



Grid / Access Panel Labeling Convention

Electrical

Outlets

Each outlet to have a label showing: Panel and Circuit Number

Switch

Each switch to have a label showing: Panel and Circuit Number

HVAC

VAV Boxes

A label shall be placed on grid or access panel door showing: Building automation number (VAV point number)

Thermostat

A label shall be placed on grid or access panel door showing: Building automation number (Associated VAV point number)

Shut off valves

A label shall be placed on grid or access panel door showing: Valve #, System & Area Served

Plumbing

Shut off valve

A label shall be placed on grid or access panel door showing: Valve #, System & Area Served

Concealed Equipment

A label shall be placed on grid or access panel door showing: The equipment tag from the design drawings.



Fire Alarm System

Manual Fire Damper

Label on grid or access panel door showing: Fire Damper Number

Automated smoke or fire damper

Label on grid or access panel door showing: Building automation number (associated point number)

Fire Devices, Below Ceiling

Label on device showing: Fire system point number

Fire Devices, Above Ceiling

Label (white vinyl label with black print) on grid or access panel showing: Fire system point number

Label Practices:

Label Type

Labels shall be produced by a label printer (Dymo, Brother, etc). Labels shall be white vinyl or plastic label with black print. Labels shall be no smaller than 12 mm or ½” and no larger than 20mm or ¾”. Font type shall be plain, font size shall be maximum available for label size and legible from 5’0” above finished floor.

Label Placement

Labels shall be placed so that the tile “above” the text is the best ceiling tile to remove for access to the equipment marked by the label. Labels shall be placed on the ceiling grid, centered on the tile they mark for removal. Labels shall be oriented so that they can be read from the most likely point of access (oriented so that they could be ready by someone entering the room in its primary entrance). In the case of a corridor, all labels shall be placed in a uniform orientation allowing the maintenance staff to read all labels in a single path down the hall. For access panels the label shall be placed below the access panel.