SFU Identification and Labeling Standard

08/10/2018

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SFU Identification and Labeling Standard

SFU IDENTIFICATION STANDARD

SFU uses a 7 or 8 character alpha-numeric serial number for equipment identification. Except Fire Dampers, HVAC VAV Boxes, Fan Coil Units, Variable Speed Drives

The first set of two or three characters designates the building or area code (see list on pages 3 to 5).

The 2nd set of two characters designates the equipment/data type code (see list on pages 15 to 16).

The 3rd set of three characters is the unit number for that individual piece of equipment.

Format: \texttt{xxx-yy-zzz}

\begin{itemize}
  \item \texttt{xxx} = building/area code
  \item \texttt{yy} = equipment code
  \item \texttt{zzz} = unit number.
\end{itemize}

Example: \texttt{41-01-002}

\begin{itemize}
  \item 41 = South Sciences Building
  \item 01 = Fans
  \item 002 = unit number 002 (Note: for Electrical panels, the first digit number is the floor identification number, for mechanical equipment, there is no floor identification number)
\end{itemize}

Fire dampers identification Sample: Building code-FD-Floor number–Unit number

VAV Boxes identification Sample: Building code-92-Floor number-unit number

The unit number may exceed two digits.
## SFU Identification and Labeling Standard

### BUILDING/AREA CODES (Check with SFU Records for the latest Information)

<table>
<thead>
<tr>
<th>Area code</th>
<th>Building Name (Building Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Campus (Site Services)</td>
</tr>
<tr>
<td>02</td>
<td>Academic Quadrangle (AQ)</td>
</tr>
<tr>
<td>03</td>
<td>Convocation Mall (CML)</td>
</tr>
<tr>
<td>04</td>
<td>W.A.C. Bennett Library (LIB)</td>
</tr>
<tr>
<td>05</td>
<td>Spare (Shrum Science Complex)</td>
</tr>
<tr>
<td>06</td>
<td>Lesie &amp; Gordon Diamond Family Aud (DFA)</td>
</tr>
<tr>
<td>07</td>
<td>Lorne Davies Complex (LDC)</td>
</tr>
<tr>
<td>08</td>
<td>East Concourse Cafeteria(ECC)</td>
</tr>
<tr>
<td>09</td>
<td>Robert C. Brown Hall (RCB)</td>
</tr>
<tr>
<td>10</td>
<td>Spare</td>
</tr>
<tr>
<td>11</td>
<td>Strand Hall (SH)</td>
</tr>
<tr>
<td>12</td>
<td>Strand Hall Annex (SHA)</td>
</tr>
<tr>
<td>13</td>
<td>Facilities Services (FM)</td>
</tr>
<tr>
<td>14</td>
<td>Fuel Oil Storage (OS)</td>
</tr>
<tr>
<td>15</td>
<td>Transportation Centre (TC)</td>
</tr>
<tr>
<td>16</td>
<td>Spare</td>
</tr>
<tr>
<td>17</td>
<td>Blusson Hall (BLU)</td>
</tr>
<tr>
<td>18</td>
<td>Visitor’s Parkade West Mall (VP)</td>
</tr>
<tr>
<td>19</td>
<td>Service Station (GAS)</td>
</tr>
<tr>
<td>20</td>
<td>Water Tower (WT)</td>
</tr>
<tr>
<td>21</td>
<td>Water Tower Building (WTB)</td>
</tr>
<tr>
<td>22</td>
<td>Saywell Hall (SWH)</td>
</tr>
<tr>
<td>23</td>
<td>Greenhouses (GH)</td>
</tr>
<tr>
<td>24</td>
<td>Bee Research Building (BEE)</td>
</tr>
<tr>
<td>25</td>
<td>High Voltage Sub Station 69kV (HVS)</td>
</tr>
<tr>
<td>26</td>
<td>Schrum Science Building B (SCB)</td>
</tr>
<tr>
<td>27</td>
<td>Schrum Science Building C (SCC)</td>
</tr>
<tr>
<td>28</td>
<td>Schrum Science Building K (SCK)</td>
</tr>
<tr>
<td>29</td>
<td>Schrum Science Building P (SCP)</td>
</tr>
<tr>
<td>30</td>
<td>Transit Loop Building (TLB)</td>
</tr>
<tr>
<td>31</td>
<td>Pump House (FPS)</td>
</tr>
<tr>
<td>32</td>
<td>Maggie Benston Centre (MBC)</td>
</tr>
<tr>
<td>33</td>
<td>Childcare Centre (CCC)</td>
</tr>
<tr>
<td>34</td>
<td>Animal Care Facility (ACF)</td>
</tr>
<tr>
<td>35</td>
<td>Alcan Aquatic Research Centre (AAB)</td>
</tr>
<tr>
<td>36</td>
<td>Education Building (EDB)</td>
</tr>
<tr>
<td>37</td>
<td>Diamond Alumni Centre (DAC)</td>
</tr>
<tr>
<td>38</td>
<td>Applied Science Building (ASB)</td>
</tr>
<tr>
<td>39</td>
<td>Halpern Centre (HC)</td>
</tr>
<tr>
<td>40</td>
<td>West Mall Centre (WMC)</td>
</tr>
</tbody>
</table>
SFU Identification and Labeling Standard

41 South Sciences Building (SSB)
42 Spare (Shrum Classroom Building)
43 East Theatre Annex (ETA)
44 East Academic Annex (EAA)
45 Science Research Annex (SRA)
46 Technology & Science Complex 1 (TASC1)
47 Technology & Science Complex 2 (TASC2)
48 Technology & Science Complex 3 (TASC3)
49 Archeology Trailer (T3)
50 Harbour Centre (HRBC)
51 Kelowna Trailers
52 Segal Grad School of bus (SGB)
53 611 Alexander (ALX)
54 Morris J. Wosk Centre for Dialogue (CFD)
55 Spare
56 Goldcorp Centre for Arts (GCA)
57 Charels Chang Innovation Centre
58 Spare
59 Spare
60 Surrey Sire Services (SUR)
61 Surrey Building (SRYC)
62 Spare
63 Surrey Centre Libray (SRYL)
64 Surrey City Parkway (SRYQ)
65 Surrey Whalley Ring Road (SRYR)
66 Spare
67 Spare
68 Spare
69 Spare
70 Spare
71 South East Classroom Block (SECB)
72 Winter Operations Building (WOB)
73 Emergency Supplies Trailer (EST)
74 Beedie Field Concession (BFC)
75 Spare
76 Biomass Facility (CHP)
77 Observatory Building(OBS)
78 LDC Stadium (LDC)
79 Spare
80 Spare
81 Cowichan Townhouse (COW)
82 Chilcotin Townhouse (CHI)
83 Kelowna Townhouse (KEL)
84 Kimberley Townhouse (KIM)
85 Kitimat Townhouse (KIT)
86 Penticton Townhouse (PEN)
87 Qualicum Townhouse (QUA)
88 Quensel Townhouse (QUE)
89 Squamish Townhouse (SQU)
90 President's Residence (PR)
91 Madge Hogarth House (MHH)
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92  Shell House (SHR)
93  Louis Riel House (LRH)
94  McTaggart-Cowan Hall (MCH)
95  Hamilton Hall (HAM)
96  Residence Dining Hall (Residence Bldg A) (DH)
97  Shadbolt House (Residence Bldg B) (SBH)
98  Barbara Rea House (Residence Bldg C) (BRH)
99  Pauline Jewett House (Residence Bldg. D) (PJH)
100 Student Union Building (SUB)
181 Residence Phase 1 Building 1 (RES)
182 Residence Phase 1 Building 2 (RES)
200 Discovery Park (DIS)
201 Discovery 2 (DIS2)
202 Discovery 1 (DIS1)
301 Kamloops Trailers (T10)
400 Univercity (UCTY)
401 Cornerstone Building (CSTN)
604 Surrey Plaza (SP)
605 Sustainable Energy and Environment Engineering Program(SE3P)
607 Image Tech Lab- Surrey Memorial Hospital (IMA)
SFU Identification and Labeling Standard

Equipment Type List

**Type/Subtype**

15 kV Junction Boxes
- 2 Way - 15kV JB
- 4 Way - 15kV JB
- 6 Way - 15kV JB

15 kV Power Cable

**AC**
- Air Conditioning Unit
- Air Curtain
- Air Handling Unit
- Chiller
- Cold Table
- Compressor - Condenser Unit
- Cooling Tower
- Dehumidifier
- Display Cooler
- Evaporative Air Cooler
- Fan Coil Unit
- Fluid Cooler
- Heat Pump
- Heat recovery coil
- Heat recovery wheel
- Humidifier
- Ice Maker
- Other AC
- Package Unit
- Reach-in Cooler
- Roof Top Unit
- Walk-in Cold Room
- Walk-in cooler

**Air Dryer**
- Air Dryer

**Air Filter**
SFU Identification and Labeling Standard

**Backflow Preventer**
AG  
Backflow Preventer Parts  
DCDA  
DCVA  
PVB  
RPBA  
RPDA

**Boiler**
Domestic Hot Water Boiler  
Heating Boiler  
High Pressure Boiler

**Circuit Breaker**
12 kV - CB  
480 V - CB  
69 kV - CB  
Circuit Breaker Panel  
Distribution Panel

**Compressor**

**DDC**

**Door**
Automatic Door

**Elevator**
D/W Elevator  
Hy/Frt Elevator  
Hy/Pas Elevator  
Other Elevator  
Tr/Frt Elevator  
Tr/Pas Elevator
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Emergency & Exit Lights
Exit Sign
Relay Control
Remote Light (double)
Remote Light (single)
Unit Equipment for Emergency System
Unit Equipment w/ Light (double)
Unit Equipment w/ Light (single)

Emergency Generator
Fixed Emergency Generator
Mobile Emergency Generator

Emergency Power Equipment
Fan
Ceiling Fan
Cooling tower fan
Exhaust Fan
Fume Exhaust Fan
Pressurization Fan
Return Fan
Supply Fan
Transfer Fan

Fire Alarm System
Fire Alarm and Detection

Fire Extinguisher
2.5 FOAM
ABC-10
ABC-10-C
ABC-10-CO2
ABC-18
ABC-2.5
ABC-20
ABC-5
ABC-9.5
ANSUL K-GUARD
BC-10
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BC10-CO2
BC-2.5
BC-5
BC-6
BC-CO2-10
CO2-5
CO2-10
CO2-15
CO2-20
CO2-50
CO2-75
FM200
H1301
K-6L
KIDDE
LXD-30
RANGE GUARD

Fire Hose Cabinets
100' 1 1/2"
100' 2 1/2"
100' 2 1/2" / 1 1/2"
100' 2 1/2" / 75' 2 1/2"
100' 2 1/2" / 75' 1 1/2"
100' 2 1/2"/ 100' 1 1/2"
75' 1 1/2"
75' 2 1/2"
75' 2 1/2" / 1 1/2"

Firestop System
Fire Damper
Smoke Damper
Fire/Smoke Combination Damper

Fixed Extinguishing Syst.
Agent Storage Container
Carbon Dioxide Gas
Commercial Cooking Operations
Fire Detection, Alarm & Supr. Syst.
Novec
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**Fume hood**
- Biohazards Fume Hood
- Chemical Storage Cabinet
- Fume Canopy

**Furnace**
- Hot water coil
- Roof Top Unit

**Hand & Hair Dryer**

**Harnesses**
- Fall protection harnesses

**Heat Exchanger**
- Frame/Plate Design
- Shell and Tube Design

**Heater**
- Convective Heater
- Electric Unit Heater
- Force Flow Heater
- Gas Unit Heater
- Heat tracing
- Hot water coil
- Radiative Heater
- Reheat Coil
- Sil Flow Heater
- Sump Heater
- Unit Heater
- Unit Ventilators

**Hydrants & Standpipes**
- Compression
- Slide Gate
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**Life Line Anchors**
Tie Back and Life Line Anchors

**Lifting Devices**
Aerial Lift
Crane
Dock Leveler
Hoist
Lift

**Meters**
Electric
Gas
Water

**Miscellaneous**
Miscellaneous Other
UV light
Winch

**Monitoring Devices**
CO2 Sensor
Gas Sensors
Level Alarm

**Motor Control Centre**

**Phone**
Code Blue, Emergency Telephone-APC

**Plumbing Fixtures**
Drench Hose
Eye Wash
Eye Wash /Emergency Shower
Eye Wash/Emerg. Shower/Drench Hose
Filter (Sand/Activated Carbon)
Pure Water System
Water Filter
Water Fountain
SFU Identification and Labeling Standard

**Pressure Vessel**
- Air Dryer
- Air Receiver
- Air Separator
- Autoclave
- Boiler
- Chiller Condenser
- Chiller Evaporator
- Chiller Oil Separator
- Chiller Unit
- Compressed Air Tank
- Domestic Hot Water Tank
- Expansion Tank
- Fire Suppression Tank
- Heat Exchanger
- Refrigeration
- Sterilizer
- Unfired Pressure Vessel

**Pump**
- Cooling Pump
- Distilled Water Pump
- Fire Protection Pump
- Fountain Pump
- Fuel Pump
- Heating DHW Pump
- Heating Pump
- High Pressure Pump
- Hot Water Supply
- Other Pumps
- Sanitary/Storm Pump
- Transfer Pump

**Sprinkler System**
- Dry Pipe
- Pre-Action
- Wet Pipe
SFU Identification and Labeling Standard

Switch
12 kV - Switch
300KVA
400KVA
480 V - Switch
69 kV - Switch

Tank
Chemical dosing
Domestic Hot Water
Fuel Tank
Hot Water Tank
Retention Tank
Sea Water Tank
Septic Tank
Storage Tank
Swirl Tank

Transformer

Unit Substation

Variable Speed Drives
VSD

Valve
Building Isolation Valve
Gas Valve
Pressure Regulator Valve
Pressure Release Valve
Seismic Gas Valve
Water Valve

VAV
Exhaust VAV
Supply VAV
VAV type a
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Waste Handling
Cardboard Bailer
Compactor
Front Dump
Roll-off
Vertipak
EQUIPMENT CODES

01 FANS
02 PUMPS
03 COMPRESSORS
04 FURNACES
05 DOMESTIC HOTWATER TANKS/EXPANSION TANKS
06 BOILERS
07 FILTERS AND AIR WASHERS
08 AIR CONDITIONING/REFRIGERATION EQUIPMENT/AIR HANDLING UNIT/ROOF TOP UNIT/HEAT PUMP UNIT/AIR DRYER/FAN COIL UNIT
09 ELECTRICAL MANHOLES & PULL BOXES
10 EMERGENCY GENERATORS
11 FORCED FLOW AND UNIT HEATERS
12 ELEVATORS & ASSOCIATED TOOLS AND CABINETS
13 TRANSFORMERS
14 15KV UNIT SUBSTATIONS & ASSOCIATED TOOLS AND CABINETS
15 15KV JUNCTION BOXES
16 MOTOR CONTROL CENTRES
17 120/208 VOLT CIRCUIT BREAKER PANELS
18 277/480 or 600/347 VOLT CIRCUIT BREAKER PANELS
19 SHIELDED DATA LINE JUNCTION BOXES
20 CODED RELAYS AND 2801'S
21 RELAY PANELS
22 CLOCKS
23 MONITORING DEVICES AND GAUGES
24 METERING DEVICES
25 LIGHTS EMERGENCY BATTERY POWERED (SELF CONTAINED)
26 FIRE EQUIPMENT MISC.
27 EMERGENCY POWER EQUIPMENT MISC.
28 BATTERIES
29 THERMOSTATS & MISC. CONTROLS
30 PLUMBING AND FIXTURES
31 PIPING
32 VALVES
33 ENERGY MANAGEMENT INTERFACE PANELS
34 LOW VOLTAGE CONTROL CABLES
35 LOW VOLTAGE JUNCTION BOXES
36 SHIELDED DATA LINE CABLES
37 120/208 VOLT DISTRIBUTION PANELS
38 277/480 or 600/347 VOLT DISTRIBUTION PANELS
39 120/208 VOLT POWER CONDITIONERS & U.P.S.'S
40 277/480 VOLT POWER CONDITIONERS & U.P.S.'S
41 120/208 VOLT EMERGENCY CIRCUIT BREAKER PANELS
42 277/480 or 600/348 VOLT EMERGENCY CIRCUIT BREAKER PANELS
43 LIGHTS PARKING LOT
44 LIGHTS INCANDESCENT
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45 LIGHTS FLUORESCENT
46 LIGHTS OTHER DISCHARGE TYPES
47 LIGHTS EXIT
48 LIGHTS EMERGENCY ALL EXCEPT (BATTERY PACK UNITS)
49 LIGHTS INFRARED
50 MISCELLANEOUS
51 HAND AND HAIR DRIERS
52 TIME DEVICES
53 SWITCHES
54 FUSES
55 CIRCUIT BREAKERS
56 CAPACITORS
57 GROUND FAULT INTERRUPTERS
58 RECEPCTACLES
59 APPLIANCES
60 KITCHEN EQUIPMENT
61 INFORMATION CABLES
62 COMMUNICATION CABLES
63 FIBRE OPTIC CABLES
64 15KV CABLES
65 HEATERS
66 MOTORS
67 METERS
68 ROOM SMOKE ALARMS
69 FIRE ALARM CPU'S
70 FIRE ALARM DGP'S
71 FIRE ALARM HEAT DETECTORS
72 FIRE ALARM SMOKE DETECTORS
73 FIRE ALARM PULL STATIONS
74 FIRE ALARM BELLS/STROBES
75 DELTA 1 K JUNCTION BOXES
76 DELTA 1 K SHIELDED CABLE
77 15K CONTROL CABLES
78 120/208 VOLT EMERGENCY DISTRIBUTION PANELS
79 277/480 or 600/347 VOLT EMERGENCY DISTRIBUTION PANELS
80 DEPARTMENTAL EQUIPMENT (VEHICLES)
81 LOW VOLTAGE BUS DUCTS
88 ENERGY MANAGEMENT PANELS
89 EMERGENCY MOTOR CONTROL CENTRES
90 BLDG. STRUCTURE & TECHNOLOGY
91 DDC (Direct Digital Control)
92 VAV (Variable Air Volume)
93 DOORS
94 LIFE LINE ANCHORS
95 TANKS
96 LIFTING DEVICES
SFU Identification and Labeling Standard

**SFU IDENTIFICATION NUMBER**
**DESCRIPTION FOR ELECTRICAL EQUIPMENT**

The electrical equipment identification number is used by the electrical department follows the standard format used by Facilities Management (described on page 2). The instructions and examples are the followings:

![Diagram of SFU Equipment Identification Number]

**NOTE:** The floor number has been given the floor level number based on as-built architect drawing floor naming, eg. 6000 level floor should be 6. This system of using floor numbers makes panel location easier. Since we are using a single character to indicate the floor level we must use the hexadecimal numbering system for floors above the 9000 level floor.

<table>
<thead>
<tr>
<th>Level</th>
<th>Floor Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>1</td>
</tr>
<tr>
<td>2000</td>
<td>2</td>
</tr>
<tr>
<td>3000</td>
<td>3</td>
</tr>
<tr>
<td>4000</td>
<td>4</td>
</tr>
<tr>
<td>5000</td>
<td>5</td>
</tr>
<tr>
<td>6000</td>
<td>6</td>
</tr>
<tr>
<td>7000</td>
<td>7</td>
</tr>
<tr>
<td>8000</td>
<td>8</td>
</tr>
<tr>
<td>9000</td>
<td>9</td>
</tr>
</tbody>
</table>
### Facilities Management Identification Number

<table>
<thead>
<tr>
<th>Code Segment</th>
<th>Data</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>02</td>
<td>Academic Quadrangle</td>
</tr>
<tr>
<td>2</td>
<td>17</td>
<td>120/208V Circuit Breaker Panel</td>
</tr>
</tbody>
</table>

**02-17-341**

- **Floor number/unit number**: 341

The first digit is always the floor number. 341 means the 3000 level floor, Panel 41. Each floor panel number should start with 1 under one equipment code. Example: 02-17-401, means AQ building, 120/208V circuit Breaker Panel, fourth floor, the first unit.

---

eg. A01 would be on the 10000 level unit number 1. The floor number should follow the Archibus drawing floor naming.

<table>
<thead>
<tr>
<th>Level</th>
<th>Electrical Equipment floor number (HEXADECIMAL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10000</td>
<td>A</td>
</tr>
<tr>
<td>11000</td>
<td>B</td>
</tr>
<tr>
<td>12000</td>
<td>C</td>
</tr>
<tr>
<td>13000</td>
<td>D</td>
</tr>
<tr>
<td>14000</td>
<td>E</td>
</tr>
<tr>
<td>15000</td>
<td>F</td>
</tr>
</tbody>
</table>
SAMPLE SFU IDENTIFICATION NUMBERING DESCRIPTION
FOR SFU EQUIPMENT

When the job is complete please provide a cross-index list of SFU numbers and as-built drawing tag. Examples are below:

<table>
<thead>
<tr>
<th>SFU ID</th>
<th>As-built drawing tag for electrical panels</th>
</tr>
</thead>
<tbody>
<tr>
<td>02-17-339</td>
<td>S</td>
</tr>
<tr>
<td>02-17-340</td>
<td>T</td>
</tr>
<tr>
<td>02-17-341</td>
<td>Z</td>
</tr>
<tr>
<td>02-17-342</td>
<td>B</td>
</tr>
<tr>
<td>02-17-401</td>
<td>JJ1A</td>
</tr>
<tr>
<td>02-17-402</td>
<td>JJ1 B</td>
</tr>
</tbody>
</table>
The examples show the labels that SFU will be using in the current or future renovation or new buildings. These are standards of uniform size and location for SFU staff to duplicate with SFU in-house label maker.

The type of label will be found in the specifications. SFU however would like the label size and location to be uniform. SFU uses software “Label View 10 pro” to make labels.
SAMPLE SFU IDENTIFICATION NUMBERING DESCRIPTION
FOR SFU EQUIPMENT

SAMPLE OF SFU TRANSFORMER IDENTIFICATION LABELS

SFU equipment number:
Building code-equipment code-
Floor number/unit number

Transformer
drawing tag
Font: Arial 16

Electric supply from
panel drawing tag
(SFU ID), if there is a
SFU ID number,
Font: Arial 16

Electric Feeds to panel drawing tag
(SFU ID), if there is a SFU ID
number.
Font: Arial 16

201-13-101

T1 150KVA, 600-120/208V
Supply: MDP DIS2-106.1
Feeds: D2B DIS2-106.1

Floor number
Unit number
Capacity
description.
Font: Arial 16
Electric Feeds/Supply location.
Building code - room number.
Font: Arial 16

Lamacoid label size: 4” Width, 2” Height
Black background/white letter/regular

21 OF 37
**SAMPLE SFU IDENTIFICATION NUMBERING DESCRIPTION FOR SFU EQUIPMENT**

**SAMPLE OF SFU BREAKER/DISTRIBUTION PANEL IDENTIFICATION LABELS**

**SFU Equipment Number:**
Building Code-Equipment Code-Floor Number/Unit Number
Font: Arial 32

- **Floor Number**
- **Unit Number**
- **Voltage**
  - Font: Arial 16

Panel Drawing Tag
Font: Arial 16

- **Lamacoid label size:** 3.35” Width, 1.82” Height
  - Black background/white letter/regular

Electric Supply Panel Drawing Tag (SFU ID), if there is a SFU ID number
Font: Arial 16

- **Electric Supply Location.**
  - Building code - Room Number. Font: Arial 16

**SAMPLE OF SFU EMERGENCY DISTRIBUTION PANEL IDENTIFICATION LABELS**

**SFU Equipment Number:**
Building Code-Equipment Code-Floor Number/Unit Number
Font: Arial 32

- **Floor Number**
- **Unit Number**
- **Voltage**
  - Font: Arial 16

Panel Drawing Tag
Font: Arial 16

- **Lamacoid label size:** 3.35” Width, 1.82” Height
  - RED background/white letter/regular

Electric Supply Panel Drawing Tag (SFU ID), if there is a SFU ID number.
Font: Arial 16

- **Electric Supply Location.**
  - Building Code - Room Number. Font: Arial 16
SAMPLE SFU IDENTIFICATION NUMBERING DESCRIPTION
FOR SFU EQUIPMENT

SAMPLE OF SFU BREAKER LABEL BESIDE BREAKER ON DISTRIBUTION PANEL IDENTIFICATION LABELS

SFU Equipment Number:
Building Code-
Equipment Code-
Floor Number/Unit Number
Font: Arial 32

Floor Number
Unit Number
Voltage
Font: Arial 16
Panel Location. Building Code - Room Number. Font: Arial 16

Panel Drawing Tag Font: Arial 16

Lamacoid label size: 2.875”. Width, 1.25” Height
Black background/white letter/regular

SAMPLE OF SFU BREAKER LABEL ON EMERGENCY DISTRIBUTION PANEL IDENTIFICATION LABELS

22-42-A02
4EA 277/480V
Location: SWH-012

22-89-A01
4ME 120/208V
Location: SWH-106

22-42-901
4E 277/480V
Location: SWH-913

22-78-992
2EB 120/208V
Location: SWH-9209

Lamacoid label size: 2.875”. Width, 1.25” Height
RED background/white letter/regular
SAMPLE SFU IDENTIFICATION NUMBERING DESCRIPTION
FOR SFU EQUIPMENT

SAMPLE: Emergency Distribution Panel EM

Label shall be put on the top Centre of the Panel

22-79-901
EM 277/480V
Supply:ATS SWH-913

22-42-A02
4EA 277/480V
Location: SWH-012

22-42-901
4E 277/480V
Location: SWH-913

22-89-A01
4ME 120/208V
Location: SWH-108

22-78-992
2EB 120/208V
Location: SWH-9209
SAMPLE SFU IDENTIFICATION NUMBERING DESCRIPTION FOR SFU EQUIPMENT

SAMPLE OF SFU MOTOR STARTER LABEL ON MCC PANEL IDENTIFICATION LABELS

**SFU Equipment Number:**
Building Code-
Equipment Code-
Unit Number
Font: Arial 32

**Equipment Drawing Tag**
Font: Arial 16

**Unit Number. No floor number reflects for mechanical equipment**

**Equipment Description.**
Font: Arial 12

**Equipment Location.**
Font: Arial 16

**Lamacoid label size: 2.875”. Width, 1.25” Height**
**Black background/white letter/regular**

SAMPLE OF SFU MOTOR CONTROL CENTRE LABEL IDENTIFICATION LABELS

**SFU Equipment Number:**
Building Code-
Equipment Code-
Floor Number/Unit Number
Font: Arial 36

**MCC Drawing Tag.**
Font: Arial 20

**Unit Number**

**Description Font: Arial 20**

**Voltage Font: Arial 20**

**Electric Supply Location.**
Building Code - Room Number.
Font: Arial 16

**Electric Supply From Panel Drawing Tag (SFU ID).**
Font: Arial 16

**Electric Supply:**
PD-N1(47-38-901)  TASC2-9001

**MCC-NE2  480V**

**Motor Control Center**

**Lamacoid label size: 4” Width, 2.5” Height**
**Black background/white letter/regular**

25 OF 37
SAMPLE OF SFU EMERGENCY MOTOR CONTROL CENTRE IDENTIFICATION LABELS

SFU Equipment Number:
Building Code-
Equipment Code-
Floor Number/Unit Number
Font: Arial 36

MCC Drawing Tag
Font: Arial 20

40-89-002
Motor Control Center
MCC-2Y 480V

Elec Supply:
SDC 1Y1(40-79-102) WMC-0136

Electric Supply from Panel Drawing Tag (SFU ID)
Font: Arial 16

Electric Supply Location.
Building code - Room Number.
Font: Arial 16

Lamacoid label size: 4” Width, 2.5” Height
RED background/white letter/regular
SAMPLE OF SFU VARIABLE SPEED DRIVES LABEL IDENTIFICATION LABELS

SFU ID of its serving equipment
Font: Arial 32

Add “-VSD”

38-02-026-VSD
VFD for heat exchanger pump
HEP-121
Elec Supply: MCC-8002 ASB-885

Electric Supply Location.
Building Code - Room Number.
Font: Arial 16

SFU ID of its serving equipment drawing tag
Font: Arial 16

Description
Font: Arial 16

Electric Supply from Panel Drawing Tag (SFU ID), if there is SFU ID
.Font: Arial 16

Lamacoid label size: 3.35” Width, 1.82” Height
Black background/white letter/regular

SAMPLE OF SFU SPARE BUCKETS ON MCC CENTRE IDENTIFICATION LABELS

Spare

Font: Arial 36

Lamacoid label size: 2.875” Width, 1.25” Height
Black background/white letter/regular
SAMPLE OF SFU GENERAL MECHANICAL EQUIPMENT IDENTIFICATION LABELS

SFU equipment number:
Building code-equipment code-unit number
font: Arial 32

Equipment drawing tag
font: Arial 16

Electric supply from panel drawing tag.
font: Arial 16

Lamacoid label size: 3.35” Width, 1.82” Height
Black background/white letter/regular

Unit number. No floor number reflects for mechanical equipment

Equipment description.
font: Arial 12

Equipment location.
font: Arial 16

201-02-001
Heat Pump Circulating Pump
P-1
Elec Supply: MCC-1 DIS2-RF000
SAMPLE SFU IDENTIFICATION NUMBERING DESCRIPTION
FOR SFU EQUIPMENT

SAMPLE OF SFU FAN COIL UNIT FOR CONDENSING UNIT
SPLIT SYSTEM IDENTIFICATION LABELS

SFU Equipment Number:
Building Code-Equipment Code-Unit Number. Font: Arial 32

36-08-006
Heat Pump
HP-1
Elec Supply: PANEL BB EDB-8605

36-08-006-FC01
Fan coil unit for 36-08-006
FC1A
Elec Supply: PANEL CC1 EDB-865

36-08-006-FC02
Fan coil unit for 36-08-006
FC1B
Elec Supply: PANEL CC1 EDB-865

36-08-006-FC03
Fan coil unit for 36-08-006
FC2A
Elec Supply: PANEL CC EDB-8620

36-08-006-FC04
Fan coil unit for 36-08-006
FC2B
Elec Supply: PANEL CC EDB-8620

36-08-006-FC05
Fan coil unit for 36-08-006
FC3A
Elec Supply: PANEL CC EDB-8620

36-08-006-FC06
Fan coil unit for 36-08-006
FC3B
Elec Supply: PANEL CC EDB-8620

Font: Arial
Electric Supply from Panel Drawing Tag (SFU ID), if there is a SFU ID number
Add “-FC” to its condensing unit SFU ID
Equipment Location. Font: Arial 16
Equipment Drawing Tag Font: Arial 16

Lamacoid label size: 3.35” Width, 1.82” Height
Black background/white letter/regular
SAMPLE SFU IDENTIFICATION NUMBERING DESCRIPTION FOR SFU EQUIPMENT

SAMPLE OF SFU FUME HOODS/FUME HOODS EXHAUST FAN IDENTIFICATION LABELS

SFU Equipment Number:
Building Code-Equipment Code-Unit Number. Font: Arial 32

27-01-010
Fume hood exhaust fan
EF-1
Elec Supply:C2AX
SCC-C8075

27-01-010-FH
Fume hood served by 27-01-010
FH-5
Elec Supply:C2A-2
SCC-C8075

Equipment Drawing tag
Font:Arial 16

Electric Supply from Panel Drawing Tag (SFU ID), if there is a SFU ID number

Equipment Location.
Font: Arial 16

Add”-FH” to its fume hood exhaust fan SFU ID where serves the fume hood

Lamacoid label size: 3.35” Width, 1.82” Height
Black background/white letter/regular
SAMPLE OF VSD CONTROL WARNING LABEL ON MCC / DISCONNECT SWITCHES

MOTOR CONTROLLED BY VSD
SHUT DOWN AT VSD FIRST

Lamacoid label size: 4.5” Width, 2.5” Height
Red background/white letter/regular, for small
MCC alternate size of label should be 3.35”x1.82”

SAMPLE OF FIRE ALARM WARING LABEL ON MCC

Fire Alarm

Lamacoid label size: 2.875” Width, 1” Height
Red background/white letter/regular
SAMPLE OF EMERGENCY GENERATOR LABEL

SFU Equipment Number:
Building Code-Equipment Code-Unit Number. Font: Arial 32

02-10-001

EMERGENCY GENERATOR

Academic Quadrangle

Building Name of Generator is serving

Lamacoid label size: 5.5” Width, 4.25” Height
Red background/white letter/regular
SAMPLE OF DISCONNECT FUMEHOOD WARNING LABEL

Fume Hood Disconnected
By FS April 7, 2016

NO STORAGE OR HANDLING HAZARDOUS MATERIALS

Lamacoid label size: 8” Width, 3” Height
Red background/white letter/regular

ELECTRICAL INTERLOCK LABEL ON MCC

Interlock:
36-01-011/36-02-015/36-02-024

Lamacoid label size: 3.0” Width, 0.75” Height
Black background/white letter/regular
SAMPLE OF 24/7 CRITICAL EQUIPMENT NOTICE LABEL

24/7 CRITICAL EQUIPMENT
DO NOT TURN OFF WITHOUT PRIOR AUTHORIZATION
5”X3”

SAMPLE OF MECHANICAL EQUIPMENT WITH EMERGENCY POWER SUPPLY

SFU Equipment Number:
Building Code-Equipment Code-Unit Number. Font: Arial 32

47-02-007
Pump, Circulating, Secondary heating loop
P-8
Elec Supply: MCC-NE2 TASC2-7946.1

Emergency Power Supply MCC or Panel (SFU ID), if there is a SFU ID number

Equipment Location. Font: Arial 16

Lamacoid label size: 3.35” Width, 1.82” Height
RED background/white letter/regular
SFU Mechanical Equipment Data Form

Fields Descriptions

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment #</td>
<td>Follow SFU Equipment Identification Standard when numbering equipment.</td>
</tr>
<tr>
<td>Description</td>
<td>While naming a piece of equipment write first the equipment type, second the subtype, and then other relevant identification information (separated by commas). For example: “Pump, Heating, Inline centrifugal, P-3”. For equipment not listed on the Equipment Type/Subtype list use the “Miscellaneous” category. Name the equipment accordingly. Do not name equipment “miscellaneous”</td>
</tr>
<tr>
<td>Equipment Type</td>
<td>Refer to Equipment Type/Subtype list.</td>
</tr>
<tr>
<td>Equipment Subtype</td>
<td>Refer to Equipment Type/Subtype list.</td>
</tr>
<tr>
<td>Manufacturer</td>
<td>Manufacturer or Make of the equipment. For example: “Armstrong” or “American Standard”</td>
</tr>
<tr>
<td>Model</td>
<td>Equipment manufacturer’s equipment model number</td>
</tr>
<tr>
<td>Serial No.</td>
<td>Equipment manufacturer’s equipment serial number.</td>
</tr>
<tr>
<td>Location</td>
<td>Building code + room number. For Example: ASB-884. “Mechanical Room 3” is not acceptable. All areas on a building are numbered. FM buildings key plans indicated the room number for all areas. If a number is not available use “Sub location” to describe the location of the room/equipment.</td>
</tr>
<tr>
<td>Sub location</td>
<td>Give additional information about the location of the equipment. For example “M. R. 6 east side ceiling”</td>
</tr>
<tr>
<td>Area Served</td>
<td>Area that the equipment is serving. For example a fume exhaust fan can serve “ASB-8823”; a supply fan can serve “west wing of ASB building”; a pump can serve “heating loop”</td>
</tr>
<tr>
<td>Alternate Tag</td>
<td>Design or Engineering number or government ID number. For Example: “EF-3” or “AHU-1”</td>
</tr>
<tr>
<td>Parent Tag</td>
<td>If the piece of equipment is a sub component of a larger system the parent tag is the larger system equipment number. For example: if supply fan with number “3801053” is a subcomponent of AHU 1 with number “380853” then the parent of “3801053” if “3808053”.</td>
</tr>
<tr>
<td>Vendor</td>
<td>The supplier company that have contractual obligations with SFU.</td>
</tr>
<tr>
<td>Contract No.</td>
<td>The purchase order number or the general contract number that included the piece of equipment.</td>
</tr>
<tr>
<td>Purchased Date</td>
<td>Purchased date or contract substantial completion date.</td>
</tr>
<tr>
<td><strong>Warranty Expires</strong></td>
<td>The date the warranty offered by the supplier/manufacture expires.</td>
</tr>
<tr>
<td><strong>Life Expectancy</strong></td>
<td>Equipment design life in years</td>
</tr>
<tr>
<td><strong>Last Certified</strong></td>
<td>If equipment requires regulatory agency certification for operation write down the date the certification was obtained.</td>
</tr>
<tr>
<td><strong>Certificate Expires</strong></td>
<td>The regulatory agency certificate expiry date.</td>
</tr>
<tr>
<td><strong>Capacity / Flow</strong></td>
<td>For fans: air flow volume in CFM or m³/min; for pumps: l/min or GPM; etc.</td>
</tr>
<tr>
<td><strong>Head / Fan RPM</strong></td>
<td>For pumps: head in m or ft; for fans Revolutions Per Minute.</td>
</tr>
<tr>
<td><strong>Motor Hp/kW</strong></td>
<td>HP or Kw</td>
</tr>
<tr>
<td><strong>Motor Voltage / Phase</strong></td>
<td>115/208/230/460V – 3 phase / single, etc.</td>
</tr>
<tr>
<td><strong>Motor Amps Rating</strong></td>
<td>Rating from nameplate</td>
</tr>
<tr>
<td><strong>Motor Frame</strong></td>
<td>For example: 48, 56C, Open, Close contraction</td>
</tr>
<tr>
<td><strong>Motor RPM</strong></td>
<td>Rated motor RPM</td>
</tr>
<tr>
<td><strong>Driver Sheave</strong></td>
<td>For example: 2P5V44 O.D. 4.40”</td>
</tr>
<tr>
<td><strong>Driven Sheave</strong></td>
<td>For example: 2Q5V80 O.D. 8.00”</td>
</tr>
<tr>
<td><strong>Belt Qty / Size</strong></td>
<td>For example: 2/A36</td>
</tr>
<tr>
<td><strong>Prefilter Qty</strong></td>
<td>For example: 6</td>
</tr>
<tr>
<td><strong>Prefilter Size &amp; Type</strong></td>
<td>For example: 20X20X2 Pleated</td>
</tr>
<tr>
<td><strong>Afterfilter Qty.</strong></td>
<td>For example: 6</td>
</tr>
<tr>
<td><strong>Afterfilter Size &amp; Type</strong></td>
<td>For example: 20X20X16 Pocket/Bag</td>
</tr>
<tr>
<td><strong>Lubricant (Y/N) Type</strong></td>
<td>For example: Yes, oil</td>
</tr>
<tr>
<td><strong>Refrigerant / Lbs &amp; Oz</strong></td>
<td>For example: R22, 12 Oz</td>
</tr>
<tr>
<td><strong>Cooling Surface</strong></td>
<td>Sqft or m²</td>
</tr>
<tr>
<td><strong>Cooling Medium</strong></td>
<td>For example chill water</td>
</tr>
<tr>
<td><strong>BTU Hour</strong></td>
<td></td>
</tr>
<tr>
<td><strong>BTUs</strong></td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td></td>
</tr>
<tr>
<td>Input MBH</td>
<td>For boilers</td>
</tr>
<tr>
<td>Operating Pressure</td>
<td>For boilers</td>
</tr>
<tr>
<td>Heating Surface</td>
<td>For heaters</td>
</tr>
<tr>
<td>Heating Medium</td>
<td>For example: gas or hot water</td>
</tr>
<tr>
<td>Gas flow rate</td>
<td></td>
</tr>
<tr>
<td>Gas Pressure</td>
<td>KPa or PSI</td>
</tr>
<tr>
<td>Additional Info</td>
<td>Write here additional information required to specify capacity or equipment type.</td>
</tr>
<tr>
<td>Elect. Supply SFU #</td>
<td>SFU panel or MCC number that supplies power to the equipment. For example: &quot;38-16-803&quot;</td>
</tr>
<tr>
<td>Panel or MCC #</td>
<td>Design or engineering number of the panel or MCC. For example: &quot;MCC-8002&quot; or panel “1B”</td>
</tr>
<tr>
<td>Supply Location</td>
<td>Building code + room number of electrical or equipment room where the panel or MCC is located. For example: “ASB-884”</td>
</tr>
<tr>
<td>PM Requirements</td>
<td>Do not write anything here. For use of SFU Facilities Management department.</td>
</tr>
<tr>
<td>Equipment #:</td>
<td>0201001</td>
</tr>
<tr>
<td>-------------</td>
<td>---------</td>
</tr>
<tr>
<td>Equipment Type:</td>
<td>Fan</td>
</tr>
<tr>
<td>Equipment Subtype:</td>
<td>Supply Fan</td>
</tr>
<tr>
<td>Manufacturer:</td>
<td>Zero Vendor</td>
</tr>
<tr>
<td>Model:</td>
<td>54 AF</td>
</tr>
<tr>
<td>Serial No.:</td>
<td>5010-1</td>
</tr>
<tr>
<td><strong>Vendor:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Contract No.:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Last Certified:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Life Expectancy:</strong></td>
<td></td>
</tr>
</tbody>
</table>

| Capacity / Flow: | 22747CFM | Refrigerant: | |
| Head / Fan RPM: | | Motor HP / KW: | 30 |
| Voltage / Phase: | 460 | Amps Rating: | 15.6/15.7/15.6 |
| Frame: | 286T | RPM: | 1770 |
| Driver Sheave: | 3C60SF X 1 7/8 | Driven Sheave: | 24.0-3C X 2 7/16 |
| Belt Qty / Size: | 3 | Bearing Size: | 77610/77508 |
| Prefilter Qty: | 18 | Prefilter Size / Type: | |
| After Filter Qty: | | After Filersize / Type: | |
| Lubricant(Y/N) Type: | Grease | BTU Hour: | |
| Cooling Surface: | | BTUs: | |
| Cooling medium: | | Input MBH: | |
| Operating Pressure: | | Heating Surface: | BAG |
| Heating medium: | | Gas Flow Rate: | |
| System: | | Gas Pressure: | |
| Additional Info: | | | |

**Equipment Power Supply Information:**

<table>
<thead>
<tr>
<th>Elec Supply SFU #:</th>
<th>02-16-301</th>
<th>Supply Location:</th>
<th>AQ-3011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drawing Panel or MCC #:</td>
<td>MCC-2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PM Requirements(FM use only)**

<table>
<thead>
<tr>
<th>Task Code:</th>
<th>Mechanic</th>
<th>AC Mechanic</th>
<th>Electric</th>
<th>Labour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority,Freq:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Next Date:</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Department:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Condition:</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Account #:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
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</tr>
</tbody>
</table>