

8.2.2 Drawing Standard Appendix 2 – Asset Naming Convention

8.2.2.1 Space (Room) Asset Tagging

All room number inquiry should be addressed to the University's signage coordinator.

8.2.2.2 Door Asset Tagging

The door tag naming convention is

[Room Number] . [Sequential Number] (with no spaces)

1. The Room Number identifies the room which the door belongs to.
2. The door hardware should follow the Design Standard 5.5 Doors and Hardware. The PM should coordinate with the Lockshop during the Construction Document (CD) phase.

8.2.2.3 Equipment Asset Tagging

Equipment tags are created by designers and also displayed on equipment lamacoids which are installed by contractors.

Equipment tag naming convention is (with no spaces)

[Equipment Type] - [Sequential Number]* (with no spaces)

1. The sequential number starts with 1 digit number. Expand the digits if needed.
2. Each equipment tag in a building should be unique. Name pumps with unique number despite different equipment type. If there are 10 different kinds of pumps, only one pump is tagged as #1, or #2, etc.
3. When a piece of equipment gets replaced, keep the same equipment tag for the new one.
4. Refer to Design Standard 5.16.26 Identification of Mechanical Systems for more details.
5. Refer to Design Standard 8.2.3 for Equipment Standard information.

* Some equipment requires room number as part of the tag. The naming convention is:

[Equipment Type] - [Room Number] - [Sequential Number] (with no spaces)

8.2.2.4 BMS Luggage Tag

Luggage tag is the terminology that Building Management System (BMS) uses to identify physical points and equipment. Alternated equipment tag is part of the luggage tag.

[BMS Code] . [Alternated Equipment Tag] . [Point Code] (with no spaces)

1. The BMS luggage tag examples in the following tables only illustrate the alternated equipment tag portion of the full tag.
2. The University assigns every structure a building code (abbreviation)
<https://www.ucalgary.ca/facilities/buildings-grounds/buildings>. BMS code uses building code and keeps the legacy code in the system.

8.2.2.5 Mechanical Equipment Tagging Examples

EQUIPMENT TYPE	TYPE CODE	EQUIPMENT TAG / LAMACOID	LUGGAGE TAG (BMS)	EQUIPMENT STANDARD
Air Conditioning Condensing Unit	ACCU	ACCU-1	ACCU1	ACUXX-XXXX-XXXXX
Air Conditioning Unit	ACU	ACU-1	ACU1	ACUXX-XXXX-XXXXX
Air Handling Unit	AHU	AHU-1	AHU1	AHUXX-XXXX-XXXXX
Boiler	BLR	BLR-1	BLR1	PVBXX-XXXX-XXXXX PVBXX-STEAX-XXXXX
Chiller	CH	CH-1	CH1	CHLLR-XXXX-XXXXX
Compressor	CMP	CMP-1	CMP1	COMPX-XXXX-XXXXX
Compressor - Lab	CMP-LAB	CMP-LAB-1	CMPLAB1	COMPX-XXXX-XXXXX
Convertor	CNV	CNV-1	CNV1	PVCEX-XXXX-XXXXX
Cooling Tower	CT	CT-1	CT1	TOWER-COOL-XXXXX
Elevator	ELV	ELV-1		ELEVA-XXXX-XXXXX
Exhaust Fan	EF	EF-1	EF1	FANSY-EXHX-XXXXX
Fume Hood Exhaust Fan	FHEF	FHEF-1	FHEF1	FANSY-FUME-XXXXX
Gas Heater	GH	GH-1	GH1	GFAXX-XXXX-XXXXX
Heat Exchanger	HX	HX-1	HX1	PVCEX-XXXX-XXXXX
Humidifier	HUM	HUM-1	HUM1	HUMID-XXXX-XXXXX
Stair Pressurization Unit	SPU	SPU-1	SPU1	FANSY-SPUX-XXXXX
Vacuum System	VAC	VAC-1	VAC.1	PIPSY-VACU-XXXXX
Other Mechanical Equipment Tagging Examples				
Luggage Tag with Room Number	Refer to 8.2.2.6			
Pump and Tank Tagging Examples	Refer to 8.2.2.7			
AHU Components Tagging	Refer to 8.2.2.8			

8.2.2.6 Luggage Tag with Room Number

EQUIPMENT TYPE	TYPE CODE	ROOM NUMBER	EQUIPMENT TAG / LAMACOID	LUGGAGE TAG (BMS)	EQUIPMENT STANDARD
Fan Coil Unit - Ceiling	FC	###	FC-1	FC.170.1	FCOIL-XXXX-XXXXX
Fume Hood	FH	###	FH-2	FH.170.2	FHOOD-XXXX-XXXXX
Transfer Air Fan	TF	###	TF-3	TF.170.3	FANSY-TRAN-XXXXX
Unit Heater – Wall Cabinet	UH	###	UH-4	UH.170.4	FCOIL-XXXX-XXXXX
Variable Air Volume Box	VAV	###	VAV-5	VAV.170.5	



8.2.2.7 Pump and Tank Tagging Examples

EQUIPMENT TYPE	TYPE CODE	EQUIPMENT TAG / LAMACOID	LUGGAGE TAG (BMS)	EQUIPMENT STANDARD
Pump-Domestic Hot Water Recirculation	P-DHWR	P-1-DHWR	DHW.P1	PUMPX-RECR-XXXXX
Pump - Domestic Water Booster	P-DWBO	P-2-DWBO	DWB.P2	PUMPX-DOWA-BOOST
Pump - Domestic Water	P-DOWA	P-3-DOWA	DOW.P3	PUMPX-DOWA-XXXXX
Pump - Fire	P-FIRE	P-4-FIRE	FP.4	PUMPX-FIRE-XXXXX
Pump - Fuel	P-FUEL	P-5-FUEL		PUMPX-FUEL-XXXXX
Pump - Glycol System	P-GLYC	P-6-GLYC	GLY.P4	PUMPX-GLYX-XXXXX
Pump - Grey Water	P-GREY	P-7-GREY	GW.P5	PUMPX-XXXX-XXXXX
Pump - Tunnel High Temperature High Pressure Heating Water	P-TUHW	P-8-TUHW		PUMPX-XXXX-XXXXX
Pump - Jockey	P-JOCK	P-9-JOCK	JP.9	PUMPX-XXXX-XXXXX
Pump - Primary Chilled Water	P-PCHW	P-10-PCHW	PCHW.P8	PUMPX-CHWX-XXXXX
Pump - Primary Heating Water	P-PHTW	P-11-PHTW	PHW.P11	PUMPX-HTGX-XXXXX
Pump - River Water	P-RIVE	P-12-RIVE		PUMPX-RIVE-XXXXX
Pump - Sanitary	P-PSAN	P-13-PSAN	SSMP.13	PUMPX-SANI-XXXXX
Pump - Secondary Chilled Water	P-SCHW	P-14-SCHW	SCW.P14	PUMPX-CHWX-XXXXX
Pump - Secondary Heating Water	P-SHTW	P-15-SHTW	SHW.P15	PUMPX-HTGX-XXXXX
Pump - Storm	P-PSTM	P-16-PSTM	SMP.16	PUMPX-STRM-XXXXX
Pump - Vacuum	P-VACU	P-17-VACU		PUMPX-VACU-XXXXX
Pump - Well Water	P-WELL	P-18-WELL		PUMPX-WELL-XXXXX
Tank - Deionized Water	DIOT	DIOT-1		PVSTX-XXXX-XXXXX
Tank - Demineralized Water	DEWT	DEWT-1		PVXXX-XXXX-XXXXX
Tank - Domestic Hot Water	DHWT	DHWT-1	DHW.T1	PVSTX-XXXX-XXXXX GFAXX-XXXX-XXXXX
Tank - Expansion	ET	ET-1	ET1	PVETX-XXXX-XXXXX
Tank - Pressure Vessel Storage	PVST	PVST-1		PVSTX-XXXX-XXXXX
Tank - Pressure Vessel Vacuum	PVVT	PVVT-1		PVVTX-XXXX-XXXXX
Tank - Acid Dilution	ACDT	ACDT-1		TANKX-ADTK-XXXXX
Tank - Condensate	CNDT	CNDT-1		TANKX-COND-XXXXX
Tank - Fuel	FULT	FULT-1		TANKX-FUEL-XXXXX
Tank - Glycol System	GLYT	GLYT-1	GLY.T1	TANKX-DAYX-XXXXX
Tank - Grey Water	GRYT	GRYT-1	GW.T1	TANKX-GREY-XXXXX
Tank - River Water	RIVT	RIVT-1		TANKX-RIVE-XXXXX
Tank - Sediment	SEDT	SEDT-1		TANKX-SEDI-XXXXX
Tank - Used Oil	OILT	OILT-1		TANKX-OILX-XXXXX
Tank - Vacuum	VACT	VACT-1		TANKX-VACX-XXXXX

8.2.2.8 AHU Components Tagging

EQUIPMENT TYPE	TYPE CODE	EQUIPMENT TAG / LAMACOID	LUGGAGE TAG (BMS)	EQUIPMENT STANDARD
Cooling Coil	CC	AHU-1-CC-1	AHU1.CC1	FCOIL-XXXX-XXXXX
Exhaust Air Damper	EAD	AHU-1-EAD-1	AHU1.EAD1	DAMPR-HVAC-XXXXX
Heat Recovery Coil	HRC	AHU-1-HRC-1	AHU1.HRC1	FCOIL-XXXX-XXXXX
Heat Recovery Wheel	HRW	AHU-1-HRW-1	AHU1.HW1	HEAPX-XXXX-XXXXX
Heating Coil	HC	AHU-1-HC-1	AHU1.HC1	FCOIL-XXXX-XXXXX
Mixed Air Damper	MAD	AHU-1-MAD-1	AHU1.MAD1	DAMPR-HVAC-XXXXX
Outdoor Air Damper	OAD	AHU-1-OAD-1	AHU1.OAD1	DAMPR-HVAC-XXXXX
Preheat Coil	PHC	AHU-1-PHC-1	AHU1.PHTC1	FCOIL-XXXX-XXXXX
Reheat Coil	RHC	AHU-1-RHC-1	AHU1.RHTC1	FCOIL-XXXX-XXXXX
Return Air Damper	RAD	AHU-1-RAD-1	AHU1.RAD1	DAMPR-HVAC-XXXXX
Return Fan	RF	AHU-1-RF-1	AHU1.RF1	AHUXX-RETX-XXXXX
Supply Air Damper	SAD	AHU-1-SAD-1	AHU1.SAD1	DAMPR-HVAC-XXXXX
Supply Fan	SF	AHU-1-SF-1	AHU1.SF1	AHUXX-SUPX-XXXXX

8.2.2.9 Electrical Utilities Equipment Tagging Examples

For electrical utilities equipment, coordinate with Electrical Utility and Distribution team (EUD) who manages U of C Electrical Utilities Equipment Nomenclature. The standard uses building code and building numbers in various parts.

EQUIPMENT TYPE	TYPE CODE	EQUIPMENT TAG / LAMACOID	LUGGAGE TAG (BMS)	EQUIPMENT STANDARD
Emergency Power Automatic Transfer Switch - Fire Pump	ATS-FP	[Bldg Code]-ATS-FP		EMPOW-TRAN-XXXXX
Emergency Power Automatic Transfer Switch - Life Safety	LS-ATS	[Bldg Code]-LS-ATS-1	ATS.1	EMPOW-TRAN-XXXXX
Emergency Power Automatic Transfer Switch - Non-Life Safety	NLS-ATS	[Bldg Code]-NLS-ATS-1		EMPOW-TRAN-XXXXX
High Voltage Distribution Cable	TX-CBL	[Bldg Code]-TX1-CBL		HVOLT-DIST-XXXXX
High Voltage Ring Main Switch		[Bldg Code]-[Bldg #]-[Bldg # feed from]		HVOLT-DISC-XXXXX
High Voltage Switchgear	SWGR	[Bldg Code]-SWGR-1		HVOLT-GEAR-XXXXX
High Voltage Transformer Dry Type	TX	[Bldg Code]-TX1		HVOLT-DRYT-XXXXX
High Voltage Transformer Liquid Filled	TX	[Bldg Code]-TX1		HVOLT-LIQT-XXXXX
Low Voltage Main Breaker	MAIN	[Bldg Code]-MAIN-1		LVOLT-DBRK-XXXXX
Low Voltage Main Switchboard	MSB	[Bldg Code]-MSB-1		LVOLT-BORD-XXXXX
Low Voltage Tie Breaker	TIE	[Bldg Code]-TIE		LVOLT-TBRK-XXXXX
Motor Control Centers	MCC	MCC-1		MOTOR-CNTL-XXXXX

8.2.2.10 Electrical Low Voltage Equipment Tagging Examples

EQUIPMENT TYPE	TYPE CODE	EQUIPMENT TAG / LAMACOID	LUGGAGE TAG (BMS)	EQUIPMENT STANDARD
Battery Pack	BP	BP-1		LIGHT-EMPK-XXXXX
Remote Heads	RH	RH-1		LIGHT-EMPK-XXXXX
Exit Light	EX	EX-1		LIGHT-EXIT-XXXXX
Fire Alarm Control Panel	FACP	FACP / FIRE ALARM CONTROL PANEL	FACP	FASYS-XXXX-XXXXX
Low Voltage Back Up Power Supply	UPST	UPST-1		LVOLT-UPST-XXXXX
Low Voltage Controls UPS	UPSC	UPSC-1	UPS.1	LVOLT-UPSC-XXXXX
Low Voltage Panels	PANL	PANL-1		LVOLT-PANL-XXXXX
Low Voltage Transformer	TX-PANL	TX-PANL-1		LVOLT-TRAN-XXXXX
Low Voltage UPS System	UPS	UPS-1		LVOLT-UPSX-XXXXX
Variable Frequency Drive for Exhaust Fan	VFD	VFD-EF-1	EF1.VFD	VFDXX-XXXX-XXXXX
Variable Frequency Drive for Primary Hot Water Pump	VFD	VFD-PHWP-4	PHWP4.VFD	VFDXX-XXXX-XXXXX

8.2.2.11 Meter Tagging Examples

Consult with EUD for electrical energy metering to ensure proper nomenclature.

The equipment and lamacoid tags use sequential numbers for the same type of meter. BMS luggage tag will reflect the main or sub relationships.

EQUIPMENT TYPE	TYPE CODE	EQUIPMENT TAG / LAMACOID	LUGGAGE TAG (BMS)	EQUIPMENT STANDARD
BTU Meter	MTR	MTR-BTU-1	BTU.1	METER-CHWX-XXXXX METER-HTGX-XXXXX
Chilled Water Meter	MTR	MTR-CW-1	CHW.FM1	METER-CHWX-XXXXX
Primary Chilled Water Meter	MTR	MTR-PCW-1	PCHW.FM1	METER-CHWX-XXXXX
Condensate Meter	MTR	MTR-CND-1	CND.FM1	METER-COND-XXXXX
Deionized Water Meter	MTR	MTR-DIO-1	DW.FM1	METER-DION-XXXXX
Domestic Cold Water Meter	MTR	MTR-DCW-1	DCW.F1	METER-DOWA-COLDX
Domestic Hot Water Meter	MTR	MTR-DHW-1	DHW.F1	METER-DOWA-HOTXX
Heating Water Meter	MTR	MTR-HW-1	HW.FM1	METER-HTGX-XXXXX
Primary Hot Water Meter	MTR	MTR-PHW-1	PHW.FM1	METER-HTGX-XXXXX
High Pressure Stream Meter	MTR	MTR-HPS-1	HPS.F1	METER-STEAX-XXXXX
High Voltage Transformer Meter	MTR	MTR-HVTV-1	EM.1	METER-ELEC-XXXXX
Low Pressure Stream Meter	MTR	MTR-LPS-1	LPS.FM1	METER-STEAX-XXXXX
Low Voltage Transformer Meter	MTR	MTR-LVTV-1	LVEM.1	METER-ELEC-XXXXX
Make up Water Meter	MTR	MTR-MUW-1	MUW.FM1	METER-MWAT-XXXXX
Natural Gas Meter	MTR	MTR-NG-1	NG.FM1	METER-NGAS-XXXXX
River Water Meter	MTR	MTR-RIV-1	RW.F1	METER-RIVE-XXXXX



Revision History

Revision Date	Version	Description
Aug 2020	1.0	Baseline version
August 10, 2023	1.0	Added Revision History table to end of document and reset to Version 1.0.