SUBJECT **FACILITY DOOR/ROOM NUMBERING AND PLACARD INSTRUCTION**

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PURPOSE

This document provides instructions for the process of assigning and maintaining door/room numbers for new facilities and facility modifications of National Aeronautics and Space Administration (NASA) owned facilities in accordance with NASA document KNPR-8830.1.

SCOPE AND APPLICABILITY

Under the Base Operations & Spaceport Services Contract (BOSS), BOSS is tasked with assigning door/room numbers to all proposed new facility construction and facility modifications in accordance with KNPR 8830.1 chapter 13. Integral parts of maintaining the Center's Physical Space Management System Database are assigning door/room numbers and when necessary, ordering the identification placards. The BOSS Facility Space Utilization Office is the only department permitted to assign official door/room numbers to NASA owned facilities. This document shall detail what constitutes the requirements for assigning these numbers, and ordering the appropriate signage for all or part of the door/rooms within NASA owned facilities.

PROCESS

1. RESOURCE ACQUISITION

The following are means by which Space Utilization acquires door/room assignments for all or part of a facility.

1.1. New Facilities

Space Utilization is on distribution for new facility design projects. Once received, the project is sent to the Space Utilization Assigner.

1.2. Facility Modifications

Facility Managers, Directorate Facility Utilization Manager (DFUM’s), and Engineering Departments send their proposed facility modification designs to the Space Utilization Assigner by e-mailing to the KSC-BOSS-FloorPlans mailbox.

1.3. Notification By Others

The Space Utilization Assigner is notified by Fire Inspectors, Safety Inspectors, and others such as individuals having trouble updating their location information within Self Service Management Tool (SSMT).

1.4. Field Surveys

The Space Utilization Assigner is notified by Planners that notice any door/room numbering discrepancies while in the field.

2. NUMBER ASSIGNMENTS

The assignment of door/room numbers must be in compliance with the NASA Facility Room Numbering Standards - KNPR 8830.1 Chapter 13, and assigned by the appointed Space Utilization Assigner.

2.1. Numbering New Facilities and Facility Modifications

- Upon receipt of the design drawings from the requestor, the Assigner assigns the proper door/room numbers, files a record copy, and returns the newly numbered drawing to the requestor.

- NOTE: When numbering facility modifications, be sure to take into account areas surrounding the modifications to avoid duplicate or out-of-sequence numbers.

- Placard and signage installation for new and modified facilities are the responsibility of the builders and mod crews, However if the Space utilization Planners notice discrepancies while updating the facility drawings following the completion of construction, they are to treat it as a discrepancy as described below.

- This completes the numbering process for new and modified facilities.

2.2. Numbering Door/Room Discrepancies

- Before assigning numbers to doors/rooms in disputed areas, the Assigner will need a marked-up drawing of those areas and surrounding rooms, identifying the actual numbers posted and which doors/rooms have no numbers. The assignment of numbers may require renumbering a much greater area than just the initial rooms in question.

- When having to reassign numbers to primary doors off main corridors, a wing, a floor, or an entire facility, the Space Utilization Assigner must first acquire the proper permissions from the NASA KSC Facility Utilization Officer (FUO).

- The Assigner will assign the proper numbering.

- The assigned Planner will make a .pdf drawing from the existing drawings for the areas being numbered/renumbered and label it as a From: drawing for each facility/area affected by the numbering.

- The Planner will update the Computer Aided Design (CAD) floor-plans with the revised numbering and make a set of To: pdf drawings for each facility/area affected by the numbering.

- Note: The, From/To.pdf files created must be appropriately named as From/To with the appropriate facility/ room location. For instance:

- M6-0399 Rm's 3169,72 From.pdf

- M6-0399 Rm's 3169,72 To.pdf

- Space Utilization is responsible for submitting to BOSS Work Control an Electronic Work Request (EWR) for Placards/Signage and installation in order to correct discrepancies and align field data with the NASA Physical Space Management System Database/Floor Plans.

3. REQUESTING PLACARD/SIGNAGE AND INSTALLATION

3.1. Creating Placard/Signage Request

- The Planner shall create a request for placards/signage by submitting to Work Control an EWR. The request will list the numbers and signage requirements by type of placard needed. See Appendix A.

- Special notes and conditions should be added to the request when needed.

- Create a folder in the SU_Admin directory, Rooms_Number_Placard_Request folder, and place the placard request, the From/To pdf files, e-mail, and all other pertinent information into that folder, and send the package to the Placard Coordinator.

3.2. Request Submittal

- Once received the Placard Coordinator checks to see that all information is filled out correctly and submits a BOSS Electronic Work Request System (EWRS). Work Control responds with the work order number (WON).

- The Placard Coordinator tracks all submittal requests for room number placards, through completion, on the Placard Requests - Tracking and Status spreadsheet located in the Room Number Placard Requests directory.

4. DATABASE

When an entire facility or a large portion of a facility is being renumbered, the following is the exception to the normal process of updating the NASA Physical Space Management System Database.

- Make the usual database changes based on the data gathered, except DO NOT change any room numbers associated with the area(s) being renumbered until the placards have been installed. Otherwise the system would send an automatic e-mail notification to the people in those rooms telling them of a change they know nothing about.

- Once notified that the placards have been installed, continue updating the database preferably by changing the room numbers from the old number to the new number wherever possible to complete the database update process.

5. NOTIFICATION

Upon completion of the placard/signage installation for areas of a facility where door/room numbers have been changed, a notification e-mail is sent to a distribution list maintained by Space Utilization. The notification e-mail should include an explanation of the changes and attachments of From/To .pdf drawings of the areas changed.

6. COMPLETION

Following the placard installation and e-mail notifications, the requesting Planner will walk-down the numbered areas to verify the placards were installed in the proper locations. Any corrections that have to be made should be resubmitted. After verifying all is correct the Planner must input the “Date Checked” on the Placard Requests - Tracking and Status spreadsheet located in the Room Number Placard Requests directory.

APPENDIX A: SAMPLE PLACARD REQUEST TEMPLATE

DATE:

SUBMISSION TO BOSS WORK RECEIPT FOR ROOM NUMBER PLACARDS
REQUESTER NAME: Name Mail Code:

SUBMITTED TO BOSS WORK RECEIPT: c/o Name, Phone & e-mail
This is a request to provide room numbers for the following areas and as indicated on attached floor plan:

- K7-1557- Instrumentation Facility as indicated on attached floor plan

REQUESTED WORK:

LABOR – INSTALL ROOM NUMBER PLACARDS AS INDICATED BELOW and in PHOTOS:

1. REMOVE Old Placard (…if possible)," Labels or Tape" , etc. that indicates old room numbers
2. INSTALL new Room Number Placard (to be installed by Maintenance Mechanic's Shop)

FABRICATE - ROOM NUMBER PLACARDS AS INDICATED BELOW and in PHOTOS:

- EXTERIOR DOORS – Secure with Double-back tape at Top of Door Frames located along Exterior Walls (Secure Placard to Exterior Side of Door Frame):
  1000
- EXTERIOR DOORS (ROLL-UP DOOR) – Secure with Double-back tape beside Door Frame (Secure Placard to Exterior Side of Door Frame):
  1001
- CORRIDOR "Hall" DOORS – Secure with Double-back tape at Top of Door Frames:
  1010
- INTERIOR DOORS OF OFFICE/ROOMS – Secure with Velcro-tooth backed placard (2-parts) at Top of Door Frames:
  1038
- CUBICLE PARTITION ENTRY INTO MULTIPLE WORKSTATION AREA – Secure with Velcro-tooth backed placard (2-parts):
  1038A
- WALLS INSIDE WORKSTATION OR SECRETARIAL AREA – Secure with Velcro-tooth backed placard (2-parts) at Workstation Area:
  1038A1 1038A2 1038A3 1038A4
- CUBICLE SINGLE WORKSTATION – Secure with Velcro-tooth backed placard (2-parts):
  1038 1039
- HALL-WAYS – Secure with Double-back tape

(SEE BELOW FLOOR PLANS & PHOTOS)

Example of: Room Number Placard secured to Top of Door Frame



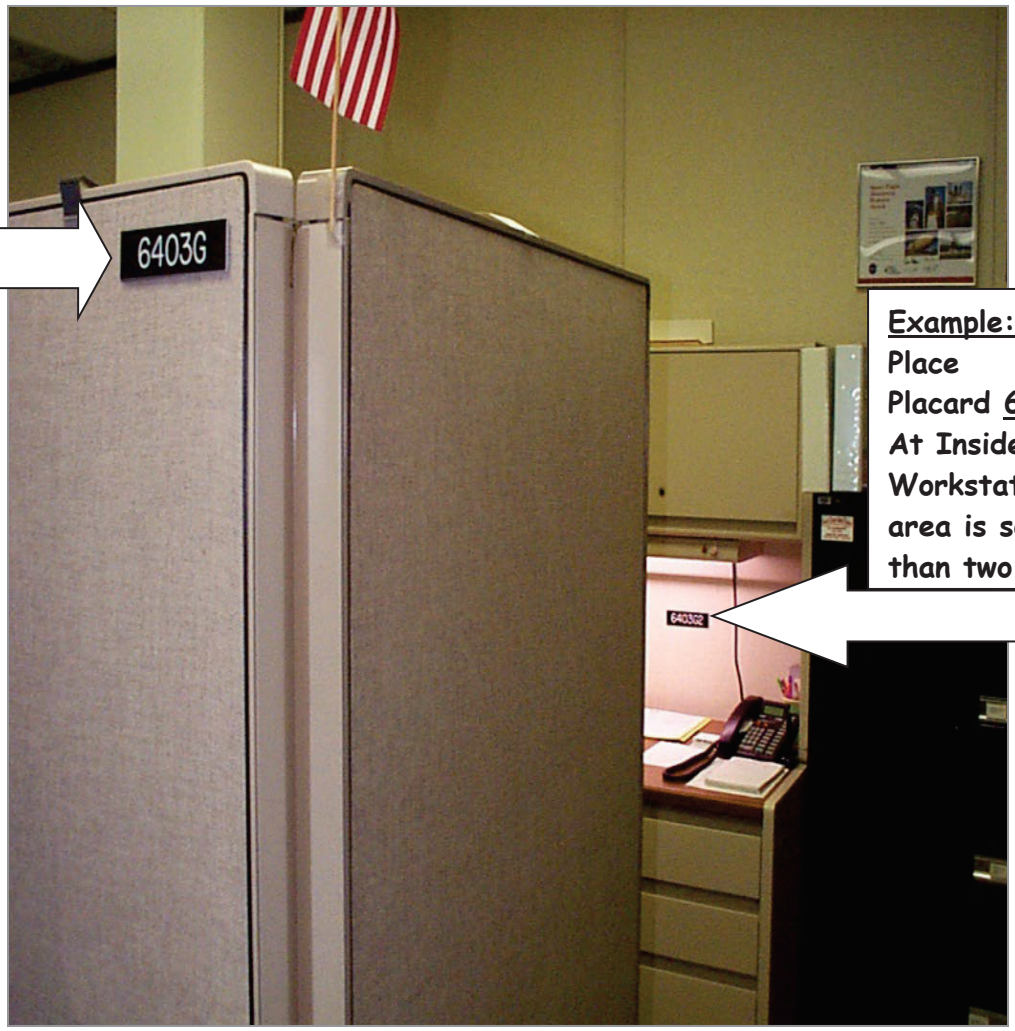
Example:
Secure Room Number Placard to Top of Door Frame with Double-Back Tape Or Velcro-tooth backing (2-parts) As indicated in above "Requested Work"

Example of: Room Number Placard secured to
Top of Door Frame of Exterior Door – Place on Exterior Side



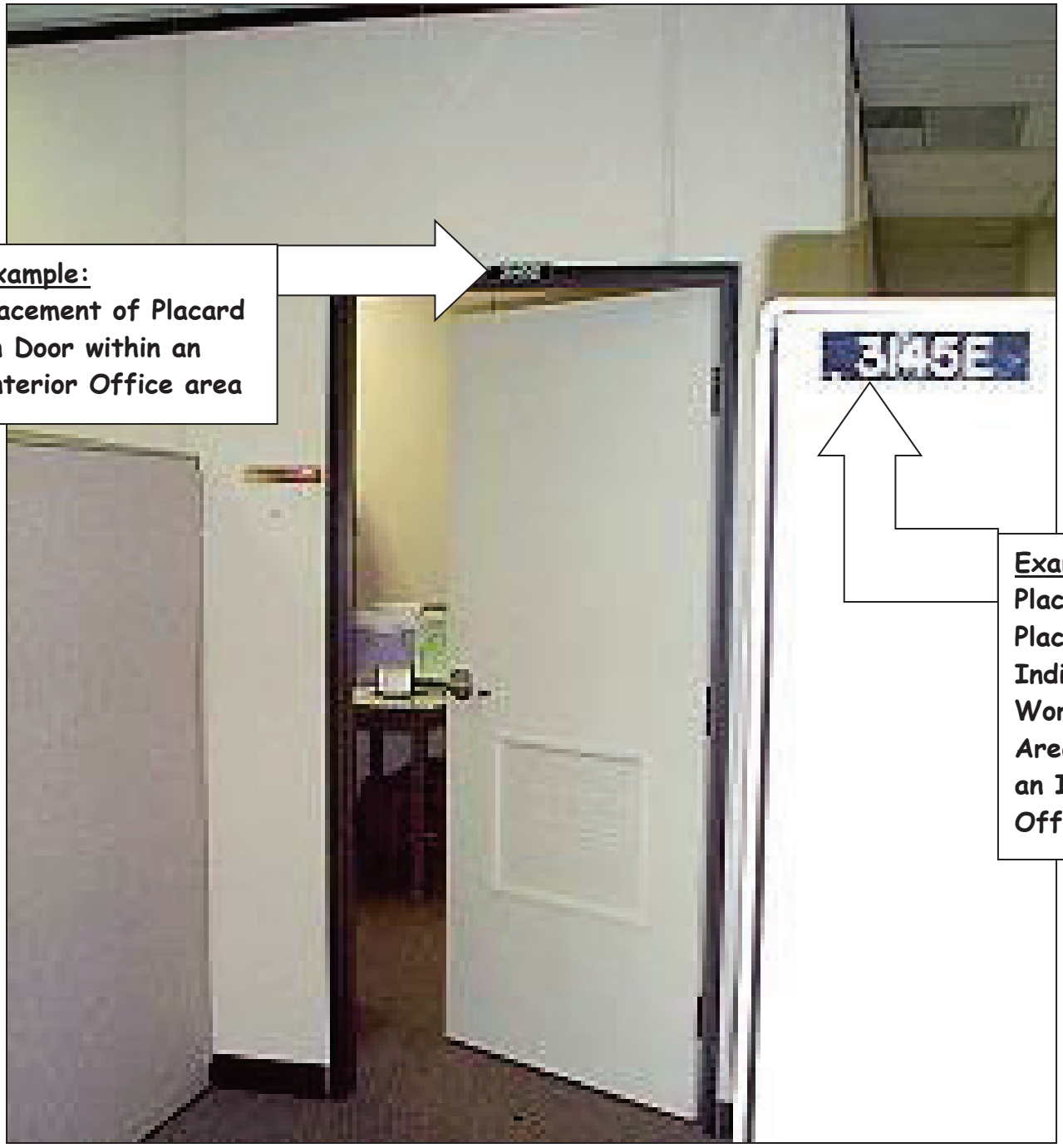
Example of: Velcro-tooth backed placards (2-parts) for Entry Partition & Workstation

Example: Place Placard **6403G** - At Cubicle Entries



Example: Place Placard **6403G1** - At Inside of each Workstation if cubicle area is seating more than two individuals

Example of: Velcro-tooth backed placards (2-parts) for Top Header of Interior Office Door



RECORDS

The following records are retained by the organizations listed below:

Record	Responsible Organization	AFS/ Item #	Retention Period
Facility Space Utilization CAD As-Built Drawings	Records Owned by NASA TA Server Storage by IMCS Record Maintenance by BOSS Space Utilization	8810-47B	Destroy 2 years after date of submission to headquarters. <DA: N1-255-94-3>
Facility Space Utilization Database	Records Owned by NASA TA Server Storage by IMCS Record Maintenance by BOSS Space Utilization	8810-47B	Destroy 2 years after date of submission to headquarters. <DA: N1-255-94-3>
Project File	BOSS Space Utilization	8000-105	Temporary. Destroy/delete when between 2 and 15 years old. Do not retain longer than life of program/project plus 5 years. See Note 4. <N1-255-04-3>

AFFECTED DIVISIONS/OFFICES

Engineering Services
FSEU
Safety & Mission Assurance

MANAGEMENT ROLES AND RESPONSIBILITIES

BOSS Program Manager: Ensures BOSS compliance to the requirements stated in this procedure. Reviews and approves or disapproves waiver requests written against this standard.

Division Manager: Ensures compliance within the Division to the requirements stated in this procedure.

Manager: Ensures compliance at the branch level to the requirements stated in this procedure.

FUNCTIONAL ROLES AND RESPONSIBILITIES

Assigner: The section Supervisor or designated representative responsible for assigning facility door/room numbers to A&E facility projects, Move/mod packages, etc.

CAD Drafter: An employee whose duties include but are not limited to gathering data necessary for the maintenance of the NASA Physical Space Management System Database and creating and maintaining master CAD floor-plan files.

Checker: A Facility Space Utilization employee, assigned to perform a quality review for all scheduled work completed by Space Utilization personnel.

DFUM: Directorate Facility Utilization Manager is responsible for an organization's assigned space, coordinating changes in space classification, and ensuring that their assigned areas adhere to NASA KSC's space requirements.

Facility Manager: A person acting as a primary point of contact, assigned unique organizational duties associated with coordination and control (when appropriate) of facility activities.

FUO: NASA KSC Facility Utilization Officer responsible for the Center's assigned space, coordinating and approving changes in space classification, and ensuring that all assigned areas adhere to NASA KSC's space requirements.

Placard Coordinator: A Facility Space Utilization employee, assigned to coordinate all placard request received from the Planners.

Planner: A BOSS Space Utilization employee, usually a CAD Drafter, assigned to a project through the Space Utilization Scheduling process.

Scheduler: The section Supervisor or designated representative responsible for logging, scheduling, and tracking Space Utilization assignments.

REFERENCE DOCUMENTS

The following documents are referenced in this procedure:

Document Number	Title
ENG-F-SU01	Space Utilization Review Checklist
ENG-I-SU02	Facility Door/Room Numbering and Placard Instruction
ENG-I-SU03	Facility Space Utilization Quality Review Instruction
80KSC018C0017	Base Operations And Spaceport Services Contract (BOSS)
NPR 8800.15C	Real Estate Management Program Implementation Manual
KNPR 8830.1C	Facilities and Real Property Management Procedural Req's

ACRONYMS

BOSS: Base Operations And Spaceport Services Contract
CAD: Computer Aided Design
CCAFS: Cape Canaveral Air-Force Station
DFUM: Directorate Facility Utilization Manager
EWRS: Electronic Work Request System
FUO: Facility Utilization Officer
KSC: Kennedy Space Center (KSC)
NASA: National Aeronautics and Space Administration
SSMT: Self Service Management Tool

DEFINITIONS

Database: Common name referring to the NASA Physical Space Management System Database (FSMS).This database has also been referred to the following names in the past: FSUA, GC01, Span-FM, and Facility-Center.

Facility: Structure or system uniquely identified by a number and accounted for in the Real Property Records. Facility numbers are assigned to, but not limited to structures, utility distribution components, and pavements. For the purpose of this document, a facility is defined as an area, building, or trailer classified as KSC real property as well as property owned by others that house KSC functions and personnel.

Major Move Schedule: A weekly schedule published that identifies major and high impact moves and facility modifications.

Schedule: A BOSS Space Utilization database used to track work assignments.

SSMT: Self Service Management Tool, a KSC locator database updateable by individual employees.

REVISION RECORD

The following revisions have been applied to this document:

Revision Number	Change Description	Date
0	Initial Release TO Replace PLP-I-RP33	11/03/09
1	Minor Revisions; Update Template & Records Table. No Formal Review Required per QPO	07/27/11
2	Complete Revision	11/15/19
3	Updated to BOSS	01/02/20

DOCUMENT APPROVALS

1/28/2020

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Marc Dixon
Manager Site Services & ACAM
Signed by: cards

1/28/2020

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Lead Real Property
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