1 Common Names & Software Names

1.1 University mechanical systems have a common name which is scheduled on the construction documents and consists of an alpha-numeral sequence assigned as outlined below. The name on the plans and specifications should match the name that will post-construction be used in the field and in our control sequence.

1.2 University mechanical systems also have a software DDC name which is found on control drawings and control system programming and consists of a different alpha-numeral sequence assigned by the controls developer.

1.3 The numeral portion both the common name and the software name of each scheduled mechanical unit is to be the same even though the alpha portion is different.

1.4 Typical examples of “common” vs “DDC” names:

- **ACP-1** may be the common name for first numbered AHU in the penthouse whereas the software name may be MI01.
- **CWPB-1A** and **CWPB-1B** may be the common names for chilled water pumps whereas the software name may be MIP1.
- **HYPB-2A** and **HYPB-2B** may be the common names for the hydronic heating water pumps whereas the software names may be MIP2.

2 Air Handling Units (e.g. ACP-#)

2.1 The first two digits indicate the type of unit:
- **AC** Air Conditioning (with or without heating)
- **HV** Heat & Vent
- **RA** Return Air
- **QA** 100% Dedicated QA
- **XX** Other descriptor as needed

2.2 The third digit indicates location:
- **B** Basement
- **G** Ground
- **M** Main
- **1** First floor (2 = Second etc.)
- **A** Attic
- **P** Penthouse

2.3 The last digits are the number of the unit. Numbers are sequential, starting with 01, 02, etc. and continuing through all of the units.

3 SA, RA, and relief fans (e.g. RAM-#)

3.1 The first two digits indicate the use:
- **SA** Supply Air
- **RA** Return Air or Relief Air

3.2 The third digit indicates location as described for Air Handlers.

3.3 The last digits are the number of the unit.

3.4 These share the same number as the AHU they serve, that is RAM-09 would serve ACM-09.

4 Computer Room A/C Units (e.g. CRAC-#)

4.1 CRAC units are numbered sequentially with AHUs.

5 Exhaust fans (e.g. TE R- #)

5.1 The first two or three digits indicate the use:
- **TE** Toilet Exhaust
- **GE** General Exhaust
- **KE** Kitchen Exhaust
- **HE** Hood Exhaust
- **MHE** Manifold Hood Exhaust
- **XX** Other descriptors are assigned as needed

5.2 The third digit indicates location as described for Air Handlers.

5.3 The last digits are the number of the fan.

5.3.1 Exhaust fans are numbered sequentially, such that each fan has a unique number.

5.3.2 If the exhaust fan is part of, and integral to, an AHU system, the fan will have the same number as the AHU.

**Exception:** Hood exhaust fans will be numbers according to room number where the hood is located, such that HE1-101-1, HE1-101-2, HE1-101-3, refer to fans serving hoods in room 101 and numbered sequentially.
6 Fan Coil Units (e.g. FCU-#)
6.1 The letters FCU indicate type of equipment.
6.2 The number is the room number served by the unit

7 Pumping systems (e.g. HYPB-#)
7.1 The first two digits indicate the use:
   CW Chilled water
   HY Hydronic heating water
   XX Other descriptors are assigned as needed
7.2 The third digit is always “P” indicating that it is a pumping system
7.3 The fourth digit indicates location as described for air handlers
7.4 The last digits are the number of the pumping systems.
   7.4.1 Pumps are to be numbered sequentially, such that each pumping system has a unique number.
   7.4.2 If the pumping system has more than one pump, then use a number plus a letter, such as CWPB-1A and CWPB-1B, for a chilled water pumping system with two pumps, located in the basement.

8 Misc. mechanical equipment (e.g. XX - #)
8.1 The letters indicate type of equipment
   SP Sump pumps:
   SEP Sewage ejector pumps:
   CP Condensate pumps:
   CVP Condensate vacuum pumps:
   UH Unit Heaters:
   CH Cabinet heaters:
   XX Other descriptors are assigned as needed
8.2 The last digits are the number of the pumping systems.
8.3 Similar items are to be numbered sequentially, such that each item has a unique number.