 **ESTATES**

Standard Technical Specification

For

Numbering of Fixed Electrical Assets in University of Reading

Buildings

*Issue Date: August 2018*

*Review Date: August 2021*

*Issue Number: Issue 7*

***Internal review only***

*Author: Roberta Windmill*

**Summary of Revisions**

Issue 1: 19 January 2009 - Initial Issue

Issue 2: 12 March 2009 – Issue 2

Added requirement for “Fed from” label to paragraph 2

 Issue3: 18 June 2009 – Issue 3

Re write of Paragraph 2.3 to 2.9

Inclusion of Appendices containing Circuit Charts

and Schedule of Distribution Boards and other Electrical Assets

 Issue 4: 18 September 2009 – Issue 4

Reinstated requirement for Space References on Accessory Labels Added “Guide to Electrical Asset Labelling” as Appendix E

MDF frames for Circuit Charts etc. changed for commercially available Snap Frames Issue 5: 24 August 2011 – Issue 5

Reviewed

Minor Editorial amendments made

 Issue 6: May 2018 – Issue 6

 Reviewed

 Added warning notice for distribution boards supplying Cold Rooms and Freezers

 Minor Editorial amendments made.

#### UNIVERSITY OF READING ASSET LABELLING

* 1. **Introduction**

All ***Maintainable Assets*** in the University of Reading (UoR) carry a unique, randomly allocated ***Asset Number***. The ***Asset Number*** is printed on a small label in both Arabic numerals and Bar Coded form and the label is fixed in a prominent position on or adjacent to the item. Examples of ***Maintainable Assets*** are electrical Distribution Boards which, with their circuits, are subject to regular Inspection and Test.

As part of the ESTATES strategy for managing the maintenance of certain of these assets, they carry a second label containing an alpha numeric string, which comprises a ***Building Number***, ***Space Reference*** and an ***Asset Reference*** which are known as the ***Complete Asset Reference.*** The ***Complete Asset Reference*** informs the reader of where to find the asset, what it is, and resolves any ambiguity over which of several similar items is which.

The UoR Maintenance ***Asset Database*** contains details of assets including ***Asset Numbers, Space References and Asset References.*** Contractors carrying out installations are to ensure that all associated electrical equipment and wiring accessories are labelled according to this specification and that the information required to create or update the ***Asset Database*** is provided to the UoR Project Manager for inclusion in the ***Asset Database.***

In Electrical Systems, the numbering system extends to each Final Circuit and Wiring Accessory. The numbering format is described in the following sections.

##### Space References

Estates allocates a ***Space Reference*** to each space in a building. The ***Complete Space Reference*** consists of the ***Building Number*** and ***Space Reference*** in the form: ***Building Number*** /***Space Reference***. The ***Space Reference*** consists of an alpha numeric string comprising two letters (where the area has a defined function), followed by a letter or number indicating the floor level, then the numbers allocated to that space (typically from 01 to 99.)

Example of a ***Complete Space Reference***:

**W002/SD506** which refers to Building W002, a Service Duct on the 5th floor, Duct 6

See the Appendix for further examples. Where ***Space References*** are not already clearly identified on drawings, or already allocated by Estates by some other means, the Contractor is required to propose them, for approval and formal issue by the UoR Project Manager.

#### Labelling of Service Ducts and Risers

For all service duct and riser cupboards housing electrical distribution boards, the Contractor shall supply and install an engraved Traffolyte label displaying the ***Space Reference***. The label shall normally be white with 20mm high black letters.

This label shall typically be fixed to the door a distance of 100mm from the top edge and 50mm from the hinged side using small round head brass or stainless steel screws. The

Contractor shall confirm the position of the label with the **UoR Project Manager** before fixing.

##### Complete Asset Reference

The ***Complete Asset Reference*** allocated to each ***Maintainable Asset*** consists of the ***Building Number, Space Reference*** and the ***Asset Reference*** of the asset. Example:

#### W002/SD506/EVLDB0055 = Building Number / Space Number / Asset Reference

* 1. **LABELLING OF ELECTRICAL ASSETS**
	2. **Electrical Equipment *Asset References***

Each main item of electrical equipment should have an ***Asset Reference*** consisting of a descriptive acronym followed by a four-digit number. These are issued by the **PPM and Asset Manager.**

Current (as at date on front cover) electrical equipment ***Asset References*** include:

|  |  |  |
| --- | --- | --- |
| **PREFIX** | **TYPE DESCRIPTION** | **EXAMPLE** |
| EVLDB | Distribution Board | EVLDB1234 |
| EVLIS | Isolator | EVLIS1234 |
| EVLSF | Switched Fuse | EVLSF1234 |
| EVLLS | LV Switchgear | EVLLS1234 |
| EVLTB | Tap-off Box (bus bar) | EVLTB1234 |

Where ***Asset References*** are not already allocated for an item of equipment, the Contractor should contact the **UoR Project Manager** who will arrange for **Asset References** to be created and issued.

* 1. **Electrical *Asset Reference* Labels**

On all distribution boards, switching devices and control panels etc. the Contractor shall fix a suitable label showing the ***Asset Reference***. This can either be in engraved trifoliate (‘Traffolyte’) white with black letters, 8mm in height or an alternative agreed with the **UoR Project Manager**. The Contractor shall secure the Traffolyte labels using small nut and bolts or screws.

**“Fed From” labelling.** All electrical equipment which is required to bear an ***Asset Reference*** label is also to bear a label with the ***Complete Asset Reference*** of the equipment and where relevant the circuit which supplies it. The labels are to be in the form:

#### Fed from: W123/SD506 / EVLSF1234 / 2L1

The Building Reference may be omitted unless the “fed from” Asset is located in a different building. The “Fed from” reference should be either included in a smaller font at line 2 of the engraved ***Asset Reference*** label, or on a separate robust waterproof printed label securely fixed to the face of the equipment, in a smaller font than that of the ***Asset Reference***.

#### Final Circuit References

Using the ***Complete Asset Reference*** of the Distribution Board from which the Final Circuit is supplied, the ***Complete Final Circuit Reference*** is defined as per the following examples:-

**W002 / SD205 / EVLDB0042/3** for a single-phase circuit.

**W002 / SD506 / EVLDB0055 / 1L1, 2, 3** for a 3-phase circuit.

**W002 / SD506 / EVLDB0055 / 2L1** for a single-phase circuit supplied from a 3-phase DB.

The ***Final Circuit Reference*** is an alpha numeric string following the ***Asset Reference*** (e.g. EVLDB1234/ ***Final Circuit Reference)***

*(Final circuit cables may be required to be labelled with the* ***Complete Final Circuit Reference****. There is no requirement in this specification for labelling final circuit cables.)*

Each ***Final Circuit*** in a Distribution Board is to be labelled, adjacent to the Circuit Breaker , with its ***Final Circuit Reference*** (e.g. “3” or “1L1”)***,*** and optionally, where space exists, with an abbreviated description. The definitive description of each ***Final Circuit*** is to be provided on a **Distribution Board Circuit Chart.**

#### Distribution Board Circuit Charts

The Contractor shall compile and fit Circuit Charts for all Distribution Boards. One or more Circuit Charts, as required, should be fitted adjacent to each Distribution Board. Where this is impractical, the charts may be positioned on a door or adjacent wall, providing the association with its EVLDB is clear. Each Circuit Chart should be A4 in size, have a clear protective cover and be firmly secured. Contractors are to supply and fit charts using an A4 Snap Frame. Details and sources of suitable frames are available from UoR.

The required format of the Circuit Chart is shown in Appendix A (single phase) and Appendix B (Three Phase). Word versions of the Circuit Charts and Distribution Board Schedule are available from the **UoR Project Manager** in MS Word format to facilitate their completion.

The Contractor shall complete the circuit charts and supply a paper copy and an electronic version on a CD / DVD to the University of Reading Project Manager upon completion. A separate MS Word (.DOC/.DOCX) file is required for each distribution board.

#### Wiring Accessory Labels

All wiring accessories (socket outlets, connection units, switches etc.) should be labelled with details of their supply source including the **Space Reference, Asset Reference and Circuit Reference**, in the form:

#### SDG001/EVLDB1234 / 2L1

Exceptionally, where necessary to avoid confusion, the **Building Reference** should be included. Labels should be in the form of a standard self-adhesive laminated (e.g. ‘Brother’ or ‘Dymo’) 12mm label, with black lettering on a white gloss background, squarely positioned on the device or accessory faceplate.

In high profile locations where Brass accessories are fitted, clear labels with black lettering are to be fitted.

Note: in certain circumstances, with the specific prior agreement of the UoR Project Manager, this requirement may be relaxed. For example, in single-occupancy properties, where there would be no doubt as to which distribution board supplies particular socket outlets or other wiring accessories, no labels would normally be required on the accessories.

#### Schedule of Distribution Boards and other Electrical Assets

A schedule of the Distribution Boards and other **Electrical Assets** of which each Installation comprises, shall be prominently displayed at the Incomer (i.e. point of entry of

the power into the building). The format of the schedule shall be as defined in Appendix C. The Schedule shall be mounted in the same manner as described for Circuit Charts.

*Note: This information may be available from the UoR Asset Database for buildings which have been surveyed as part of an Inspection and Test contract. Contractors should check with their Estates contact.*

#### Distribution Boards Supplying CCTV Systems

Where a Distribution Board supplies CCTV Systems, the Contractor shall install a standard (orange) University of Reading warning label as detailed below:-

WARNING

**This distribution board supplies circuits feeding sensitive CCTV equipment, which requires a managed shutdown procedure to be followed before the supply is removed. Please contact the Estates Help Desk on extension 7000 to request the attendance of an ADT engineer before proceeding to isolate any circuits.**

#### Distribution Boards Supplying IT Network Equipment

Where a distribution board supplies any IT Network equipment, the Contractor shall install a standard (blue) warning label as detailed below:-

IMPORTANT

**This distribution board supplies circuits feeding sensitive IT NETWORK SYSTEMS, and requires a managed shut-down**

**procedure to be followed before the supply is removed.**

**Please contact the ITS Help Desk on extension 0118 378 6262 or Estates Help Desk 0118 378 7000 to advise of any intended electrical isolation of circuits*.***

***Email its-help@reading ac.uk***

* 1. **Distribution Boards Supplying temperature sensitive equipment**

Where a distribution board supplies any Cold Rooms, Freezers and/ or other temperature sensitive equipment, the Contractor shall install a standard warning label as detailed below:-

**IMPORTANT**

**This distribution board supplies circuits feeding Cold Rooms, Freezers and/or other temperature sensitive equipment requiring a pre-arranged and managed shut-down procedure to be followed before the supply is removed.**

**Please contact the local Health & Safety Coordinator, local Building Support Officer or Estates Help Desk 0118 378 7000 to advise of any intended electrical isolation of circuits*.***

The above labels are available free of charge from the UoR Project Manager.

#### Henley Greenlands Campus

CCTV and IT Network Warning labels for Henley Greenlands Campus carry different contact information. Contractors’ Estates contacts can advise.

#### Distribution Boards Warning and Caution Notices

Distribution boards require various yellow warning and caution notices and these may comprise:-

Danger 400 Volts AC Caution Electronic Devices Present

Danger 230 Volts AC Caution Mixed Colour Coding Warning Live Parts Accessible RCD Fitted requires testing.

Isolate All Sources of Supply

Where more than three labels are required, the Contractor shall provide a single label (with black lettering on a yellow background), listing the warnings and cautions required and the BS 7671 regulation reference to the relevant Warning or Caution notice, as per the sample below or as otherwise agreed.







Caution electronic devices present

Caution mixed colour codes RCD fitted - requires testing









Danger 400V AC

Danger 230V AC

Warning live parts accessible Isolate all sources of supply

**The following are present within this equipment (checked boxes)**

**Reference should be made to BS 7671 for full details**

#### ASSET NUMBERS and LABELLING

* 1. **Asset Number labels**

The ***Asset Number*** is a unique random number, allocated by the ***Asset Register*** manager and is the key field in the ***Asset Register***. Because the number is random, there is no logical link between the number and any characteristic of the asset.

Each ***Maintainable Asset*** is to carry a label containing the ***Asset Number*** in Arabic Numerals and Bar Code. ***Maintainable Asset s*** carrying ***Asset Numbers*** in electrical systems include distribution equipment (distribution boards, isolators, control panels).

**Example *Asset Number* label:-**

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Asset Number Labels will be issued by the ***Asset Database*** manager through the UoR Project Manager. The Contractor shall install these labels, updating the Asset Labelling Forms as necessary and return them to the UoR Project Manager for updating of the ***Asset Database.***

#### Bar Coding

Bar Coding provides the facility for future use of scanning devices providing easy identification of assets and through access to the ***Asset Database*** providing and recording further information about the asset.

# LIST OF APPENDICES

**Content Page**

# APPENDIX A Distribution Board Circuit Chart 11

# (Single Phase)

# APPENDIX B Distribution Board Circuit Chart 12

# (Three Phase)

# APPENDIX C Schedule of Distribution Boards 13

and other Electrical Assets

# APPENDIX D Notes and Examples 14

# APPENDIX E Guide to Electrical Asset 16

**Labelling**

**Note: Microsoft Word versions of the Appendix A, B and C are available from the Directorate.**

|  |  |
| --- | --- |
| **Building Name** | **Date of Last Amendment** |
| **Building Number :** | **Details of Amendment** |
| **Space Ref :** | **Type and Manufacturer** |



|  |  |
| --- | --- |
| **Remote Isolation** | **Ipf (kA):****Zs(Ω): *at Distribution Board*** |
| **Feeder Cable Ref :** | **Supply Cable :** |
| **Protection** | **Phase** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Way** | **Rating** | **Circuit Description** | **MCB****Type** | **Cabl e****Size mm²** | **CPC****Type mm²** | **Numbe r of Points** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
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**No modification or extension to any electrical distribution system should be made without the prior knowledge and written approval of the University ESTATES.**

## 0118 378 8958

|  |  |
| --- | --- |
| **Building Name** | **Date of Last Amendment** |
| **Building Number :** | **Details of Amendment** |
| **Space Ref :** | **Type and Manufacturer** |



|  |  |
| --- | --- |
| **Remote Isolation** | **Ipf (kA):****Zs(Ω):(*at Distribution Board)*** |
| **Feeder Cable Ref :** | **Supply Cable :** |
| **Protection** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Way** | **Phas e** | **Rating** | **Circuit Description** | **MCB****Type** | Cable Size mm² | **CPC****Type mm²** | **Number of****Points** |
| **Bn****1 Bk Gy** | **L1** |  |  |  |  |  |  |
| **L2** |  |  |  |  |  |  |
| **L3** |  |  |  |  |  |  |
| **Bn****2 Bk Gy** | **L1** |  |  |  |  |  |  |
| **L2** |  |  |  |  |  |  |
| **L3** |  |  |  |  |  |  |
| **Bn****3 Bk Gy** | **L1** |  |  |  |  |  |  |
| **L2** |  |  |  |  |  |  |
| **L3** |  |  |  |  |  |  |
| **Bn****4 Bk Gy** | **L1** |  |  |  |  |  |  |
| **L2** |  |  |  |  |  |  |
| **L3** |  |  |  |  |  |  |
| **Bn****5 Bk Gy** | **L1** |  |  |  |  |  |  |
| **L2** |  |  |  |  |  |  |
| **L3** |  |  |  |  |  |  |
| **Bn****6 Bk Gy** | **L1** |  |  |  |  |  |  |
| **L2** |  |  |  |  |  |  |
| **L3** |  |  |  |  |  |  |
| **Bn****7 Bk Gy** | **L1** |  |  |  |  |  |  |
| **L2** |  |  |  |  |  |  |
| **L3** |  |  |  |  |  |  |
| **Bn****8 Bk Gy** | **L1** |  |  |  |  |  |  |
| **L2** |  |  |  |  |  |  |
| **L3** |  |  |  |  |  |  |
| **Bn****9 Bk Gy** | **L1** |  |  |  |  |  |  |
| **L2** |  |  |  |  |  |  |
| **L3** |  |  |  |  |  |  |
| **Bn****10 Bk Gy** | **L1** |  |  |  |  |  |  |
| **L2** |  |  |  |  |  |  |
| **L3** |  |  |  |  |  |  |
| **Bn****11 Bk Gy** | **L1** |  |  |  |  |  |  |
| **L2** |  |  |  |  |  |  |
| **L3** |  |  |  |  |  |  |
| **Bn****12 Bk Gy** | **L1** |  |  |  |  |  |  |
| **L2** |  |  |  |  |  |  |
| **L3** |  |  |  |  |  |  |

**No modification or extension to any electrical distribution system should be made without the prior knowledge and written approval of the University ESTATES.**

## 0118 378 8958



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| --- | --- |
| **Building Name** | **Date of Last Amendment** |
| **Building Number :** | **Details of Amendment** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Level** | **Space Reference.** | **Space description** | **Asset Reference** | **Asset Number** | **Additional information** |
| G | SDG12 | Service Duct | EVLDB1234 | FMD024209 | Sample Entry |
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Asset types: Distribution Board = EVLDB LV Switchgear = EVLLS Isolator = EVLIS Switched Fuse = EVLSF Tap-off Box = EVLTB

**APPENDIX D – Notes and Examples**

**N1 PREFIX ABBREVATIONS OF UNIVERSITY SITES**

1. Arborfield and Shinfield
2. Bulmershe

E Earley

G Greenlands

1. Redlands
2. London Road Campus
3. Northcourt Avenue
4. Other

S Sonning

T Thames Valley Science Park

W Whiteknights Campus

**N2 PREFIX ABBREVATIONS FOR ROOMS AND SPACES**

Refer to AIR Specification Appendix F – Space Naming Convention for standard room naming abbreviations.

**UNIVERSITY OF READING – GUIDE TO ELECTRICAL ASSET LABELLING**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **EVLDB connected to Sub Station** | **EVLDB connected by Sub Main from another EVLDB in the same building** | **Accessory** |
| **3 Phase** | **Label Text Line 1** | **EVLDB1234** | **EVLDB1234** | **SDG001/EVLDB1234/1L1,2,3** |
| **3 Phase** | **Label Text Line 2** | **Fed from W119//EVLDB2345/3L1,2,3** | **Fed from SDB002/EVLDB2345/3L1,2,3** |  |
|  |  |  |  |  |
| **Single Phase fed from a 3 phase EVLDB** | **Label Text Line 1** | **EVLDB1234** | **EVLDB1234** | **SDG001/EVLDB1234/1L1** |
| **Single Phase fed from a 3 phase EVLDB** | **Label Text Line 2** | **Fed from W119//EVLDB2345/3L1** | **Fed from SDB002/EVLDB2345/3L1** |  |
|  |  |  |  |  |
| **Single Phase fed from a Single Phase EVLDB** | **Label Text Line 1** | **EVLDB1234** | **EVLDB1234** | **SDG001/EVLDB1234/1** |
| **Single Phase fed from a Single Phase EVLDB** | **Label Text Line 2** | **Fed from W119//EVLDB2345/3** | **Fed from SDB002/EVLDB2345/3** |  |
|  | **Label Type and Size** | **Engraved trifoliate (‘Traffolyte’) white with black letters, letters 8mm in height. Or an agreed alternative. The Fed from line should be smaller but still legible** | **Engraved trifoliate (‘Traffolyte’) white with black letters, letters 8mm in height. Or an agreed alternative. The Fed from line should be smaller but still legible** | **Standard self-adhesive laminated (e.g. ‘Brother’ or ‘Dymo’) 12mm label, with black lettering on a white gloss background, squarely****positioned on the device or accessory faceplate.** |
| **For full details on labelling, refer to: “Standard Technical Specification For Numbering of Fixed Electrical Assets In University of Reading Buildings – available from UoR “****See:** **http://www.reading.ac.uk/buildingmaintenance/OurPoliciesandProcedures/bmaint-policies-and-procedures.aspx** |
| **ADDITIONAL LABELLING REQUIREMENTS:** | ***Note that this is an abbreviated list. There are additional requirements for labelling assets supplying CCTV systems and IT Network Systems. Also there are labels required by regulations such as Two colours, RCD testing etc. See the full specification for details.*** |
| **Doors to Spaces** | **Doors leading to Electrical Assets are to be fitted with appropriate labels carrying the Space Reference. see the full Specification for details** |
| **Circuit Charts** | **These are to be displayed adjacent to the Distribution Board to which they refer. See the full Specification for the format of this Schedule** |
| **Distribution Boards and Other Electrical Asset****Schedules** | **These are to be displayed in Clip Frames at the location of the Incomer to the building as defined by the Building Reference. (i.e. one Schedule per each Building Reference.) See the full Specification for the format of this Schedule** |
| **Assets bearing an Asset Reference Label should****also bear an Asset Number label.** | **Asset Number labels are available on a roll from the PPM and Asset Manager** |

|  |  |  |  |
| --- | --- | --- | --- |
| **PREFIX ABBREVATIONS OF** | **PREFIX ABBREVATIONS FOR ROOMS AND SPACES** | **EXAMPLE OF SPACE NUMBERING****(First Floor)**CD101 Cleaners Cupboard CR101 CorridorVD101 VoidPR101 Plant Room SD106 Duct Service Riser ST102 StairsTD101 Toilet Disabled TF101 Toilets Female TM101 Toilets Male TU101 Toilet Unisex | **EXAMPLES OF ASSET REFERENCES** |
| **UNIVERSITY SITES** |  |  |
|  | CD Cleaners Cupboard VD Void | **TYPE** |
| **A** Arborfield and Shinfield | CR Corridor Entrance, Lobby etc. VG Viewing Gallery | **PREFIX DESCRIPTION EXAMPLE** |
| **B** Bulmershe  | LI Lift R01 Roof Room |  |
| **E** Earley**G** Greenlands | PH Phone B01 Basement Room | EVLDB Distribution Board EVLDB1234 |
| **K** Redlands | PR Plant Room G00 Ground Floor Room | EVLIS Isolator EVLIS1234 |
| **L** London Road Campus | SD Duct Service Riser 100 First Floor Room | EVLSF Switched Fuse EVLSF1234 |
| **N** Northcourt Avenue | ST Stairs 200 Second Floor Room | EVLLS LV Switchgear EVLLS1234 |
| **O** Other | TD Toilet Disabled 300 Third Floor Room | EVLTB Tap-off Box EVLTB1234 |
| **S** Sonning**T** Thames Valley Science Park**W** Whiteknights Campus | TF Toilets Female TM Toilets MaleFPE Feeder Pillar External CBE Cabinet External | (bus bar) |

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