

Underground Duct / Walkway
numbering

Document Number

ES / 034

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22/04/2015	A		Issued

Document Title

Underground Duct / Walkway numbering

Document Number	ES / 034
Version	A
Date	22/04/2015
Process Owner Job Title	Claire Hurle Estate Planning Administrator
Status	Issued
Summary	This document provides the standard procedure for numbering the Underground Ducts and Walkways

Approval List

Name	Job Title	Date
Claire Hurle	Estate Planning Administrator	17/12/15
Dan Hopgood 	Infrastructure Manager	17/12/15

1.0 Introduction

This document provides the standard procedure for the numbering of Underground Ducts / Walkways within University sites.

The numbering of Underground ducts / walkways has been approved by the Infrastructure Manager and carried out in accordance with these guidelines. All Underground Ducts / Walkways numbers are unique.

The primary driver behind the addition of these spaces to Planon is to facilitate the uploading of asbestos data within the ducts.

The drawings for the Underground Ducts have been created using schematics provided by the Infrastructure Manager, and have marked up Zones within the Ducts.

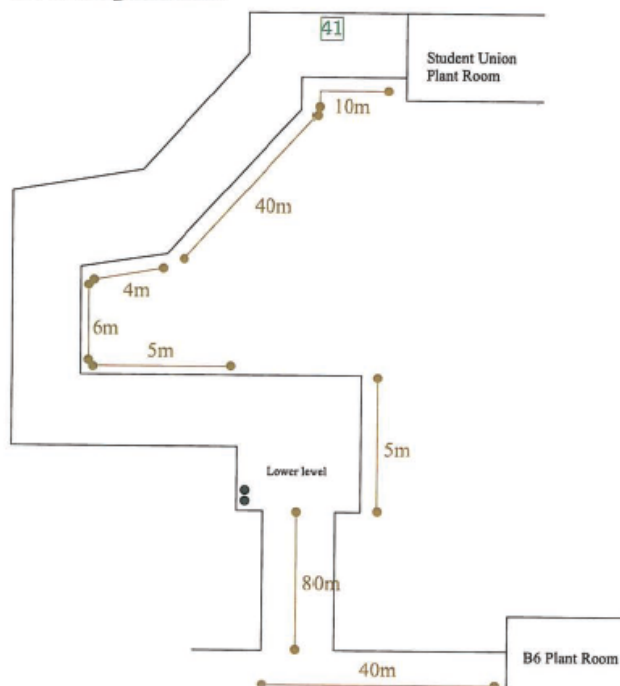
The historic schematic drawings often cover more than one Duct on Planon and therefore the same image file may be loaded to several Ducts. These images are not to scale and will require a full survey to create accurate drawings.

Ref. No: 6700162 FI 69
Client: University of Southampton
Site: Accessible Underground Ducts on Highfield
Campus, University of Southampton

Key:
1 Asbestos identified
4 No asbestos identified

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BUILDING 6 TO 42 DUCT *NB: Drawing not to scale*



A decision was made not to follow the conventional above ground duct numbering conventions, as it may cause confusion.

2.0 Underground Duct / Walkway Name & Numbering

- a) Each duct will have a unique name and number and will be treated as a “building” in Planon
- b) The Ducts will be named according to their location description. For example the duct that runs between Building 29 and Building 35 would be known as

“Duct 29-35”

- c) The Ducts will be numbered according to their location description. example the “building” number for Duct 29-35 would be known as

“D29-35”

3.0 Space type

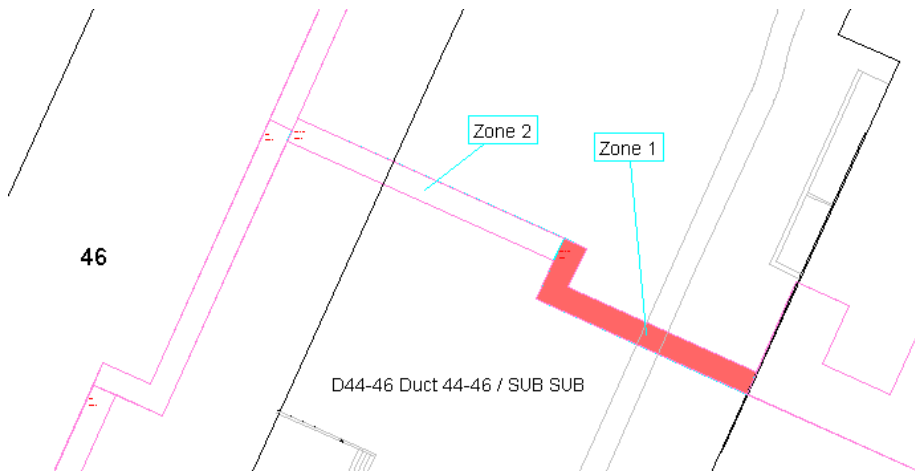
The space type to be used for Underground Ducts / Walkways is

UGRDUCT – Underground Duct

4.0 Zone (space) numbering

- a) All Zones (spaces) within a duct have been numbered using Zone numbers. For example Zone 1, Zone 2 etc. The zones have been determined by features within the duct and signage will be ordered to identify these locations.

Example of Zone numbering



6.0 Planon

The following fields will need to be completed for every space created, under the Space details tab within Planon with the following details:

Occupier	Balance Area
% Occupancy	100
Space type	UGRDUCT
Teaching %	0
Research %	0
Other %	0
Primary EMS category	23, No EMS – Balance Area