	FMEP-G-0025	DS
Standard Details	FMEP-G-0025	DD
Engineering Design Aid	FMEP-G-0025	DZ
Scope of Work	FMEP-P-0210	SW
Design Criteria	FMEP-P-0220	DR
Study	FMEP-G-0060	ST
Calculation	FMEP-P-0330	CALC

### 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

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115093-PS-01

GS-01

