

# Identification and Labeling Standards Manual

## Preface

This manual is provided as a resource and intended for airport tenants, employees and their consultants for information on GTAA standards for identifying and labeling on airport property. The purpose of this manual is to ensure consistency for operations and maintenance and to avoid conflict of identification which may cause confusion.

Structured by discipline and system, each article is documented in the index. If an element requires identification and/or labeling is not documented please contact the GTAA for direction. The GTAA reserves the right to amend this manual as it deems necessary.

All correspondence concerning or requesting clarification of any information contained in this manual should be directed through your project manager or to:

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# Identification and Labeling Standards Manual

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# Identification and Labeling Standards Manual

## Architectural

### 1 Buildings

#### 1.1 *Building Descriptions*

##### 1.1.1 Naming:

Airport terminology, acronyms and descriptions are extremely important to the operation of the facility. Many standards exist from years of use and operation. Any and all nomenclature is to be approved by the GTAA prior to assigning.

##### 1.1.2 Labeling

Refer to the Exterior Building Material Guideline Manual section 14.



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## **1.2 *Room Descriptions***

### **1.2.1 Naming:**

Airport terminology, acronyms and descriptions are extremely important to the operation of the facility. Many standards exist from years of use and operation.

### **1.2.2 Labeling**

Please contact the GTAA for complete details.

# Identification and Labeling Standards Manual

## 1.3 Room Numbers

### 1.3.1 Naming:

Every room number should reflect:

- **Level** – Numeric format (Should be one character)
- **Number** – Unique identifier of the room (Should be two characters)

#	#	#
Level	Unique	Number

Example      204 – Second Level room number 4  
                  301 – Third Level room number 1

For *Terminal buildings*: every room number should reflect:

- **Module** – Area identity (Can be max. of two characters)
- **Level** – Numeric format (Should be one character)
- **Number** – Unique identifier of the room (Should be two characters)

*	*	#	#	#
Module	Level	Unique	Number	

Example      A204 – Module A second level room number 4  
                  M301 – Module M Third Level room number 1

### 1.3.2 Labeling:

All rooms are to be identified by door number. For door numbering standard see Section 3 of this manual. Please contact the GTAA for complete details.

All Room Numbers must be issued by the GTAA Engineering Data unit for existing facilities.

Please contact your project manager to ensure appropriate room numbers are assigned.

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## 1.4 Room Numbers For Terminal 1 (Old 1963...)

Terminal One is the only exception to the above convention for room numbering. Below are two tables. One outlines the standard used within Terminal 1 for room numbering and the other is the standard used within Terminal 1 for Mechanical Room Ids.

### 1.4.1 Naming:

Number Series	Level Assigned to
0-399	Basement
400-799	Arrivals
800-1199	Departures
1200-1399	Mezzanine
	Parking Level 1

Mechanical Room IDs	Level Assigned to
G-H	Basement
-	Arrivals
-	Departures
J	Mezzanine
K	Parking Level 1
A-F	Penthouse/Roof of Ring
M-R	Truck Ring

### 1.4.2 Labeling:

All rooms are to be identified by door number. For door numbering standard see Section 3 of this manual. Please contact the GTAA for complete details.

All Room Numbers should be issued by the GTAA for existing facilities.  
Please contact your GTAA project manager.

# Identification and Labeling Standards Manual

## 1.5 Door Numbers

### 1.5.1 Naming:

Every door number should reflect the room being entered:

- **Level** – Numeric format (Should be one character)
- **Number** – Unique identifier of the room (Should be two characters)
- **Alpha** – Identify primary and secondary; more than one door. (Should be one character)

#	#	#	*
Level	Unique Number		Alpha

Example      204 – Second Level door number 4  
                  301 – Third Level door number 1

For Terminal buildings; every door number should reflect the room being entered:

- **Module** – Area identity (Can be max. of two characters)
- **Level** – Numeric format (Should be one character)
- **Number** – Unique identifier of the room (Should be two characters)

*	*	#	#	#	*
Module		Level	Unique Number		Alpha

Example      M204 – Module M Second Level door number 4  
                  M301 – Module M Third Level door number 1

# Identification and Labeling Standards Manual

## 1.5.2 Labeling:

All door number tags are to follow the GTAA Sign Specifications Manual Section 6.14.

- *Text*  
*Colour*  
White –3M 7725-10
- *Font*  
Helvetica Condensed Bold
- *Height*  
15mm
- *Spacing*  
100%

- *Panel/Label*

All door number panels are to be made of 3mm thick acrylic according to GTAA Sign Specifications Manual Section 6.14.

- *Colour*  
Pantone Matching System 281U – GTAA Blue

- *Location*  
Centre of header casing. See example in GTAA Sign Specifications Manual Section 6.14.



# Identification and Labeling Standards Manual

## 1.6 Hatches and Access Panels

### 1.6.1 Naming:

- **Module** – Area identity (Can be max. of two characters) *If Applicable*
- **Level** – Numeric format (Should be one character)
- **Unique Alpha** – Unique identifier of the room (Should be two characters)

*	*	#	#	#
Module		Level	Unique Alpha	

Example      AB1A – Module AB Level 1, Hatch A  
                  1A – Level 1, Hatch A

### 1.6.2 Labeling:

Please contact the GTAA for complete details and approval.

# Identification and Labeling Standards Manual

## 1.7 Internal Office Workstation Numbers

### 1.7.1 Naming:

Every workstation/cubical shall have a unique number that must adhere to the room-numbering standard documented in this manual.

- **Level** – Numeric format (Should be one character)
- **Number** – Unique identifier of the room (Should be two characters)

#	#	#
Level	Unique	Number

Example      204 – Second Level room number 4  
                  301 – Third Level room number 1

For *Terminal buildings*: every room number should reflect:

- **Module** – Area identity (Can be max. of two characters)
- **Level** – Numeric format (Should be one character)
- **Number** – Unique identifier of the room (Should be two characters)

*	*	#	#	#
Module	Level	Unique	Number	

Example      A204 – Module A second level room number 4  
                  M301 – Module M Third Level room number 1

### 1.7.2 Labeling:

Please contact the GTAA for complete details and approval.

# Identification and Labeling Standards Manual

## 1.8 Bay Doors

### 1.8.1 Naming:

Every bay door number should follow:

- **Alpha** – Identifies the bay/area.
- **Number** – Unique identifier of the door.

*	#	#
Alpha	Unique	Number

### 1.8.2 Labeling:

Please contact the GTAA for complete details and approval.



# Identification and Labeling Standards Manual

## **1.9 Gate Numbers (Terminals)**

### **1.9.1 Naming:**

Please contact the GTAA for complete details.

### **1.9.2 Labeling:**

Please contact the GTAA for complete details.

# Identification and Labeling Standards Manual

## 1.10 Passenger Boarding Bridge Numbers (Terminals)

### 1.10.1 Naming:

All Passenger Boarding Bridges should follow:

- **PBB** – Identifies it as a Passenger Boarding Bridge.
- **Number** – Unique identifier, which reflects the unique gate number

P	B	B	#	#	#	#
Abbr. For Passenger Boarding Bridge			Unique Number (Reflecting the Gate Number)			

### 1.10.2 Labeling:

Please contact the GTAA for complete details.

# Identification and Labeling Standards Manual

## 1.11 Ramp Service Equipment (Terminals)

### 1.11.1 Naming:

All Ramp Services Equipment for Passenger Boarding Bridges should follow:

- **Type**– Identifies the type of equipment.
- **Number** – Unique identifier, which reflects the unique gate number.

Types of Equipment:

**FGP** Fixed Ground Power

**PCA** Pre-Conditioned Air

**PW\_** Potable Water

**ADS** Aircraft Docking System

*	*	*	#	#
Abbr. For Passenger Boarding Bridge			Unique Number (Reflecting the Gate Number)	

### 1.11.2 Labeling:

Please contact the GTAA for complete details

# Identification and Labeling Standards Manual

## **1.12 Columns**

### **1.12.1 Naming:**

Column names shall be created from the grid numbers. Always read vertical + horizontal.

### **1.12.2 Labeling:**

Please contact the GTAA for complete details.

# Identification and Labeling Standards Manual

## 1.13 Interior Signage

All signage it to comply with detailed regulations within the GTAA's Exterior Building Material Guideline manual.

### 1.13.1 Naming:

Abbreviations:

- 844** Signs - Guide (Gantry/Overhead)
- 845** Signs – Guide (Ground Mounted)
- 846** Signs – Regulatory
- 921** Signs – Warning
- 922** Signs – Property
- 923** Signs – Security
- 924** Signs – Terminal Curbside
- 925** Signs – Airline Directory Board
- 926** Signs – Illuminated/Neon
- 927** Signs – Other (exterior)
- 928** Signs – Way finding Illuminated
- 929** Signs – Way finding non-illuminated
- 930** Signs – Decals, Stickers, Labels
- 931** Signs – Lamacoids, Engraving
- 932** Signs – Safety/Emergency
- 933** Signs – Directory Boards (interior)
- 934** Signs – Other (interior)
- 935** Signs – Runway/Taxiway – Fiber Optic
- 936** Signs – Runway/Taxiway – Non-Fiber Optic
- 937** Signs – Low Visibility
- 938** Signs – Designated A.F. (other)
- 939** Signs – Vehicle/Equipment Labeling

###	-	#	#
Abbrv. Type	Dash	Unique Number	

### 1.13.2 Labeling:

Please contact the GTAA for complete details.

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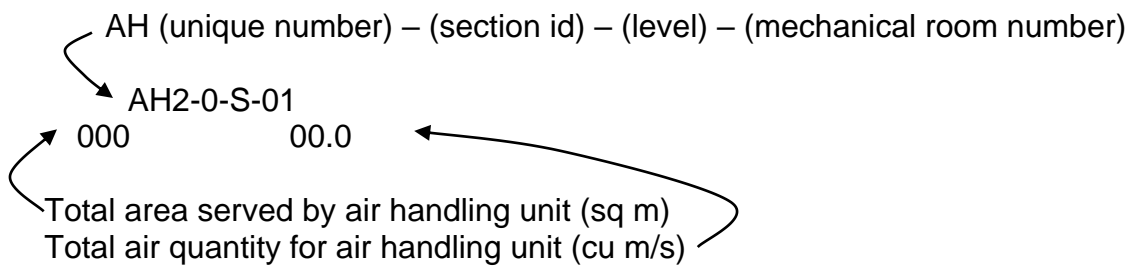
## Mechanical

### 2 HVAC

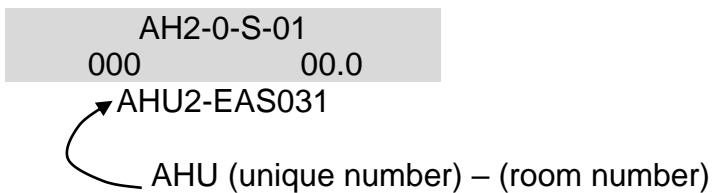
#### 2.1 HVAC Zones

##### 2.1.1 Naming:

All AAC's Mechanical Air Conditioning Zoning Diagrams will carry AAC's designated numbers for the Air Handling Units as follows, where each air handling unit may facilitate more than one sub-zone:



Upon request of the as-built drawings for the Mechanical Air Conditioning Zoning Diagrams, the GTAA will add the GTAA designated number for the air handling unit to a box below the existing numbers as follows:



##### 2.1.2 Labeling:

Please contact the GTAA for complete details.

# Identification and Labeling Standards Manual

## 2.2 HVAC Equipment

### 2.2.1 Naming:

Abbr.	Equipment
AHU	Air Handling Unit
MAU	Make Up Air Handling Units, Mainly For Food & Beverage Outlets
ACU	Air Curtains
ACC	Dry Cooler
HUM	Humidifier
FCU	Fan Coil Unit
ACR	Computer Room Air Conditioners
CWP	Chilled Water Pump
EF	Exhaust Fan
VAV	Variable Air
CAV	Constant Air
HX	Heat Exchanger – without pump
HXP	Heat Exchanger – with pump
UH	Unit Heater
PC	Pump - Cooling
PH	Pump - Heating
DOP	Pump – Diesel / Oil
HWP	Pump - Hot/Heating Water
ET	Expansion Tank
SIL	Silencer
AC,DX	Split System Direct Expansion Air Conditioners
CH	Cabinet Unit Heater
RH	Return Fan
CH	Cabinet Unit Heaters
EC	Electric Duct Heaters
EFF	Electric Forced Flow Heaters
ET	Electric Tanks
IRH	Gas Heaters
BLR	Boilers
CT	Cooling Towers
HWH	Domestic Hot Water Tanks
BBH	Baseboard Heaters
CVB	Constant Volume Boxes
RP	Radiant Ceiling Panels

*	*	*	#	#	-	*	*	#	#	#	#
Equip. I.D.			Unique Number		Dash	Module		Room Number			

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## 2.2.2 Labeling:

Please contact the GTAA for complete details.

System	Label Text	Pipe Markers		Paint & Stencil	
		Letters	Back-ground	Letters	Back-ground
Stair Pressurization Supply	STAIR PRESS SUP			Black	n/a
Stair Pressurization Outside Air	STAIR PRESS O/A			Black	n/a
Exhaust Air	EXHAUST AIR			Black	n/a
Return Air	RETURN AIR			Black	n/a
Supply Air	SUPPLY AIR			Black	n/a
Outside Air	OUTSIDE AIR			Black	n/a
General Exhaust	GEN EXHAUST			Black	n/a
Kitchen Exhaust	KITCH EXHAUST			Black	n/a
Battery Room Exhaust	BATT. RM. EXHAUST			Black	n/a
Sanitary Exhaust	SAN. EXHAUST			Black	n/a

### Note

Stenciled lettering on ductwork to be 100mm (4") high minimum. Directional arrows to be stenciled are 250mm (10") long by 100mm (4") high.

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## 3 Piping and Building Utility Systems

### 3.1 Piping Systems

#### 3.1.1 Naming:

Abbr.	Piping and Utility Systems Types
<b>HTHWS</b>	High Temp. Hot Water Supply
<b>HTHWR</b>	High Temp. Hot Water Return
<b>MTHWS</b>	Medium Temp. Hot Water Supply
<b>MTHWR</b>	Medium Temp. Hot Water Return
<b>LTHWS</b>	Low Temp. Hot Water Supply
<b>LTHWR</b>	Low Temp. Hot Water Return
<b>DHW</b>	Domestic Hot Water
<b>DCW</b>	Domestic Cold Water
<b>HWHS</b>	Hot Water Heating Supply
<b>HWHR</b>	Hot Water Heating Return
<b>CHWS</b>	Chilled Water Supply
<b>CHWR</b>	Chilled Water Return
	Hydraulic
<b>STE</b>	Steam
<b>COND</b>	Condensed Steam
<b>AIR</b>	Compressed Air
<b>REF</b>	Refrigerant
<b>OIL</b>	Fuel Oil
<b>NGAS</b>	Fuel Natural Gas
<b>DWV</b>	Drainage Waste & Vent
<b>SAN</b>	Sanitary
<b>STM</b>	Storm
<b>GLYS</b>	Glycol Supply
<b>GLYR</b>	Glycol Return
<b>CGLYS</b>	Cooling Glycol Supply
<b>CGLYR</b>	Cooling Glycol Return
<b>HGLYS</b>	Heating Glycol Supply
<b>HGLYR</b>	Heating Glycol Return
<b>PVV</b>	Pressure Vessel Vent
<b>CD</b>	Condensate Drain
<b>SPD</b>	Sump Pump Discharge
<b>STD</b>	Standpipe
<b>WET</b>	Wet Suppression System
<b>DRY</b>	Dry Suppression System
<b>DLG</b>	Deluge Suppression System
<b>PRE</b>	Pre-Action Suppression System
<b>KHS</b>	Kitchen Hood Suppression System
	Chemical Suppression System
<b>FM</b>	Fire Main

# Identification and Labeling Standards Manual

## *Naming Continued*

*	*	*	*	*	#	#	#
Type					Level	Unique Number	

### **3.1.2 Labeling:**

Please contact the GTAA for complete details.

# Identification and Labeling Standards Manual

## 3.2 Colour Coding & Labeling for Piping Systems/Services

System	Label Text	Pipe Markers		Paint & Stencil	
		Letters	Back-ground	Letters	Back-ground
Chilled Water Supply	CHILLED WTR SUP	White	Green		
Chilled Water Return	CHILLED WTR RET	White	Green		
Low Temperature Hot Water Supply	HEATING HOT WTR SUP	Black	Yellow		
Low Temperature Hot Water Return	HEATING HOT WTR RET	Black	Yellow		
Medium Temperature Hot Water Supply	MED-TEMP HOT WTR SUP	Black	Yellow		
Medium Temperature Hot Water Return	MED-TEMP HOT WTR RET	Black	Yellow		
High Temperature Hot Water Supply	HI-TEMP HOT WTR SUP	Black	Yellow		
High Temperature Hot Water Return	HI-TEMP HOT WTR RET	Black	Yellow		
Glycol Heating Supply	GLYCOL HTG SUP	Black	Yellow		
Glycol Heating Return	GLYCOL HTG RET	Black	Yellow		
Glycol Cooling Supply	GLYCOL COOL SUP	Black	Yellow		
Glycol Cooling Return	GLYCOL COOL RET	Black	Yellow		
Radiation Supply	RADIATION SUPPLY	Black	Yellow		
Radiation Return	RADIATION RETURN	Black	Yellow		
Low Pressure Steam	LOW PRESS STEAM	Black	Yellow		
Fuel Oil Supply	FUEL OIL SUPPLY	Black	Yellow		
Fuel Oil Return	FUEL OIL RETURN	Black	Yellow		
Engine Exhaust	ENGINE EXHAUST	Black	Yellow		
Condensate	CONDENSATE DRAIN	Black	Yellow		
Natural Gas	NATURAL GAS	Black	Yellow	Black	Yellow
Propane Gas	PROPANE GAS	Black	Yellow		

*Table continued on next page*

# Identification and Labeling Standards Manual

Table continued from previous page

System	Label Text	Pipe Markers		Paint & Stencil	
		Letters	Back-ground	Letters	Back-ground
Domestic Cold Water	DOM COLD WATER	White	Green		
Domestic Hot Water	DOM HOT WATER	White	Yellow		
Sanitary Drain	SANITARY DRAIN	White	Green		
Storm Drain	STORM DRAIN	White	Green		
Plumbing Vent	PLUMBING VENT	White	Green		
Fire Sprinkler	SPRINKLER-FIRE	White	Red	n/a	Red
Fire Standpipe	FIRE STANDPIPE	White	Red		Red
Electrically Traced Pipe	ELECT TRACED	n/a	n/a	Black	n/a
Hydraulic Line	HYDRAULIC LINE	Black	Yellow		

## Text Size to Pipe Size Guide

National Standard of Canada for Identification of Piping Systems CAN/CGSB-24.3-92 Section 6.2.7

Pipe, Outside Diameter	Letter Size
19-32 mm	13 mm
38-51 mm	19 mm
64-150 mm	32 mm
100-249 mm	64 mm
250+ mm	89 mm

### Note:

Engine Exhaust – Not be labeled, when enclosed in drywall.

# Identification and Labeling Standards Manual

## 3.3 Piping Systems Valves

### 3.3.1 Naming:

All valves should reflect the following convention:

- **System Type**– Identifies the type of system
- **Unique Number** – Unique identifier

All valves shall have unique numbers to the building regardless the number of systems contained with in the building.

### 3.3.2 Labeling:

Please contact the GTAA for complete details.

## 3.4 Bin Wash Station

### 3.4.1 Naming:

All Bin Wash Stations should reflect the following convention:

- **Facility ID** – Identifies the facility located in
- **'BIN'**
- **Unique Number** – Unique identifier; unique to the facility

*	*	*	-	<b>B</b>	<b>I</b>	<b>N</b>	-	#	#
Location				BIN Wash Abbrev.				Unique Number	

### 3.4.2 Labeling:

All Bin Wash Station tags are to follow the GTAA Sign Specifications Manual.

- *Text*
- *Colour*  
White –3M 7725-10
- *Font*  
Helvetica Condensed Bold
- *Height*  
15mm
- *Spacing*  
100%
- *Panel/Label*

All of 3mm thick acrylic according to GTAA Sign Specifications Manual.

- *Colour* - Green

# Identification and Labeling Standards Manual

# Identification and Labeling Standards Manual

## Mechanical Conveyances

### 4 Elevators

#### 4.1.1 Naming:

- **Module** – Area identity (Can be max. of two characters)
- **Type** – As listed below
- **Number** – Unique identifier of the room (Should be two characters)

Elevator Types:

**P** Passenger  
**F** Freight  
**L** Lift/Baggage  
**D** Dumbwaiter

*	*	#	#	#
Module	Type	Unique	Number	

#### 4.1.2 Labeling:

Please contact the GTAA for complete detail



# Identification and Labeling Standards Manual

## 4.2 Escalators

### 4.2.1 Naming:

- **Module** – Area identity (Can be max. of two characters)
- **Type** – W for wide and N for narrow
- **Number** – Unique identifier of the room (Should be two characters)

Type of Escalators: **W or N**

*	*	#	#	#
Module	Type	Unique	Number	

### 4.2.2 Labeling:

Please contact the GTAA for complete details.

# Identification and Labeling Standards Manual

## 4.3 Moving Walks

### 4.3.1 Naming:

- **Module** – Area identity (Can be max. of two characters)
- **Type** – M for moving walk
- **Number** – Unique identifier of the room (Should be two characters)

Type for moving walks: **M**

*	*	#	#	#
Module		Type	Unique	Number

### 4.3.2 Labeling:

Please contact the GTAA for complete details.

# Identification and Labeling Standards Manual

## 4.4 Baggage Conveyor Belt Systems

### 4.4.1 Naming:

- **System Abbreviation** - See list below.
- **Unique Number** – Unique identifier of the system (Should be two characters)

Abbreviations for System Abbreviations:

**AC** Express Cargo  
**AS** Automatic Sorting  
**CF** Claim Feed  
**GC** Group Check  
**ME** Manual Encode  
**OS** Over Sized  
**RE** Re-Circulation  
**SS** Security Screening  
**TC** Ticket Counter  
**TX** Transfer  
**L** Lateral

OUT/IN	*	*	#	#
	System Abbreviation		Unique Number	

### 4.4.2 Labeling:

Please contact the GTAA for complete details.

# Identification and Labeling Standards Manual

## 4.5 *Baggage Conveyor Belt Equipment*

### 4.5.1 Naming:

- System Abbreviation - See list below.
- Unique Number – Unique identifier of the system (Should be two characters)
- **Equipment Abbr.** – See *below*
- **Unique Number** – Unique identifier of the drive unit (Should be two characters)

Abbreviations for Baggage Conveyor Belt Equipment:

<b>DU</b>	Drive Units
<b>PC</b>	Photo Eye – Cascade Forward
<b>PD</b>	Photo Eye – Divert Decision
<b>PF</b>	Photo Eye – Lateral Full
<b>PJ</b>	Photo Eye – Jam / Obstruction
<b>PO</b>	Photo Eye – Over height
<b>PQ</b>	Photo Eye – Opened
<b>PS</b>	Photo Eye – Closed
<b>PU</b>	Photo Eye – Update
<b>PV</b>	Photo Eye – Cascade Reverse
<b>PW</b>	Photo Eye – Merge Window
<b>LH</b>	Limit Switch – Diverter Home
<b>LN</b>	Limit Switch – Diverter Near Home
<b>LQ</b>	Limit Switch – Opened
<b>LS</b>	Limit Switch – Closed
<b>QJ</b>	Specials – Door Safety Edge (Bag Under Door)
<b>QN</b>	Specials – Foot Switch
<b>XW</b>	Encoders – Pulse Wheel
<b>DD</b>	Proximity Detectors – Diverter Home
<b>DQ</b>	Proximity Detectors – Opened
<b>DS</b>	Proximity Detectors – Closed
<b>UZ</b>	Analogue Devices – Bag Position (Diverter U sonic)
<b>IA</b>	Indicators – Fault Sounder
<b>IB</b>	Indicators – Beacon - Fault / Warning
<b>IC</b>	Indicators – Beacon - Threat
<b>ID</b>	Indicators – Beacon - TBA
<b>IE</b>	Indicators – Estop Activated
<b>IF</b>	Indicators – Start
<b>IG</b>	Indicators – Out of Gauge
<b>IH</b>	Indicators – Stop
<b>IJ</b>	Indicators – Jam / Obstruction
<b>IM</b>	Indicators – Motor Fault
<b>IN</b>	Indicators – System Running
<b>IP</b>	Indicators – Dispatch
<b>IT</b>	Indicators – Tag
<b>IY</b>	Indicators – System Ready / On-line

# Identification and Labeling Standards Manual

**MC** Motors – Contactor / VSD (FWD)  
**MC** Motors – Contactor / VSD (FWD)

*	*	#	#	D	U	#	#
System Abbreviation		Unique Number		Equipment Abbr.		Unique Number	

## 4.5.2 Labeling:

Please contact the GTAA for complete details.

# Identification and Labeling Standards Manual

## Electrical

### 5 General Power Distribution

Note: This is airport naming convention for New electrical equipment. Please note that existing equipment may follow the old convention outlined in sections 5.2-5.5

#### 5.1 *Electrical Equipment*

##### 5.1.1 Naming:

- Building ID – Contact GTAA for details
- Room Number – Contact GTAA for details
- Equipment Type Abbreviation - See list below
- Power Type Abbreviation – See table below
- Unique Number – Unique identifier of the system

Abbreviations for Equipment:

**SP\_** Splitters  
**DS\_** Disconnect Switch  
**SWH** High Voltage Switch  
**SWL** Low Voltage Switch  
**ATS** Automatic Transfer Switch  
**ATSS** Automatic Transfer Static Switch  
**TS\_** Transfer Switch  
**SWB** Switchboard  
**MCC** Motor Control Centre  
**GEN** Generators – IPU  
**LVR** Low Voltage Relay  
**MC\_** Metering Cabinet  
**BD\_** Busduct  
**CB\_** Circuit Breaker ( switchboard breakers )  
**BRK** Panel Breaker  
**TIE** Tie Breaker  
**UPS** Uninterruptible Power Supply  
**MTS** Manual Transfer Switch  
**STS** Static Transfer Switch  
**SWG** Switchgear

Abbreviations for Panels:

**APP** Apron Power Panel  
**RP\_** Receptacle Panel  
**LP\_** Lighting Panel  
**DP\_** Distribution Panel

# Identification and Labeling Standards Manual

**PP\_** Power Panel  
**PDU** Power Distribution unit  
**LVR** Low Voltage relay  
**CP\_** Control Panel  
**GCP** Generator Control Panel

Abbreviations for Transformers:  
**TR\_** Normal Transformer

Abbreviations for Airfield Electrical Equipment  
**CCR** Constant Current Regulator  
**SCTX** Series Circuit Isolating Transformer

### Power Type Abbreviations

Type Of Circuit	Power Type Abbreviation
Normal Power	N
Emergency Power	E
UPS	U
Mixed Power	M
Fire Alarm System	F

### Naming Convention Layout

*	*	*	-	*	-	*	*	-	#	#	#
Building ID			Dash	Room No.	Dash	Equipment Type	Power Type	Dash	Unique Number		

Sample label for a transformer with emergency power:

**141-FC2002-TRE-001**

(Terminal 1 - Room FC2002 - Transformer/Emergency Power - Number 1)

# Identification and Labeling Standards Manual

## 5.1.2 Labeling:

Colour Coding for Wire Runs at Both Ends and Equipment Labels

Type of Circuit	Colour of Label	Colour of Letter	Colour Representation
Normal Power	Green	White	Dark Green
Emergency Power	Navy Blue	White	Navy Blue
UPS	Yellow	Black	Yellow
Mixed Source Power	Sky Blue	White	Sky Blue
Fire Alarm System	Red	White	Red

Please contact the GTAA for complete details.

The following chart shows the lamicoids standards.

### Engraving Color Options

RED WHITE	RED YELLOW	CLARET WHITE	TANGERINE WHITE	YELLOW BLACK	EVERGREEN WHITE	SKY BLUE WHITE
SKY BLUE YELLOW	NAVY BLUE WHITE	WHITE RED	WHITE CLARET	WHITE SKY BLUE	WHITE EVERGREEN	WHITE BLACK
IVORY DK BROWN	ALMOND BLACK	BLACK WHITE	BLACK YELLOW	BLACK GOLD	BLACK SILVER	MED. BRWN WHITE
VERDE GOLD	PORT WINE GOLD	LT. GREY BLACK	SMOKE GREY WHITE	BR. COPPER BLACK	BR. GOLD BLACK	BR. SILVER BLACK



# Identification and Labeling Standards Manual

*Legacy Naming Convention - Please refer to 5.1 for the new Electrical Equipment naming conventions*

## **5.2 Colour Codes for System Wire Runs at Both Ends**

### **5.2.1 Naming:**

### **5.2.2 Labeling:**

<b>Type of Circuit</b>	<b>Colour of Label</b>	<b>Colour of Letter</b>
Normal Power	Green	White
Emergency Power	Blue	White
UPS	Yellow	Black
Dual Source Power	Green	Blue
Fire Alarm System	Red	White

Please contact the GTAA for complete details.

# Identification and Labeling Standards Manual

***Legacy Naming Convention - Please refer to 5.1 for the new Electrical Equipment naming conventions***

## **5.3 Transformers**

### **5.3.1 Naming:**

Abbreviation for Transformers:

**TR** Normal Transformer

~~**TRP**~~ Power Transformer (NO LONGER USED)

*	*	*	-	*	*	#	*	#	#	#
Type of Equipment (Abbr.)			Dash	Module		Level	Power Type	Unique Number		

### **5.3.2 Labeling:**

Please contact the GTAA for complete details.

# Identification and Labeling Standards Manual

***Legacy Naming Convention - Please refer to 5.1 for the new Electrical Equipment naming conventions***

## **5.4 Panels**

### **5.4.1 Naming:**

Abbreviation for Panels:

**RP\_** - Receptacle Panel

**LP\_** - Lighting Panel

**DP\_** - Distribution Panel

**PP\_** - Power Panel

**PDU** -Power Distribution unit

**LVR** - Low Voltage relay

**CP\_** - Control Panel

*	*	*	-	*	*	#	*	#	#	#
Type of Equipment (Abbr.)			Dash		Module	Level	Power Type			Unique Number

### **5.4.2 Labeling:**

Please contact the GTAA for complete details.

# Identification and Labeling Standards Manual

**Legacy Naming Convention - Please refer to 5.1 for the new Electrical Equipment naming conventions**

## 5.5 Electrical Equipment

### 5.5.1 Naming:

Abbreviation for Equipment:

- SP\_** Splitters
- DS\_** Disconnect Switch
- SWH** High Voltage Switch
- SWL** Low Voltage Switch
- ATS** Automatic Transfer Switch
- TS\_** Transfer Switch
- SWB** Switchboard
- MCC** Motor Control Centre
- GEN** Generators – IPU
- LVR** Low Voltage Relay
- MC\_** Metering Cabinet
- BD\_** Busduct
- CB\_** Circuit Breaker ( switchboard breakers )
- BRK** Panel Breaker
- TIE** Tie Breaker

*	*	*	-	*	*	#	*	#	#	#
Type of Equipment (Abbr.)			Dash	Module		Level	Power Type	Unique Number		

### 5.5.2 Labeling:

Please contact the GTAA for complete details

# Identification and Labeling Standards Manual

## Communication/Electronic Systems

### 6 General

#### 6.1 *Panels*

##### 6.1.1 Naming:

##### 6.1.2 Labeling:

Please contact the GTAA for complete details.

# Identification and Labeling Standards Manual

## 7 Security

### 7.1 Key Card Readers

#### 7.1.1 Naming:

R	#	#	#	#	#
Reader	Node Number		Unique Number		

Security Equipment

**KS\_** Key Switch

*	*	*	-	Controlled ID
Type of Equipment (Abbr.)			Dash	Equipment / Device Controlled ID

#### 7.1.2 Labeling:

Please contact the GTAA for complete details.

# Identification and Labeling Standards Manual

## 7.2 CCTV Cameras

### 7.2.1 Naming:

- Node number is created by Pelco System, refers to the switch/Node.
- Unique Number is the number programmed by the Pelco System.

<b>C</b>	#	#	#	#	#
Camera	Node Number		Unique Number		

Note that future redevelopment is probable and that this convention is standard and current to December 2000.














### 7.2.2 Labeling:

Please contact the GTAA for complete details.

# Identification and Labeling Standards Manual

## 8 Fiber Optics Systems

### 8.1 System Cable Label Colour Codes

System/Service	Colour Codes	Colour Sample
PBX	White / Blue	
CAN (Campus Area Network)	White / Orange	
CUTE (Common Use Terminal Equipment)	White / Green	
Johnson Controls	White / Brown	
CCTV	White / Slate	
Card Access	Red / Blue	
Wireless	Red / Orange	
Fire Alarm	Red / Green	
Airfield Lighting	Red / Brown	
Low Voltage Lighting	Red / Slate	
GTAA IT Network	Black / Blue	
Tenant Provided Fiber - Canada Customs	Black / Orange	
Tenant Provided Fiber – Air Canada	Black / Green	

#### 8.1.1 Labeling: 6

Please contact the GTAA for complete details.

All Room Numbers should be issued by the GTAA for existing facilities.  
Please contact your GTAA project manager.



# Identification and Labeling Standards Manual

## 8.2 Cable

Abbreviations for Media Types:

- F** Fiber Optics
- U** Unshielded
- S** Shielded
- C** Coax

Abbreviations for Service Types:

- BC** Backbone Cable
- RC** Riser Cable
- PC** Patch Cable
- HC** Horizontal Cable

### 8.2.1 Naming:

*	*	*	#	#	#	#	#
Media Type	Service Types	Unique Number					

### 8.2.2 Labeling:

Please contact the GTAA for complete details.

All Room Numbers should be issued by the GTAA for existing facilities.  
Please contact your GTAA project manager.

# Identification and Labeling Standards Manual

## 8.3 Jack (Face Plate) Numbering

AMMS Location Code is used for determining the building. It is issued only by the GTAA. Please contact your GTAA project manager for more information.

Abbreviations for Jack Types:

- D\_** Data – *Dedicated*
- DV** Data & Voice– *Dedicated*
- V\_** Voice– *Dedicated*
- U\_** Universal
- VI** Video
- WL** Wireless Type

### 8.3.1

### 8.3.2 Naming:

*	*	*	*	*	*	*	*	*	*	*	#	#	#	#	#	
AMMS Location Code of Building										Jack Types		Unique Number				

### 8.3.3 Labeling:

The **Termination Point** in the IDF (Intermediate Distribution Frame) or MCR (Main Communication Room) shall reflect the **Jack's unique number**.

Please contact the GTAA for complete details.

All Room Numbers should be issued by the GTAA for existing facilities.  
Please contact your GTAA project manager.

# Identification and Labeling Standards Manual

## 8.4 Strand Number

*For identifying equipment's location on fiber cable only.*

### 8.4.1 Naming:

Cable Number + #####

*	*	#	#	#	#	#	-	#	#	#	#
Fiber Backbone		Unique Number					Dash	Unique Number			

### 8.4.2 Labeling:

Please contact the GTAA for complete details.

All Room Numbers should be issued by the GTAA for existing facilities.  
Please contact your GTAA project manager.

# Identification and Labeling Standards Manual

## 8.5 Cabinets, Panels and Ports

### 8.5.1 Naming:

AMMS Location Code + Room Number + Row + Cabinet + Panel + Port

#	#	#	#	#	#	#	#	#
Row Number	Cabinet Number	Panel Number	Port Number					

A	T	2	-	B	1	0	4	-	0	1	0	1	0	2	0	0	1	
AMMS Location Code		Dash	Room Number				Dash	Row	Cabinet	Panel	Port							

### 8.5.2 Labeling:

Please contact the GTAA for complete details.

# Identification and Labeling Standards Manual

## Life Safety

### 9 Fire Alarm

#### 9.1 Fire Alarm Control Equipment

All fire naming conventions will be generated by the proprietary fire alarm system network (identifying transponder node number)

##### 9.1.1 Naming:

Abbreviations for Fire Alarm:

**FAP** Fire Alarm Control Panel

**ANN** Annunciator Panel

Abbreviations for network and distributed systems:

**TXP** Transponder

**DGP** Data Gathering Panel

**DCC** Display and Control Centre

**GWA** Graphic Workstation Annunciator

*	*	*	-	#	#	#	-	#	#	#	#	#	#	#
Type of Equipment (Abbr.)			Dash	Unique Number			Dash	Room Number (Format as defined by Facility Room numbering convention)						

Example: **FAP-01-FG2033**

##### 9.1.2 Labeling:

Please contact the GTAA for complete details.

##### Lamacoid Label

Red with White Lettering

Rectangle

50mm (2") Wide

25mm (1") High

Font - Arial

Height & Width 6mm (1/4")

# Identification and Labeling Standards Manual

## 9.2 Fire Alarm Devices

### 9.2.1 Naming:

All addressable fire alarm field devices such as smoke detectors, manual stations, relay modules, monitor modules and including addressable signaling devices (where applicable) shall be labelled with unique fire alarm address as defined by the system manufacturer. End-of-Line devices shall also be labelled with circuit number it is serving.

### 9.2.2 Labeling:

Please contact the GTAA for complete details.

\*\*Addressable Device Vinyl Label (Adhesive Tape)

White with Red Lettering (\*\*FA Address Only)

12mm (1/2") High

Font - Arial

Height & Width 6mm (1/4")

# Identification and Labeling Standards Manual

## 10 Fire Suppression Systems

### 10.1 System Naming - Zones

#### 10.1.1 Naming:

*For Terminal Buildings include Module (Area Id.)*

Abbreviations for System Types:

- D** Dry
- DL** Deluge
- PA** PreAction
- GC** Garbage Chute
- W** Wet
- GS** Glycol System

*	*	*	#	-	#	#
System Type			Level	Dash	Unique Number	

Note:

Sub-zones are to be numbered with no reference to the parent zone.

#### 10.1.2 Labeling:

Please contact the GTAA for complete details.

#### Lamacoid Label – Fixed with a Chain

Red with White Lettering

Rectangle

75mm (3") Wide

50mm (2") High

Font - Arial

Height & Width 12.7mm (1/2")

# Identification and Labeling Standards Manual

## 10.2 Standpipe System

### 10.2.1 Naming:

Abbreviations for System Types:

**STD** Standpipe

*	#	-	S	T	D	-	#	#
Riser or Header #		Dash	System Type			Dash	Unique Number	

Example: R1-STD-01

### 10.2.2 Labeling:

Please contact the GTAA for complete details.



# Identification and Labeling Standards Manual

## 10.3 System Header

### 10.3.1 Naming:

- **H** – Header Valve
- **Unique Number** – Unique Number (may be 1-3 characters in length)
- **Alpha ID** – An Alpha identifier is required for each system sub-header

H	#	#	*
Header	Unique Number	Alpha ID	

Example: H1A

### 10.3.2 Labeling:

Please contact the GTAA for complete details.

# Identification and Labeling Standards Manual

## 10.4 Risers

### 10.4.1 Naming:

- R– Riser
- **Header Number** -*Omit the H from the Header Number*
- **Unique Number** – Unique Number to the building

R	#	#	-	#
Riser	Header Number		Dash	Unique Number

### 10.4.2 Labeling:

Please contact the GTAA for complete details.

# Identification and Labeling Standards Manual

## 10.5 Fire Suppression Valves

### 10.5.1 Naming:

Each valve name needs to reflect the valve type, system, type and number

- **Equipment ID** – Abbreviation as listed.
- **Parent** – System ID, Riser or device equipment it serves
- **Unique Number** – Unique identifier can be either numbers or alpha

Abbreviations for Equipment I.D.:

<b>ISV</b>	Isolation Valve
<b>SV</b>	Supervisory Valve
<b>FS</b>	Flow Switch
<b>PS</b>	Pressure Switch
<b>EPP</b>	Excess Pressure Pump
<b>JP</b>	Jockey Pump
<b>FP</b>	Fire Pump
<b>TH</b>	Test Headers
<b>PRV</b>	Pressure Regulating Valve
<b>AC</b>	Air Compressor
<b>BFP</b>	Back Flow Preventer
<b>FLM</b>	Flow Metre
<b>LPD</b>	Low Point Drain
<b>DD</b>	Drum Drip

*	*	*	-	*/#	-	#	#
Equip. I.D.			Dash	System Id. or Riser or Device	Dash	Unique Number	

### 10.5.2 Labeling:

Please contact the GTAA for complete details.

# Identification and Labeling Standards Manual

## 10.6 Fire Suppression FHC (Fire Hose Cabinets)

### 10.6.1 Naming:

- **FHC** – Fire Hose Cabinet
- **Level** – Floor level extinguisher is located
- **Unique Number** – Unique identifier per building floor/level

F	H	C	-	#	#	#	#
Equip. I.D.			Dash	Level	Unique Number		

Example: FHC-3001

### 10.6.2 Labeling:

Please contact the GTAA for complete details.

# Identification and Labeling Standards Manual

## 10.7 Fire Suppression Extinguishers

### 10.7.1 Naming:

- **Equipment ID** – Abbreviation as listed.
- **Unique Number** – Unique identifier (Should be four characters)

Abbreviations for Equipment ID:

**FE** – Fire Extinguisher

**FEW** – Fire Extinguisher Wheeled

**FEK** – Fire Extinguisher Kitchen (K Type)

*	*	*	-	#	#	#	#
Equip. I.D.			Dash	Unique Number			

Example: FE-4567 or FEW-0321

### 10.7.2 Labeling:

Please contact the GTAA for complete details.

# Identification and Labeling Standards Manual

## 10.8 Post Indicator Valve

### 10.8.1 Naming:

- **Building Name** - Abbreviation of Building Name
- **PIV** - Post Indicator Valve equipment ID
- **Unique Number** - Unique identifier

*	*	*	*	-	P	I	V	-	#	#	#	#
Building Name				Dash	Equip. I.D.			Dash	Unique Number			

### 10.8.2 Labeling:

Lamacoid label to include the above PIV naming convention in addition to the following lines:

- Fire Alarm Descriptor - Exact wording that fire alarm system annunciates for PIV
- Fire Alarm Address - unique fire alarm address for PIV monitoring as assigned by system manufacturer

#### EXAMPLE:

T1PG-PIV-01

North/West PIV by Col 34C

N1L2D33

#### Lamacoid Label – Fixed with a Chain

Red with White Lettering

Rectangle

75mm (3") Wide

50mm (3") High

Font - Arial

Height & Width 12.7mm (1/2")

Please contact the GTAA for complete details.

# Identification and Labeling Standards Manual

## Civil

### 11 Ground Surface Features and Equipment

#### 11.1 Catch Basins

Each catch basin on airport property requires a unique number.

- **Equipment ID** – Abbreviation as listed
- **Unique Number** – Unique identifier

Abbreviations for Equipment I.D.:

**CB** Catch Basin

**CBD** Catch Basin Double

#### 11.1.1 Naming:

*	*	*	#	#	#
Equip. I.D. Type					
			Unique Number		

#### 11.1.2 Labeling:

Please contact the GTAA for complete details.

# Identification and Labeling Standards Manual

## 11.2 Manhole

Each manhole on airport property requires a unique number.

- **Equipment ID** – Abbreviation as listed
- **Unique Number** – Unique identifier

Abbreviations for Equipment I.D.:

**AMH** Manhole – Apron Concrete Type

**CSM** Manhole – Combined Services

**CMH** Manhole – Communication

**EAM** Manhole – Emergency Access

**PMH** Manhole – Power

**SMH** Manhole – Sanitary

**STM** Manhole – Storm

### 11.2.1 Naming:

*	*	*	#	#	#
Equip. I.D. Type			Unique Number		

### 11.2.2 Labeling:

Please contact the GTAA for complete details.



# Identification and Labeling Standards Manual

## 11.3 Utilidors

Each utilidor on airport property requires a unique number.

- **Equipment ID** – Abbreviation as listed
- **Unique Number** – Unique identifier

Abbreviations for Equipment I.D.:

**UTL** Utilidor

### 11.3.1 Naming:

*	*	*	#	#	#
Equip. I.D. Type			Unique Number		

### 11.3.2 Labeling:

Please contact the GTAA for complete details.

# Identification and Labeling Standards Manual

## 11.4 Utilidor Chamber Access Doors

Each utilidor on airport property requires a unique number.

- **UTL** – Abbreviation as listed
- **Unique Number** – Unique identifier
- **Unique Door Number** – Numeric
- **Unique Door Number** – Alpha if more than one door at the same location

### 11.4.1 Naming:

*	*	*	#	#	-	#	#	*
Equip. I.D. Type			Unique Number		Dash	Unique Number		Unique Alpha

### 11.4.2 Labeling:

Please contact the GTAA for complete details.

# Identification and Labeling Standards Manual

## 11.5 Highway Location Code

### 11.5.1 Naming:

Please contact the GTAA for complete details.

### 11.5.2 Naming:

H	*	*	*	*	*	*
I.D. Type	High Way Name – Issued by GTAA			Direction	Section	Transfer

### 11.5.3 Labeling:

Please contact the GTAA for complete details.

# Identification and Labeling Standards Manual

## 11.6 *Bridge Numbers (Roadway)*

### 11.6.1 Naming:

Please contact the GTAA for complete details.

### 11.6.2 Naming:

B	R	-	*	*	*	-	#	#	#
I.D. Type		Dash	Road Abbr.	Issued By	GTAA Only	Dash	Unique Number		

### 11.6.3 Labeling:

Please contact the GTAA for complete details.

# Identification and Labeling Standards Manual

## 11.7 Exterior Signage

All signage it to comply with detailed regulations within the GTAA's Exterior Building Material Guideline manual.

Abbreviations:

- 844** Signs - Guide (Gantry/Overhead)
- 845** Signs – Guide (Ground Mounted)
- 846** Signs – Regulatory
- 921** Signs – Warning
- 922** Signs – Property
- 923** Signs – Security
- 924** Signs – Terminal Curbside
- 925** Signs – Airline Directory Board
- 926** Signs – Illuminated/Neon
- 927** Signs – Other (exterior)
- 928** Signs – Way finding Illuminated
- 929** Signs – Way finding non-illuminated
- 930** Signs – Decals, Stickers, Labels
- 931** Signs – Lamacoids, Engraving
- 932** Signs – Safety/Emergency
- 933** Signs – Directory Boards (interior)
- 934** Signs – Other (interior)
- 935** Signs – Runway/Taxiway – Fiber Optic
- 936** Signs – Runway/Taxiway – Non-Fiber Optic
- 937** Signs – Low Visibility
- 938** Signs – Designated A.F. (other)
- 939** Signs – Vehicle/Equipment Labeling

### 11.7.1 Naming:

*	#	*	-	#	#
Equip. I.D. Type	Area	Dash	Unique Number		

### 11.7.2 Labeling:

Please contact the GTAA for complete details.

# Identification and Labeling Standards Manual

## 11.8 Light Posts

### 11.8.1 Naming:

*	#	*	-	#	#
Equip. I.D. Type	Area	Dash	Unique Number		

### 11.8.2 Labeling:

Please contact the GTAA for complete details.

# Identification and Labeling Standards Manual

## **11.9 Duct Banks**

### **11.9.1 Naming:**

Please contact the GTAA for complete details.

### **11.9.2 Labeling:**

Please contact the GTAA for complete details.

# Identification and Labeling Standards Manual

## 11.10 Fire Hydrants

### 11.10.1 Naming:

*	#	*	-	#	#
Equip. I.D. Type	Area		Dash	Unique Number	

### 11.10.2 Labeling:



Please contact the GTAA for complete details.



# Identification and Labeling Standards Manual

## 11.11 Fire Hydrant Colour Codes

### 11.11.1 Naming:

Hydrant Body	Hydrant Type	Colour Name	RGB Colour	Recommended Paint	Colour Sample
Hydrant	GTAA	Yellow	R247, G198, B0 C0, M20, Y100, K0	Glidden Devflex #4208 Waterborne acrylic gloss enamel, colour: Slicker 39YY 66/183	
Hydrant	Municipality	Red	R217, G46, B33 C1, M99, Y95, K0	acrylic gloss enamel	

Hydrant Bonnet	Hydrant Type	Colour Name	RGB Colour	Recommended Paint	Colour Sample
Class AA	1,500 gpm or greater (5,680L/min)	Light Blue	R93, G212, B217 C1, M99, Y95, K0	acrylic gloss enamel	
Class A	1,000 to 1,499 gpm (5,680L/min)	Green	R93, G200, B61 C59, M0, Y98, K0	acrylic gloss enamel	
Class B	500 to 999 gpm (5,680L/min)	Orange	R218, G135, B63 C5, M50, Y85, K0	acrylic gloss enamel	
Class C	499 gpm or less (5,680L/min)	Red	R217, G46, B33 C1, M99, Y95, K0	acrylic gloss enamel	

Hydrants on GTAA property follow the NFPA colour coding for bonnets

### 11.11.2 Labeling:

Please contact the GTAA for complete details.

# Identification and Labeling Standards Manual

## ***11.12 Concrete Pads for Facilities***

### **11.12.1 Naming:**

Please contact the GTAA for complete details.

### **11.12.2 Labeling:**

Please contact the GTAA for complete details.

# Identification and Labeling Standards Manual

## Addresses

### 12 Numbering Convention of Airport Addresses

#### *12.1 Groundside Address Numbers*

##### **12.1.1 Naming:**

The Municipal body having jurisdiction assigns Groundside addresses.

##### **12.1.2 Labeling:**

Please contact the GTAA for complete details.

# Identification and Labeling Standards Manual

## ***12.2 Airside Address Numbers***

### **12.2.1 Naming:**

GTAA Emergency Planning Department assigns airside addresses.

### **12.2.2 Labeling:**

Please contact the GTAA for complete details.

# Identification and Labeling Standards Manual

## Definitions and Terminology

### 13

#### 13.1 Definition of a Building

#### 13.2 Definition of a Room

*An extent of space which is part of a building having a special function and/or description. Defined by physical features, grid lines and/or measured distance from a physical feature.*

#### 13.3 Defining a Room's Extents-What gets a room number?

*An extent of space which is a part of a building having a special function and/or description. Defined by physical features, grid lines and/or measured positions from a physical feature.*

*Examples:*

- Stairwells
- Elevators
- Pipe Spaces
- Place lease line on outside of wall of these areas
- Tenant
- Corridors
  - *That turn greater than 90° and extend longer than 2m past the bend; new lease are needs to be defined.*
  - *Divide the corridors at the intersection point. Primary/Major corridors get preference.*
  - *Corridors need to be divided at module divisions.*
  - *Work area corridors and aisles (dividing sections of seating) are secondary to main thoroughfare corridors.*
  - *Work area corridor length determines rank.*

#### 13.4 How the lease lines are to be drawn?

Every space defined with a room number shall follow these rules on how that space is to be defined.

*Examples:*

- Vertical spaces: stairwells, elevator shafts, mechanical shafts and pipe spaces etc.; place lease line on outside of wall of these areas.
- Tenant to tenant; place line at the mid point of wall.

# Identification and Labeling Standards Manual

- Tenant to Corridor; place the line to the inside of the tenant wall.
- All lease lines are to be placed on the inside of exterior walls. (As the Building owns the exterior wall)
- Corridors:
  - *That turn greater than 90° and extend longer than 2m past the bend; new lease are needs to be defined*
  - *Divide the corridors at the intersection point Primary/Major corridors get preference*
  - *Corridors need to be divided at module divisions*
  - *Work area corridors and aisles (dividing sections of seating) are secondary to main thoroughfare corridors*
  - *Work area corridor length determines rank*

## 13.5 Definition of Level

1	<i>First Level</i>
2	<i>Second Level</i>
3	<i>Third Level</i>
4	<i>Forth Level</i>
5...	<i>Five Level (and so on)</i>
0	<i>Basement</i>
S1	<i>Sub-Basement 1</i>
S2	<i>Sub-Basement 2</i>
S3...	<i>Sub-Basement 3 (and so on)</i>

## 13.6 Definition of Terminal Building

*A building is only to be defined as a Terminal Building by the GTAA. All naming of facilities and building are to be authorized by the GTAA*

## 13.7 Definition of Escalator Types (Wide and Narrow)

The definition of a narrow one-person escalator is a tread width of less than 650 cm. Definition of a wide escalator is a tread width greater than 650 cm.