

#### CADD STANDARDS FOR CVG PROJECTS

#### KENTON COUNTY AIRPORT BOARD CINCINNATI / NORTHERN KENTUCKY INTERNATIONAL AIRPORT

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## **Document History**

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## Approvals

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## Distribution

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# **Table of Contents**

Introduction	i
Purpose	ii
Standard Criteria	ii
Abbreviations	ii
Related Documents	iii
Conformity	iii
Request of Deviation	iii
Templates	iii
AIA CADD Layer Guidelines and the National CADD Standards (NCS)	iii
FAA CADD Layer Guidelines	iv
Auditing	iv
Figure 1 – Auditing Table	iv
CVG Standards	v
CVG GIS Standards	v
CVG Survey Standards	v
CVG Electronic Exchange Standards	v
Drawing Standardization	vi
Naming Protocol	vi
Naming Protocol for Drawing Files	vi
Figure 2 – Naming Protocol Structure	vi
Figure 3 – Discipline Abbreviations for Model Files	vii
Figure 4 – File Type Abbreviations for Model Files	vii
Figure 5 – Naming Protocol Examples	viii
Drawing Setup	ix
Model and Paper (Sheet) Space	ix
External Reference Files	ix
Drafting Protocol	x
Line Settings	x
Line weight	x
Line type	x

Line color	x
Text Settings	х
Plotting Setup	. xi
Sheet Size	. xi
Figure 6 – Sheet Size Table	. xi
Title Block	xii
Figure 7 – CVG Title Block Example	xii
Figure 8 – CVG Drawing Stamp Example	xii
North Arrow	xii
Drawing Scale	xii
Dimensioning	xiii
Layer Standards	ίv
Layer Naming Protocol	٨iv
Figure 9 – Layer Naming Protocol Structure	xiv
Figure 10 – Layer Naming Protocol Examples	xv
Layer Designation	‹vi
Blocksx	vii
Attachments	/iii
Record Drawings	cix
Drawings with Final Revisions	κix
Drawings without Final Revisions	κix
Final Delivery of Record Drawings	хх
Appendix A	i
CVG CADD Layers	i
CVG Color Tables	viii
KCAB 100%.ctb	viii
KCAB 100%-Color.ctb	. ix
CVG Line Types	х
KCAB Custom Line Types	. x
ACAD Standard Line Types	xi
Appendix BB	-1
IntroductionB	-3

Purpose	В-3
Standard Criteria	B-4
Abbreviations	B-4
Related Documents	B-4
Conformity	B-5
Request of Deviation	B-5
Auditing	B-5
Figure 1 – Auditing Table	В-5
Terminology and Space Naming Convention	B-6
Terminology	B-6
Space Naming Convention	B-7
Figure 2 - Space Naming Identifier	В-7
Implementation	B-8
Structure and Decision Making	B-8
New Construction	B-8
Renovation	B-8
Building Acquisition	B-8
Space Naming	B-9
Figure 3 – New Construction / Existing	В-9
Figure 4 – Renovation of Figure 3	В-10
Figure 5 – Renovation of Figure 4	B-11
Space Naming Procedure Checklist	B-12
Space Naming Procedure Checklist (continued)	B-13
Addendum 'A' - Building Identifiers	B-14

## Introduction

The CADD standards entail the following:

#### **CVG standards**

A certain set of guidelines followed in the areas of GIS, Surveying and Electronic exchange of information.

#### **Drawing standardization**

How to organize the graphical information for a project. A starting point for how to establish model and paper space files.

#### **Drafting protocol**

How data is shown in model and paper space files. This includes fundamentals for line properties and text conventions.

#### Layer standards

How the information is organized consistently on an appropriate layer. This helps to properly identify and manage each component of a drawing for the purposes of isolating elements and transferring information.

#### Blocks

Standardized pieces used in a file so that certain elements stay consistent and minimizes repetitive tasks.

#### Attachments

How to insert information from an external source into AutoCAD.

#### **Record Drawings**

Final delivery of construction drawings in their as-built form in the field.

#### Appendix A – CVG CADD Layers, Color Table and Line Types

Provides standardization for each CADD layer, Color and Line Types.

#### Appendix B – Space Naming Conventions for Buildings

Provides information on establishing space naming procedures for buildings and rooms.

### Purpose

Creating a set of CADD standards provides for a uniform set of guidelines intended to streamline the CADD general process and to ensure all parties achieve the same drawing appearance. These include the following:

- Information can be exchanged efficiently between disciplines
- Non-conformities can be easily identified
- Similar arrangement is used in all drawing files
- Format is consistent throughout all projects

## **Standard Criteria**

- The software used to create and modify drawings are Autodesk Products
- The unit of measurement for CADD architectural drawings is Architectural.
- The unit of measurement for CADD civil drawings is Decimal.
- The unit of angular measurement is deg/min/sec.
- Project numbers are determined by KCAB.
- All drawing data must be created in "Model Space"
- All page layout information must be created in "Paper Space"
- All architectural drawings must use positive values for coordinates
- All civil drawings must use "Kentucky State Plane Single Zone Coordinates"

#### Abbreviations

AIA	-	American Institute of Architects
CADD	-	Computer-Aided Design and Drafting
CVG	-	Cincinnati/Northern Kentucky International Airport
DPC	-	Design professional/contractor
FAA	-	Federal Aviation Administration
GIS	-	Geographic information system
KCAB	-	Kenton County Airport Board
MTEXT	-	Multi-line text
NCS	-	National CADD Standards

## **Related Documents**

CMMS Protocol for Building Data Collection, CVG Lease Area Space Boundary, Room Tag and Schedule Creation, Space Naming Conventions for Buildings and Workflow Process for Future CMMS Modifications are available from the Kenton County Airport Board (KCAB).

## Conformity

Having current, precise, manageable data is an important part of the initial planning for any CVG project. The goal of the CADD standards is to provide a cohesive set of guidelines from the start of the project to completion. Therefore, the terms and conditions of any CVG contract demand conformity with these standards. If discrepancies are found that do not comply with the provided guidelines, KCAB may reserve the right to back-charge the DPC for any financial costs obtained by CVG for modifying any conflicts or errors.

## **Request of Deviation**

Conformity with CVG CADD Standards is essential to the completion and success of any CVG Project. This ensures that the final product will have accurate and pertinent information.

Different approaches and expansion of the standards may be suggested and are welcomed by the KCAB staff. This may help to clarify any conflicts and improve the overall product. Any proposed deviation must be submitted in writing to KCAB. It may be implemented once reviewed and approved in writing by KCAB.

### Templates

The Design professional/contractor (DPC) who need to implement the CADD Standards for CVG projects can download templates to provide a working environment based on the CVG CADD Standards. Each template (.dwt file) defines the layers for a specific discipline. Sample title blocks can also be downloaded.

## AIA CADD Layer Guidelines and the National CADD Standards (NCS)

The CVG CADD Standards are based largely on the AIA CADD Layer Guidelines and the National CADD Standards (NCS), adapted where necessary to suit CVG-specific requirements.

## FAA CADD Layer Guidelines

The CVG CADD Standards are based largely on the FAA CADD Layer Guidelines (FAA Advisory Circular 150/5300-18B) and adapted where necessary to suit CVG-specific requirements.

https://www.faa.gov/documentLibrary/media/Advisory\_Circular/150-5300-18Bchg1-consolidated.pdf

## Auditing

Performing a periodic review of the CADD Standards validates the accuracy and conformance of the data provided.

#### Figure 1 – Auditing Table

Audit	Audit Description	Purpose	Importance	Occurrence
CADD Standards	Arbitrarily examining parts of a drawing	Verifies drawings conform to standards	To prevent a small issue from becoming a larger issue	Every twelve months

## **CVG Standards**

This section provides specific standards that are utilized at CVG. These standards have been established to keep conformity within the fields of Geographical Information Systems (GIS), Surveying and the Electronic Exchange of information.

### **CVG GIS Standards**

Coordinate system shall be Kentucky State Plane Single Zone.

ftp://kygeonet.ky.gov/kygeodata/standards/Ky\_StatePlane.pdf

Refer to FAA Advisory Circular 150/5300-B18 for GIS standards.

https://www.faa.gov/documentLibrary/media/Advisory\_Circular/150-5300-18Bchg1-consolidated.pdf

This section is in development stage.

## **CVG Survey Standards**

Coordinate system shall be Kentucky State Plane Single Zone.

ftp://kygeonet.ky.gov/kygeodata/standards/Ky\_StatePlane.pdf

This section is in development stage.

## **CVG Electronic Exchange Standards**

CVG prefers to exchange electronic information through AutoCAD's "ETRANSMIT" command. ETRANSMIT pulls together all files that the main DWG file depends on. Before ETRANSMIT, the file being shared needs to be saved. After it is saved, type into the command bar ETRANSMIT. A Create Transmittal box will pop up. All of the files associated with the drawing will have a check box next to them. Uncheck any items that are not desired to be included in the ETRANSMIT. Click the View Report button to see the files it will send with the drawing. After it is reviewed, click OK. Specify the name and save to the desired location. The final result is a zip file that can be sent to the desired party.

## **Drawing Standardization**

This area outlines naming protocol, model and paper space, and external reference files.

## **Naming Protocol**

Establishing a Naming protocol for CADD drawings allows users to identify the composition of the drawing file. It provides primary information for categorizing a file within a project list and provides for efficient sorting.

## **Naming Protocol for Drawing Files**

Drawing files consist of four components, which must be used in the proper order. Each component is separated by a hyphen (Figure 2).

- The first component is the project name. This is designated by seven characters. The first two are the last two numbers of the year. This is separated by a hyphen. The next four characters are the project number. The first three are the numeric characters and the last is an alpha value that may be used.
- The second component is the discipline. This is identified by a single letter abbreviation from the table below (Figure 3).
- The third component is the file type. This identified by a two letter abbreviation from the table below (Figure 4).
- The fourth component is at the discretion of the author. It may be used to further identify the file. It shall be limited to five characters.

#### Figure 2 – Naming Protocol Structure



Abbreviation	Discipline
A	Architectural
С	Civil
E	Electrical
М	Mechanical
Р	Plumbing
S	Structural
Т	Technology

## Figure 3 – Discipline Abbreviations for Model Files

## Figure 4 – File Type Abbreviations for Model Files

Abbreviation	File Type
AX	Axonometric
CA	Cadastral
СМ	Pavement Marking
DE	Demolition
DT	Detail
EL	Elevation
GD	Grading
JT	Jointing
PH	Phasing
PL	Plan
PP	Plan and Profile
SC	Schedule
SE	Section

### Figure 5 – Naming Protocol Examples

1	5	-	0	2	8	Α	-	Α	-	S	Ε	-	W	Α	L	L	D	W	G

Project	Year (first two numbers) and number (last four characters)
Discipline	Architectural
File Type	Section
Identifier	Wall



Project	Year (first two n	umbers) and numbe	r (last four characters)
---------	-------------------	-------------------	--------------------------

- Discipline Structural
- File Type Detail

Identifier Foundation

0	7	-	0	8	7	-	Ε	-	Ρ	L	-	1	S	Т	F	L	•	D	W	G
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Project Year (first two numbers) and number (last three numbers)

- Discipline Electrical
- File Type Plan
- Identifier 1<sup>st</sup> Floor

## **Drawing Setup**

Drawings shall be created with the KCAB template drawing (.dwt) file. The following settings are included:

- Drawing Units Dialog Box
  - Length / Type = Decimal for Engineering drawings with a precision of 0.0000
  - Length / Type = Architectural for Architectural drawings with a precision of 0'-0 1/64"
  - Angle / Type = Deg/Min/Sec with a precision of 0d00'00"
  - Insertion Scale = Unitless
- Drawings will be created at a 1:1 scale in Model Space

### Model and Paper (Sheet) Space

AutoCAD has two working areas in which to create drawings, model and paper space. All drawings for CVG should have a template for model and paper space.

- Building and site components, geometric features, details, etc shall be created in model space
- Sheets used to create drawings from model space shall be generated in paper space. Sheets will be plotted out of paper space
- Paper space consists of viewports, which is a "window" into model space that is set up at a desired scale on the drawing sheet. The drawing sheet usually includes a scale, north arrow, title block, construction notes, etc. All sheet text shall be placed in paper space, except for dimensions and text that directly relate to items in model space.

#### **External Reference Files**

External reference files are the preferred way to structure drawings in a project. The benefits include:

- Reduces file size
- Allows multiple users to work on the same project at the same time.
- Allows for real time updates as different parts of the drawing are being currently worked on and saved

Any project specific external reference file that is part of the main drawing must be located in the same folder it is referenced to.

## **Drafting Protocol**

This section addresses standards for lines, text and sheet composition, north arrow, scale and dimensions.

## **Line Settings**

Standards include line weight, type and color. Refer to Appendix A for additional information.

#### Line weight

Line weight makes the drawing easier to read, distinguishing items from others. Wider lines are typically used for items in the foreground and items cut through, usually at sections. Screen lines are typically used for items in the far background or to de-accentuate items. Line weight is driven by KCAB's color table. Refer to Appendix A for additional information.

#### Line type

Line types are a representation of a specific element on the drawing. It can be used to assign a function to a line or to simply differentiate it from other lines around it for a specific purpose. Refer to Appendix A for additional information.

#### Line color

Line colors also make a drawing easier to read. They are paired with a specific line weight. Refer to Appendix A for additional information.

### **Text Settings**

• Text style shall be "KCAB TEXT".

The following settings are made in the Text Style Settings dialog box:

- Font Name shall be romans.shx
- Size shall be annotative with a paper text height of 0'-5/64" for Architectural settings and 0.0781 for Decimal settings.
- Width factor of 0.75
- Oblique Angle shall be 0d0'0"

All text shall be multi-line text (MTEXT)

### **Plotting Setup**

Plotting shall be done using color dependent plot styles, "Color Table" files (.ctb) and not Style Table files (.stb). Refer to Appendix A "CVG Color Tables" for additional information.

Plots shall be created on a Paper Space tab. No final plots shall be published from Model Space.

#### Sheet Size

All CVG project drawings shall be 24" x 36" (D-size) unless otherwise determined.

Refer to Figure 6 for other sheet sizes.

#### Figure 6 – Sheet Size Table

Sheet sizes		
Sheet size	Dimensions (inches)	Usage
Arch A	8.5 x 11	Project book Supplemental drawings Mock-ups
Arch B	11.0 x 17	Scaled to fit "D-size" drawings Supplemental drawings Mock-ups
Arch C	17.0 x 24.0	Small projects conforming to preferred plan scale
Arch D	24.0 x 36.0	Projects conforming to preferred plan scale
Arch E	36.0 x 48.0	Large projects conforming to preferred plan scale
Arch E1	30.0 x 42.0	Large projects conforming to preferred plan scale

#### Title Block

CVG's title block has the following components:

- CVG airport logo
- Project identification
- Date identification
- Drawn, checked and approved by identification
- Drawing file identification
- Drawing Scale identification
- Sheet identification
- Sheet title
- Drawing issue (Date, revision, and responsible party/authorization)
- Drawing stamp (Pre-determined fields)

#### Figure 7 – CVG Title Block Example



#### Figure 8 – CVG Drawing Stamp Example

U:\ACAD KCAB TITLEBLOCKS\TITLE 11X17.DWG 11/5/2015 8:42 AM JDOE

#### North Arrow

A north arrow shall be shown on all floor plans, site plans, etc. If there are multiple plans on a sheet, provide a north arrow for each plan.

#### **Drawing Scale**

All drawing sheets shall have a drawing scale in the form of a ratio. The drawing scale is included in the title block. If a single sheet has multiple viewports with more than one scale, every viewport shall have its own scale identifier. In the title block, the scale identifier shall read "as shown".

#### Dimensioning

It is at the discretion of the entity that is in charge of drawing production on what should be dimensioned. Any dimensions that help in the completion of the project shall be included. Other criteria include:

- Dimension figures shall be lettered parallel to and above the dimension line.
- On each sheet, show a dimension only once in its proper location.
- Where a dimension crosses a match-line between two sheets, the dimension shall be repeated on both sheets.
- Dimension styles have been created at various scales for AutoCAD. These are included in the AutoCAD templates.

## **Layer Standards**

Layers are used in AutoCAD files to properly identify all elements within the drawing. By establishing layers the following is achieved:

- Gives a clear distinction to graphic items (lines and text).
- Items within the drawing are easily distinguishable from other items
- Establishes line type and color associations with elements.
- Enables isolation of certain drawing elements for special needs.

Layer 0 is a neutral layer that is never used. Its status should always be set to thawed and on. Layers must use CVG's CADD standards logic.

## Layer Naming Protocol

Layer names consist of defining identifiers, separated by a hyphen. There are four maximum identifiers, but not all of them have to be used to identify a layer. Refer to Appendix A for the Layer Naming Protocol implementation into CVG CADD Layers.

- The first identifier is the discipline. This is identified by a single letter abbreviation.
- The second identifier is the major element. This is identified by a four letter abbreviation.
- The third component is the minor element if necessary. This is identified by a four letter abbreviation. It may be used to further identify the file.
- The fourth component is the sub-minor element if necessary. This is identified by a four letter abbreviation. It may be used to further identify the file.
- Where a minor field is not used, it is omitted.

#### Figure 9 – Layer Naming Protocol Structure



## Figure 10 – Layer Naming Protocol Examples

Α	-	D	0	0	R	-	I	Ν	Т	R	-	Ρ	С	Κ	Т
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Discipline	Architectural

Sub-Minor Pocket

A - F L O R - T I	I L E
-------------------	-------

Discipline Arch	nitectural
-----------------	------------

- Major Floor
- Minor Tile

Sub-Minor Not used

E - L I T E - C A	A N S
-------------------	-------

- Discipline Electrical
- Major Lighting
- Minor Canisters
- Sub-Minor Not used

S - F	Ν	D	Ν
-------	---	---	---

- Discipline Structural
- Major Foundation
- Minor Not used
- Sub-Minor Not used

## **Layer Designation**

CVG Layer Standards provide the following information used in all CVG drawings:

- Layer name (Figure 7)
- Visibility, Color, Line type, Line weight, and Plotting

The CVG CADD Layers table is provided for reference in Appendix A. In order to deviate from the CVG Layer Standards, the DPC must submit a "request for deviation" to KCAB. Any changes may not be used until KCAB informs the party in writing it is acceptable.

## Blocks

An AutoCAD block is a collection of objects combined into a single item. Examples of blocks include doors, windows, furniture, etc. They are created to be quickly inserted into a drawing at multiple locations, saving time. They also have features making attributes of them editable (size, direction, thickness, etc.) Elements of the block are tied into the CVG CADD Layers.

## Attachments

Attachments are used in AutoCAD to insert information into a drawing from an external source. These are usually in the form of images, such as JPEGS or TIFs, PDFs or Excel (XLS) files. The easiest way is to simply copy the file and paste into into the desired DWG file. Another way is to open the external reference box and click on the attach pull down. From there you can attach an image, dwf, dgn or pdf.

## **Record Drawings**

At the completion of the project, the construction documents are to be labeled as "Record Drawings," which is the final issue of the drawings. The final revisions shall include the field revisions from the contractor, consultants, client or others.

The drawings shall be revised to incorporate the field revisions complying to the process noted below. In the description part of the revision block, the words "Record Drawings" shall be placed.

The title "Record Drawings" indicates that the drawings have been made current based on the final records documented, but changes not recorded may have been omitted. Once the consultant has reviewed, verified and modified the drawings based on the final revisions, the consultant responsible shall sign and stamp each sheet.

## **Drawings with Final Revisions**

The final protocol shall be as follows:

- Draw a revision cloud along with a revision symbol (typically a triangle) around the area to be modified.
- There will be no final description of the revision in the title block.
- Show the revision symbol with the number in the revision block.
- Show the date the final revision was made and the responsible parties initials in the revision block.
- Remove all previous revision clouds not associated with the final revision.
- Revision symbols from previous modifications shall remain.

### **Drawings without Final Revisions**

The final protocol shall be as follows:

- Do not show a revision symbol with a number in the revision block.
- Show the date the final revision was made and the responsible parties initials in the revision block.

- Remove all previous revision clouds not associated with the final revision.
- Revision symbols from previous modifications shall remain.

## **Final Delivery of Record Drawings**

Once all final changes have been made to the construction documents, the consultant responsible shall obtain from all sub-consultants their final Record Drawings in PDF format and CADD format. The CADD files shall be an ETRANSMIT file. Refer to CVG Standards for additional information. The final files shall be given to KCAB on a CD, Flash drive or FTP website.

## Appendix A

## **CVG CADD Layers**

The table below is a continually developing list of CADD layers used for CVG Drawings, refer to PDD staff for updated layer listing.

ARCHITECTURAL	COLOR	LINETYPE	DESCRIPTION
A-ANNO	11	Continuous	Architectural notes
A-ANNO-AREA	11	Continuous	Room area text
A-ANNO-CLNG	11	Continuous	Ceiling information
A-ANNO-COUT	11	Continuous	Callout
A-ANNO-DETL	11	Continuous	Detail notes
A-ANNO-DIMS	11	Continuous	Dimensions
A-ANNO-DOOR	11	Continuous	Door number
A-ANNO-DOOR-SYMB	11	Continuous	Door number border
A-ANNO-ELEV	11	Continuous	Elevation notes
A-ANNO-FLOR	11	Continuous	Floor notes
A-ANNO-HDCP	11	Continuous	Handicap accessible dimensions
A-ANNO-REVS	11	Continuous	Revisions
A-ANNO-ROOF	11	Continuous	Roof notes
A-ANNO-ROOM	11	Continuous	Room number
A-ANNO-ROOM-SYMB	11	Continuous	Room number border
A-ANNO-WALL-TYPE	11	Continuous	Wall type
A-AREA	40	Continuous	Area calculation boundary polygon
A-AREA-HOLD	40	Continuous	Airline hold room area polygon
A-AREA-LEAS	40	Continuous	Lease area polygon
A-AREA-OPER	40	Continuous	Airline operations area polygon
A-AREA-PERM	30	Continuous	Building perimeter polygon
A-AREA-ROOM	40	Continuous	Room area polygon
A-BAGG	45	Continuous	Baggage system
A-BAGG-CARL	42	Continuous	Baggage system carousel
A-BAGG-CONV	45	Continuous	Baggage system conveyor
A-BAGG-OPEN	45	Continuous	Baggage system opening
A-CIRC	21	Continuous	Circulation
A-CIRC-ELEV	21	Continuous	Elevators
A-CIRC-ESCL	21	Continuous	Escalators
A-CIRC-STAI	21	Continuous	Stairs
A-CIRC-WALK	21	Continuous	Moving walkways
A-CLNG-BULK	212	Continuous	Ceiling bulkheads, soffits
A-CLNG-GRID	14	Continuous	Ceiling grid
A-CLNG-HEAD	251	Continuous	Door head
A-CLNG-HIDE	250	Hidden2	Multiple ceiling levels

ARCHITECTURAL (cont.)	COLOR	LINETYPE	DESCRIPTION
A-DETL-EXST	251	Continuous	Detail lines - existing
A-DETL-HEAV	Blue (5)	Continuous	Detail lines - heavy
A-DOOR-EXTR	Green (3)	Continuous	Detail lines - medium
A-DOOR-EXTR	51	Continuous	Exterior doors
A-DOOR-EXTR-OVHD	51	Continuous	Exterior overhead door
A-DOOR-INTR	53	Continuous	Interior doors
A-DOOR-INTR-OVHD	53	Continuous	Interior overhead door / grill
A-DOOR-INTR-PCKT	53	Continuous	Interior pocket door
A-ELEV-EXST	251	Continuous	Elevation lines - existing
A-ELEV-HEAV	Blue (5)	Continuous	Elevation lines - heavy
A-ELEV-LIGT	Red (1)	Continuous	Elevation lines - light
A-ELEV-MEDM	Green (3)	Continuous	Elevation lines - medium
A-EQPM	32	Continuous	Equipment features
A-EQPM-COUN	134	Continuous	Counter tops
A-EQPM-KIOS	31	Continuous	Kiosk stations
A-EQPM-LADD	34	Continuous	Ladders
A-EQPM-SEAT	253	Continuous	Seating
A-EQPM-SECU	252	Continuous	Security screening equipment
A-EQPM-SIGN	253	Continuous	Signage
A-EQPM-TICK	17	Continuous	Ticketing counters
A-FENC	22	Fenceline1	Chain-link fence interior
A-FLOR	251	Continuous	General flooring
A-FLOR-CARP	14	Continuous	Carpeted flooring
A-FLOR-CONC	252	Hidden2	Concrete flooring
A-FLOR-TILE	18	Continuous	Tile flooring
A-FURN	35	Continuous	Furniture
A-GLAZ-EXTR	51	Continuous	Exterior glass
A-GLAZ-INTR	51	Continuous	Interior glass
A-PATT	31	Continuous	General hatching
A-PATT-DETL	31	Continuous	Detail hatching
A-PATT-ELEV	31	Continuous	Elevation hatching
A-PATT-PFLR	31	Continuous	Floor hatching
A-ROOF	55	Continuous	Roof line
A-ROOF-AWNG	54	Continuous	Covered awning or canopy
A-ROOF-EQPM	32	Continuous	Roof accessories, hatch
A-ROOF-GLAZ	51	Continuous	Skylights
A-ROOF-PATT	31	Continuous	Roof hatching
A-ROOF-SLOP	14	Continuous	Roof slope, tapered insulation
A-SEAT	253	Continuous	Seating symbols
A-WALL-COLS	252	Continuous	Column boxout
A-WALL-DEMO	241	Continuous	Demolition walls
A-WALL-EXTR	172	Continuous	Exterior wall

ARCHITECTURAL (cont.)	COLOR	LINETYPE	DESCRIPTION
A-WALL-INTR	91	Continuous	Interior wall
A-WALL-PATT	31	Continuous	Wall hatching
A-WALL-PROP	251	Hidden2	Proposed walls
A-WALL-PRHT	55	Continuous	Partial height walls
A-WALL-RAIL	157	Continuous	Railings

CADASTRAL	COLOR	LINETYPE	DESCRIPTION
V-GEO-IMAGE	White (7)	Continuous	Georeferenced image
V-PROP			Property information
V-PROP-ANNO	240	Continuous	Miscellaneous text
V-PROP-CNTY	160	PhantomX2	County boundary line
V-PROP-ESMT	10	Hidden2	Easement linework
V-PROP-HTCH	201,175,94	Continuous	Airport property hatch
V-PROP-LEAS	10	Continuous	Airport property lease linework
V-PROP-LINE	199,87,87	Hidden2	Airport parcel linework
V-PROP-LINE-ANNO	199,87,87	Continuous	Airport parcel text
V-PROP-LINE-SOLD	60	Continuous	Airport parcels sold
V-PROP-LUSE	140	Continuous	Land use information
V-PROP-MUNI	160	Phantom	Municipality linework
V-PROP-PROP	200	Continuous	Airport perimeter boundary
V-PROP-RWAY	127,191,255	Dashed	Right-of-Way linework
V-PROP-ZONG	180	Divide2	Zoning information

CIVIL	COLOR	LINETYPE	DESCRIPTION
C-AIRF-AIDS	251	Continuous	Airfield navigational structures
C-AIRF-CONC	252	Continuous	Airfield concrete
C-AIRF-DSRF-RPZ	252	Dashed	Runway protection zone
C-AIRF-GRAV	252	Hidden2	Airfield gravel
C-AIRF-PVMT	251	Continuous	Airfield pavement
C-ANNO	White (7)	Continuous	Civil notes
C-ANNO-AIRF-TEXT	Green (3)	Continuous	Airfield text
C-ANNO-AIRF-TEXT-RW	Green (3)	Continuous	Airfield runway text
C-ANNO-AIRF-TEXT-TW	Green (3)	Continuous	Airfield taxiway text
C-ANNO-BLDG	251	Continuous	Building Text
C-ANNO-BLDG-HTCH	253	Continuous	Building hatch
C-ANNO-PADS-DEICE	251	Continuous	De-Ice pad annotation
C-ANNO-PVMT-HTCH	252	Continuous	Airfield pavement hatch
C-ANNO-PVMT-HTCH-BNDY	250	Continuous	Airfield pavement hatch boundary
C-ANNO-ROAD-TEXT	252	Continuous	Roadway text
C-APRN-BLAS	251	Continuous	Blast fence
C-BLDG	251	Continuous	Building outline
C-BLDG-CVG	251	Continuous	CVG building outline

CIVIL (cont.)	COLOR	LINETYPE	DESCRIPTION
C-CONC	252	Continuous	Concrete
C-DETL-EXST	251	Continuous	Detail lines - existing
C-DETL-HEAV	Blue (5)	Continuous	Detail lines - heavy
C-DETL-LIGT	Red (1)	Continuous	Detail lines - light
C-DETL-MEDM	Green (3)	Continuous	Detail lines - medium
C-FENC	251	FencelineA	Existing fence lines
C-FENC-AOA	251	FencelineA	AOA fence lines
C-FENC-FUTR	10	P-Fence	Future fence lines
C-FENC-GATE	251	Continuous	Fence gate
C-FENC-TEMP	251	FencelineA	Temporary fence lines
C-GRAV	253	Hidden2	Gravel areas
C-GRID	11	Continuous	Grid linework
C-GRID-TEXT	11	Continuous	Grid text
C-HDCP	231	Continuous	Handicap elements
C-PKNG	251	Continuous	Parking lots
C-PVMT	251	Continuous	Pavement linework
C-PVMT-CURB	251	Continuous	Pavement curb linework
C-ROAD	251	Continuous	Road linework
C-ROAD-CNTR	252	Center2	Road centerlines
C-ROAD-DRIV	-DRIV 251 Conti		Minor road linework
C-ROAD-ELEV	251	Continuous	Elevated roadway linework
C-ROAD-OTLN	251	Continuous	Major road linework
C-SECU-GATE	251	Continuous	Security gate equipment
C-SITE-			Site plan information
C-SITE-ANNO-PKNG-COUN	253	Continuous	Site plan parking lot stall counts
C-SITE-BOLL	251	Continuous	Site plan bollard posts
C-SITE-CONC	252	Continuous	Site plan concrete features
C-SITE-CONC-BARR	252	Continuous	Site plan concrete barriers
C-SITE-CURB	252	Continuous	Site plan curb line
C-SITE-EQPM	251	Continuous	Site plan miscellaneous equipment
C-SITE-GRAL	253	Grleft/Grright	Site plan guard rail
C-SITE-GRAV	252	Hidden2	Site plan gravel
C-SITE-MISC	251	Continuous	Site plan miscellaneous
C-SITE-MRKG	253	Continuous	Site plan pavement markings
C-SITE-TANK	252	Continuous	Site plan storage tanks
C-SITE-WALK	251	Continuous	Site plan concrete walk
C-SITE-WALL	251	Continuous	Site plan wall
C-STRC-BRDG	251	Continuous	Bridge linework
C-STRC-PIER	251	Continuous	Structure columns
C-STRC-TUNL	251	Continuous	Tunnel structure
C-STRM	110	Continuous	Storm drainage structures
C-STRM-DRAN	162	Continuous	Storm Drainage Area

CIVIL (cont.)	COLOR	LINETYPE	DESCRIPTION
C-TANK	251	Continuous	Storage tanks, above & below
C-TOPO	43	Continuous	Contour lines
C-TOPO-LABL	45	Continuous	Contour elevation label
C-UTIL-COMM	30	Continuous	Telephone, cable, fiber information
C-UTIL-ELEC	10	Continuous	Electric line information
C-UTIL-FAA	200,100,0	Continuous	FAA information
C-UTIL-FUEL	60	Continuous	Jet fuel line information
C-UTIL-GAS	50	Continuous	Natural gas line information
C-UTIL-GLYC	200	Continuous	Glycol / de-icing information
C-UTIL-SANI	60	Continuous	Sanitary sewer information
C-UTIL-STRM	110	Continuous	Storm sewer information
C-UTIL-WATR	160	Continuous	Domestic water information
DEMO-			Demolition layers
L-PLNT-BUSH	252	Continuous	Bush
L-PLNT-TREE	252	Continuous	Tree
L-PLNT-TREE-LINE	252	Rev Cloud	Tree line
V-PVMT-MRKG			Pavement marking layers
V-RAMP-MRKG			Ramp marking layers
V-RUNW-MRKG			Runway marking layers
V-TAXI-MRKG			Taxiway marking layers
			DESCRIPTION
		Continuous	Electrical notes
	vviiite (7)	Continuous	Electrical notes
	211	Continuous	Electrical conduits
	131	Continuous	Natrix card redders
	41	Continuous	
	233	Continuous	Fire salety
	242	Continuous	
	233	Continuous	Fire extinguishers
	232	Continuous	Sinoke delectors
	233	Divide2	
E-FIRE-ZONE	254	Dividez	Fire alarm zones
	52	Continuous	Lighting conjectors
	52	Continuous	Lighting callsters
	55	Continuous	
	5Z	Continuous	vvali lignis
	102	Continuous	
C-UTIL-GAS C-UTIL-GLYC C-UTIL-SANI C-UTIL-STRM C-UTIL-WATR DEMO- L-PLNT-BUSH L-PLNT-TREE L-PLNT-TREE-LINE V-PVMT-MRKG V-RAMP-MRKG V-RUNW-MRKG V-RUNW-MRKG V-TAXI-MRKG V-TAXI-MRKG E-CNDT E-DOOR-CARD E-DOOR-CARD E-DOOR-CODE E-FIRE E-FIRE-DEFB E-FIRE-DEFB E-FIRE-STROB E-FIRE-STROB E-FIRE-STROB E-FIRE-STROB E-FIRE-ZONE E-LITE E-LITE-CANS E-LITE-GRID E-LITE-WALL E-POWR	50 200 60 110 160 252 252 252 252 252 252 252 252 252 25	Continuous Continuous Continuous Continuous Continuous Continuous Rev Cloud	Natural gas me mormationGlycol / de-icing informationSanitary sewer informationDomestic water informationDemolition layersBushTreeTree linePavement marking layersRamp marking layersRunway marking layersTaxiway marking layersElectrical notesElectrical conduitsMatrix card readersDoor punch code locksFire safetyDefibrillator devicesFire extinguishersSmoke detectorsFire alarm strobesFire alarm zonesLightingLighting gridWall lightsElectrical panelPower devices

34

152

E-SECU

E-SPKR

GENERAL	COLOR	LINETYPE	DESCRIPTION
DEFPOINTS	8	Continuous	No plot layer - ACAD default
G-ANNO	White (7)	Continuous	General notes
G-ANNO-SCHD	White (7)	Continuous	Schedules
G-ASBL	40	Continuous	As-built information
G-CONST	30	Continuous	Construction / working lines
G-DETL	White (7)	Continuous	Details
G-PLBR	252	Continuous	Passenger loading bridge
G-SITE-OTLN	White (7)	Continuous	Site map / key map
G-TBLK	Magenta (6)	Continuous	Title block
G-TBLK-TEXT	White (7)	Continuous	Title block text
G-VPRT	8	Continuous	Viewport
G-XREF-(NAME)	White (7)	Continuous	Xref attachments
MECHANICAL	COLOR	LINETYPE	DESCRIPTION
M-ANNO	White (7)	Continuous	Mechanical notes
M-EXHS-DUCT	234	Continuous	Exhaust ductwork
M-EXHS-EQPM	236	Continuous	Exhaust equipment
M-HVAC-CDFF	245	Continuous	HVAC ceiling air device
M-HVAC-DUCT	243	Continuous	HVAC ducts
M-HVAC-EQPM	245	Continuous	HVAC equipment
M-HVAC-GRIL	252	Continuous	HVAC grille
M-HVAC-LOVR	252	Continuous	HVAC louver
PLUMBING	COLOR	LINETYPE	DESCRIPTION
P-ANNO	White (7)	Continuous	Plumbing notes
P-DRAI	95	Continuous	Plumbing drain
P-DOMW	162	Continuous	Domestic water
P-FIXT	161	Continuous	Plumbing fixtures
P-SANR	92	Continuous	Sanitary drainage
P-SPLR	94	Continuous	Sprinkler system
P-STRM	131	Continuous	Storm drainage
P-STRM-RFDR	133	Continuous	Roof drains
STRUCTURAL	COLOR	LINETYPE	DESCRIPTION
S-ANNO	White (7)	Continuous	Structural notes
S-COLS	252	Continuous	Columns
S-FNDN	250	Continuous	Foundation
S-GRID	251	Center	Column grid
S-GRID-DIMS	251	Continuous	Column grid dimensions
S-SLAB	251	Continuous	Slab
		- ··	
S-WALL	250	Continuous	Structural bearing or shear walls

STRUCTURAL (cont.)	COLOR	LINETYPE	DESCRIPTION
S-BEAM	250	Continuous	Beam
S-DECK	250	Continuous	Structural floor deck
TELECOMMUNICATION	COLOR	LINETYPE	DESCRIPTION
T-ANNO	White (7)	Continuous	Telecommunication notes
T-CCTV	107	Continuous	Closed circuit camera
T-CCTV-TSAA	109	Continuous	TSA closed circuit cameras
T-CNDT	137	Continuous	Communication conduits
T-COMM	135	Continuous	Telephone & communications outlets
T-DATA	57	Continuous	Data jacks
T-DATA-EQPM	59	Continuous	Data rack / equipment
T-FIBR	141	Continuous	Fiber optic cable
PAVEMENT MARKING	COLOR	LINETYPE	DESCRIPTION

*This section is in development stage.* 

#### Note:

1. This is a continually developing list of CADD layers for CVG Drawings

2. If a CADD layer has a scale that is tied to a viewport scale, a number may be included to the end of the layer type associated with that scale (i.e., A-ANNO-16 would be associated with 3/4"=1'-0").

## **CVG Color Tables**

The tables below are the standard settings used for plotting all CVG Drawings:

COLOR	COLOR NUMBER	PLOT COLOR LINE WIDTH (IN)		NOTES
RED	1	7	0.0051"	
YELLOW	2	7	0.0079"	
GREEN	3	7	0.0118"	
CYAN	4	7	0.0157"	
BLUE	5	7	0.0209"	
MAGENTA	6	7	0.0315"	
WHITE (OR BLACK)	7	7	OBJECT LINEWEIGHT	
DARK GREY	8	7	7 0.0394"	
LIGHT GREY	9	7 0.0472'		
10, 20, 30, ETC.	INDEX COLOR	7	0.0098"	INCREMENTS OF 10 UP TO 240
250-255	INDEX COLOR	INDEX COLOR	0.0039"	
ALL OTHER COLORS	INDEX COLOR	7	0.0039"	PATTERN CONTINUES FOR ALL NUMBERS UP TO 249. I.E., 11-19, 21-29, ETC.

### KCAB 100%.ctb

#### KCAB 100%-Color.ctb

COLOR	COLOR NUMBER	PLOT COLOR	LINE WIDTH (IN)	NOTES
RED	1	7	0.0051"	
YELLOW	2	7	0.0079"	
GREEN	3	7	0.0118"	
CYAN	4	7	0.0157"	
BLUE	5	7	0.0209"	
MAGENTA	6	7	0.0315"	
WHITE (OR BLACK)	7	7	OBJECT LINEWEIGHT	
DARK GREY	8	7	0.0394"	
LIGHT GREY	9	7	0.0472"	
10, 20, 30, ETC.	INDEX COLOR	INDEX COLOR	0.0098"	INCREMENTS OF 10 UP TO 240
250	INDEX COLOR	INDEX COLOR	0.0020"	
251-255	INDEX COLOR	INDEX COLOR	0.0039"	
ALL OTHER COLORS	INDEX COLOR	7	0.0039"	PATTERN CONTINUES FOR ALL NUMBERS UP TO 249. I.E., 11-19, 21-29, ETC.

In addition to the KCAB 100%.ctb file, there are additional plotting files created for different screening weights. These files are the following: KCAB 80%.ctb, KCAB 60%.ctb and KCAB 40%.ctb.

KCAB also uses the file KCAB Profile.ctb for Plan and Profile drawings. This file is setup to plot profile grid layouts at the desired lineweights and screenings.

## **CVG Line Types**

The table below is a current list of the line types used for CVG Drawings:

ABANDONED-	
ARROW-	
ARROW1-	
ARROW-OPEN-	
ARROW-OPEN1-	
ANG-EX-	
ANG-PROP-	
BOX-	
BOA	
DUMPT	
BUMPT	
BUMP2	
CABLE	
CATV-	
CHAIN-	
CIRCLE-	
CIRCLE1-	
COMM-	
CONT-	
CULVERT-	
DIRECTION	
PECWATER_EV-	
CWATER-EA	
CWAILR-PROP	
ELEC-EX-	
ELEC-PROP	
ELEC-OH-EX-	
LEC-OH-PROP	
ELEC-UG-EX-	
LEC-UG-PROP	
FAA CONTROL-	
FAA LINE-	
FAA POWER-	
FATDOT	
EATDOT2	
FATDOTA	
FENCELINE	
FENGELINED	방법 그 가지는 것에는 것이는 것이는 것이는 것이는 것이다.
FENCELINED	
FENCELINEC	
FENCEd	
FO-EX-	
FO-PROP	
FUEL-	
FW-	
GAS-EX-	
GAS-PROP	
GLYCOL-EX-	
GLYCOL-PROP	
GRI FET -	
CODICUT -	
CW-	
UIDDENIA	
HIDDEN4	
IRRIG-EX-	
JI -	
LIMITS	
OFA-EX-	
OFA-PROP-	
OIL-EX-	
PL-	
POINT1-	
POINT2-	
pee-	
PDWY30_CL	
PDW/YEO_CL	
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DECHNATED EN	

#### **KCAB** Custom Line Types

RECWATER-PROP-					
RIGHT-OF-WAY-					
SANI-EX-					
SANI-FMAIN-	8 - 6 - 6 - 6 - 6 - 6 - 6 - 6 - 6 - 6 -	_			
SANI-PROP-					- 8
SILT FENCE-					
SLANT					
SLANTO					
SOLIDCIRCLE -					<u>9 30 89</u>
SOLIDTRIANCIE -					
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SOUAPE1-					
STOPH DPAIN-					
STORM DRAM					
STDEAN2 -					
CTDEAM2					
SIRLAM2X					
IELE-EX-					
TELE-PROP-	_				
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TW-	1 millionese	and the second			
UNDERDRAIN-EX-					
WALL-RETAIN-					
WATER-EX-					20.00
WATER-PROP-		a	and along a	neer aneer 2000	
WIGGLE	COM 22004 220	oa 1200a 1200a	Apona (2006a )	2004 22004 2200	a area es
X-LINE					

## ACAD Standard Line Types

BATTING	200						8
BORDER-							
BORDER2 -							
BORDERX2-		<del>.</del>				-	
CENTER-						· · · · · ·	_
CENTER2-	- 27						
CENTERX2 -							
DASHDOT-							+
DASHDOT2 -							
DASHDOTX2 -			<u>-</u>		2. <del></del>	<ol> <li>(5) (20)</li> </ol>	
DASHED-							
DASHED2 -							
DASHEDX2 -			-			_	-
DIVIDE -		-		• • • • • •	· · — ·		. —
DIVIDE2 -							
DIVIDEX2 -		PZ 12 V		20 - PC 03			
DOT	$ f_{i}  \leq 1 \leq 1$	4.10.1011	1.1.1.1.1.1	$(A_{i}) \in \{A_{i}, A_{i}\} \in \{A_{i}, A_{i}\}$	1.1.1.1.1.1.1	1.1.1.1.1	1.1
DOT2		• • • • • • • • • • • • • • • • • • • •		•••••		······	
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FENCELINE1-	-0	-0					
FENCELINE2 -	-0	-0	_0	_0	_0	_0	_
GAS_LINE-	- 645	- GAS GA	s	- GAS GAS	6A\$	- GAS GA	
HIDDEN-							
HIDDEN2 -							
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HOT_WATER_SUPPLY -	- HV H	V HV	— HV — H	v — нv —	HV - HV -	HV	- HV
PHANTOM-	Service		Summer State				
PHANTOM2 -							
PHANTOMX2-							
TRACKS	++++	++++	+++++	+++++	+++++	++++	++
ZIGZAG-	$\sim$	$\sim$	$\sim$	$\sim \sim$	$\sim$	$\sim$	V

## **Appendix B**



SPACE NAMING CONVENTIONS FOR BUILDINGS

KENTON COUNTY AIRPORT BOARD CINCINNATI / NORTHERN KENTUCKY INTERNATIONAL AIRPORT March 29, 2022

## Appendix B: Space Naming Convention Table of Contents

Introduction	<u>B-3</u>
Purpose	<u>B-3</u>
Standard Criteria	<u>B-4</u>
Abbreviations	<u>B-4</u>
Related Documents	<u>B-4</u>
Conformity	<u>B-5</u>
Request of Deviation	<u>B-5</u>
Auditing	<u>B-5</u>
Figure 1 – Auditing Table	<u>B-5</u>
Terminology and Space Naming Convention	<u>B-6</u>
Terminology	<u>B-6</u>
Space Naming Convention	<u>B-7</u>
Figure 2 - Space Naming Identifier	<u>B-7</u>
Implementation	<u>B-8</u>
Structure and Decision Making	<u>B-8</u>
New Construction	<u>B-8</u>
Renovation	<u>B-8</u>
Building Acquisition	<u>B-8</u>
Space Naming	<u>B-9</u>
Figure 3 – New Construction / Existing	<u>B-9</u>
Figure 4 – Renovation of Figure 3	<u>B-10</u>
Figure 5 – Renovation of Figure 4	<u>B-11</u>
Space Naming Procedure Checklist	<u>B-12</u>
Addendum 'A' - Building Identifiers	<u>B-14</u>

## Introduction

Spacing Naming Conventions for Buildings entail the following areas:

#### **Terminology and Space Naming Convention**

Terminology defines the components and related pieces that make up the Space Naming Conventions. The Space Naming Convention is an individual identifier established for each space throughout CVG. This is tied into the CMMS spreadsheet that is maintained by KCAB. Refer to CMMS Protocol for Building Data Collection for additional information.

#### Implementation

How to apply the space naming convention to a building. This could be new construction, a building acquisition or a renovation. This process involves decision making between KCAB and the consultant/contractor and a certain set of guidelines on how the space naming is applied to a plan.

### Purpose

The Kenton County Airport Board (KCAB) will authorize and control a uniform naming convention for building spaces.

KCAB's Space Naming Conventions is intended to enable the user a logical way of navigating through a building and finding elements, systems, etc. It also is a valuable tool in possible emergency situations.

The Procedures outlined are in no way related to overall maintenance of the floor plan, including space categorization and dimensioning. Existing door numbers have already been assigned to KCAB's database and will not be modified. Columns and partition offices will not be documented in these procedures.

## **Standard Criteria**

- The software used to create and modify drawings pertaining to space naming are Autodesk Products. The Design professional/consultant (DPC) shall confirm with KCAB what version shall be used.
- The software used to create and modify the space naming conventions on the CMMS spreadsheet is Microsoft Excel. The DPC shall confirm with KCAB what version shall be used.
- The unit of measurement for CADD architectural drawings is Architectural.
- The unit of measurement for CADD civil drawings is Decimal.
- All data must be created in "Model Space"
- All graphical information must be created in "Paper Space"

## Abbreviations

CMMS	-	Computerized Maintenance Management System
CADD	-	Computer-Aided Design and Drafting
CVG	-	Cincinnati/Northern Kentucky International Airport
DPC	-	Design professional/contractor
KCAB	-	Kenton County Airport Board
PDD	-	Planning and Development Department

### **Related Documents**

CADD Standards for CVG Projects, CMMS Protocol for Building Data Collection, CVG Lease Area Space Boundary, Tag and Schedule Creation and Workflow Process for Future CMMS Modifications are available from the Kenton County Airport Board (KCAB).

## Conformity

Having current, precise, manageable data is an important part of the initial planning for any CVG project. The goal of the Space Naming Conventions is to provide a certain set of guidelines that every user can follow to produce a consistent end product. Therefore, the terms and conditions of any CVG contract demand conformity with these standards. If discrepancies are found that do not comply with the provided guidelines, KCAB may reserve the right to back-charge the DPC for any financial costs obtained by CVG for modifying any conflicts or errors.

### **Request of Deviation**

Conformity with the Space Naming Conventions is essential to providing a consistent end product. This ensures that the final product will have accurate and pertinent information.

Different approaches and expansion of the standards may be suggested and are welcomed by the KCAB staff. This may help to clarify any conflicts and improve the overall product. Any proposed deviation must be submitted in writing to KCAB. It may be implemented once reviewed and approved in writing by KCAB.

## Auditing

Performing a periodic review of the Lease Area Space Boundary, Tag and Schedule creation validates the accuracy and conformance of the data provided.

Audit	Audit Description	Purpose	Importance	Occurrence
Space Naming	Arbitrarily examining a piece of the space naming data for compliance to the space naming convention and match to the corresponding space	Verifies there are no duplications and space names are labeled properly. Space name is verified against database	To prevent a small issue from becoming a much larger issue	Every twelve months

#### Figure 1 – Auditing Table

## **Terminology and Space Naming Convention**

## Terminology

- Campus: Cincinnati/ Northern Kentucky International Airport (CVG) consists of multiple buildings. The collection of buildings compose CVG's campus.
- Building: A structure that is enclosed with a specific function. It is characterized by having a floor, walls and roof. Each building is assigned a specific identifier. The identifier consists of four alpha characters and two numerals. Refer to Addendum A for a complete list of Building Identifiers.
- Sub-building: A sub-building is a structure physically attached to another structure but has a specific function that clearly defines it from the adjacent structure. Any sub buildings shall be assigned another numeral. Refer to Addendum A for a complete list of Building Identifiers.
- Level: Each building (including one story buildings) has different levels (including mezzanines). Levels at and above grade will be identified with a letter 'L' and a numeric suffix (L1 first floor, L2 second floor, L3 mezzanine above second floor). Levels below grade will be identified with the letter 'B' and a numeric suffix sequentially for each subsequent level below grade (including mezzanines). Levels at roof level will be identified with a letter 'R' and a numeric suffix sequentially for each subsequent level at the first roof encountered closest to grade.
- Zone: Each level is divided into zones. Each zone is defined by an alphabetic character. Each space within that zone starts with the letter associated with that zone. Some smaller buildings will only have one zone.
- Space: Each zone is divided into spaces. Spaces consist of concourses, corridors and rooms. Spaces can be further divided into sub-spaces from a renovation.
- Stairwells/Elevators: Vertical circulation elements within a building. Each stair and elevator will be individually named and provided a room number.
   Stairs will be named with a numeric suffix (1 Stair 1). Elevators and escalators will keep the existing naming convention. This information is provided by KCAB. Stair, elevator and escalator names will stay consistent on each floor within a building.

## **Space Naming Convention**

Each concourse, corridor and room shall be assigned a unique space identifier. As shown below (Figure 2), the arrangement consists of the building identifier, level, zone, space number and sub space (if applicable). Refer to 'Implementation – Space Naming' for the space naming process.

С	0	Ν	С		1	1	1		1		L	1		С		1	0	4		Α
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Building Identifier					-	Le	vel	-	Zone	-		Space	9	-	Sub Space					

Figure 2 - Space Naming Identifier

- Boxes 1-10 contain the building identifier. Boxes 1-4 are the four alpha characters. This is then separated by a period. Boxes 6-8 are three numeric values. This is then separated by a period. Box 10 is a single numeric value. This is used when a building has a sub-building.
- 2. The building identifier is separated from the level identifier by a period.
- 3. Boxes 12-13 contain the level identifier. The leading alpha character is an 'L' for levels at or above grade, 'B' for levels below grade, and 'R' for roofs. The leading character is followed by a numeric value based on the floor's position in the building.
- 4. The level identifier is separated from the space identifier with a period.
- 5. Boxes 17 19 contain the space identifier which is three numeric values.
- 6. The space identifier is separated from the sub-space with a period.
- 7. Box 21 contains the sub-space identifier which is one alpha character.

## Implementation

Space naming can begin in three different methods: New Construction, Renovation, or Building Acquisition. Buildings, Levels and Zones have been predetermined by KCAB. Any modifications or additions to these categories shall be at the discretion of KCAB. Actual room/space functions shall be determined by KCAB

## **Structure and Decision Making**

Implementation and review will be a combined effort between the Planning and Development Department (PDD) of KCAB and the design professional/contractor (DPC). The DPC will initiate the efforts on laying out the spaces with the input of PDD. PDD will ultimately have final say on overall space naming.

### **New Construction**

The DPC is responsible for the initial organization of space naming throughout the building using the Space Naming Conventions. During this process, the DPC shall schedule regularly established review periods with PDD to make sure that the naming convention is properly executed. This shall include reviewing methodology, sharing existing information and making final decisions as a team. PDD will review and approve the final submittal at the end of the project.

### Renovation

Any future spaces created by subdividing any previously established spaces will be identified by the existing space number and an alpha suffix. If an existing space is removed in future work the space number is in turn removed (rather than renumbering all existing spaces). If a space is added in the future in the approximate location (following the clockwise logic of numbering spaces) of a previously removed space the abandoned space number may be reinstated for the new space. Renumbering logic will be based on the new spaces following a clockwise organization. Implementation and review will follow the same guidelines as New Construction.

### **Building Acquisition**

Building Acquisition is handled much the same way New Construction is organized. In some instances, there will be no DPC involved and all space naming decision making will be made by PDD.

### **Space Naming**

Within each zone the spaces will be identified with a three digit number starting with the main horizontal circulation space (i.e. concourse, ticket hall, corridor) then proceeding to the northwest corner of the zone and progressing in a clockwise direction numbering consecutively each room/space without skipping numbers (Figure 3). In the event a zone has walls that effectively separate the zone, numbering shall take place in each separation from the left and then progress to the right. As stated previously, any alterations to the original space naming may either be handled with an alpha suffix or a number that was previously removed that can be reconstituted. The space identifier appearing on a floor plan only consists of the zone and space name. Building and level will not be included. This will appear on the drawing sheet associated with the floor plan.

#### Figure 3 – New Construction / Existing



1. Start with main horizontal circulation space

2. Proceed to northwest corner of zone

3. Continue numbering clockwise within the zone starting in main room spaces.

- 4. Continue numbering clockwise within sub room spaces
- 5. When finished with a main and sub space, continue numbering clockwise throughout the zone.

Figure 4 – Renovation of Figure 3



1. Demolished wall 2. Demolished door/wall infill

3. Space C105 eliminated with the demolition of the wall.

 New spaces created within Space C103. Space shall be C103A
 Spaces C111 and C112 reconfigured. A new space created off of Space C112. Space shall be C112A.

CVG CADD Standards – Appendix B: Space Naming Convention Revision 2.2 - March 2022

Figure 5 – Renovation of Figure 4



1. Demolished wall 2. Demolished door/wall infill

Reconfigured walls brings back Space C105 and eliminates Space C103A.
 Demolished wall eliminates Space C109
 New spaces created within Space C110. Spaces shall be C110A and C110B. C112A is eliminated.

## **Space Naming Procedure Checklist**

Below is a checklist that can be utilized when evaluating an existing, new or revised space.

Building Space Naming Procedure Checklist	
Building ID:	Description:
Building Name:	-
Building Address:	
Requested by:	
Naming Authorized by:	Naming Objective(s):
Facilities Management Coordinator:	-
Naming Performed by:	Existing Space
Reviewer list:	-
	New or Remodeled Space
	Establish Column Name

Procedure Checks	Yes	No	N/A
1. For existing building and acquisition process, have the floor plans for subject areas been processed into the CVG Geospatial System (GIS)?			
1.1 If No, Initiate a request to have the GIS database updated			
2. For existing building and acquisition process, are the most recent floor plans available in CADD or another suitable electronic format?			
2.1 If No, stop the evaluation and coordinate with requestor to develop a plan to get floor plans processed into a suitable for the naming process			
3. Has Facilities Management coordinator reviewed and approved floor plans and is there stakeholder			

## Space Naming Procedure Checklist (continued)

Procedure Checks	Yes	No	N/A
4. Completed corridor layout review and acceptance?			
5. Completed space name review and acceptance?			
6. Completed review and accentance complete?			
7. Completed space walk-through validation of naming results?			
8. Final naming review and documentation complete and submitted to Facility Management and GIS data team			

## Addendum 'A'

## **Building Identifiers**

The table below is an example list of Building Identifiers for buildings on CVG's campus. This is subject to change and Building Identifier numbers should be confirmed with PDD staff.

IDENTIFIER	BUILDING
AGTS.10.5	AGT Tunnel
ARFF.xx	ARFF Buildings
BLDG.61	CVG Centre
BLDG.150	ConRAC Ready Return Building
BLDG.152	ConRAC Customer Service Building
BLDG.195	ConRAC Ground Transportation Center
CONC.11	Concourse A
CONC.12	Concourse B
CRGO.xx	Cargo Buildings
HNGR.xx	Hangar Buildings
PRKG.17	Main Terminal Parking Garage (Terminal 3)
TERM.10.1	Main Terminal (Terminal 3)
TERM.10.2	Main Terminal – Ground Transportation Center
TERM.10.3	Main Terminal – Security Screening
VALT.xx	Vault Buildings