



Purpose

To ensure all Project names are standardized in the Document Management, Project Management and Work Order Management systems and also adhered to on all documentation for projects.

Procedure

BUILDING NAME or ENTITY NAME

When creating a Project, the project title should always begin with the building name or entity name from Planon (see one exception below “Art and Monuments”). The building or entity name will appear in the Building Description when you query buildings to assign a building to the project (this list comes from the Common Name field in the Planon Properties module).

Space HYPHEN Space Use - to separate the Building or Entity Name from the rest of the project title.

ALL CAPS Project Information should be in CAPS LOCK.

WHAT

Alterations, Renovations, Study, Upgrade, Install, Replace, Construct, Addition and so on.

- **NEW BUILDING** – When a new facility is being constructed that didn’t not exist before.
 - BUILDING NAME - CONSTRUCT ORIGINAL BUILDING
 - Use this even if the project is in the very early conceptual stages. The status will indicate the phase of the project.
 - If the building does not exist in Planon, you will have to ask Kendra to create a new property in Planon before you can create the project.
- **ADDITION** – When a new facility is constructed that is physically attached to an existing facility.
 - BUILDING NAME - ADDITION # - ADDITION NAME (if applicable)
 - Use this even if the project is in the very early conceptual stages.
 - For any project involving a new addition, the project name should have the addition number in the title.
 - Kendra will have to create an official addition record in the Planon Properties – Construction History module.
- **STUDY** – Use when a study to do a project is happening. Will typically become a different project if it is going to happen.
 - BUILDING NAME – STUDY – WHAT THE STUDY IS ABOUT
- **ALTERATIONS** - An alteration is a change to an existing building. Moving or changing walls, doors, windows, structural changes etc.
 - BUILDING NAME - ALTERATIONS TO...
- **RENOVATIONS** - A renovation is an update to an existing building or a return to a new condition. Modifying the space with updated furniture, equipment, paint, carpet, etc.
 - BUILDING NAME - RENOVATIONS TO...

WHERE

Room Numbers, Campus Location

Examples:

- MANLY MILES – ALTERATIONS TO ROOM 310
- ELECTRICAL DISTRIBUTION SYSTEM – INSTALL ELECTRICAL POWER TO BASEBALL AND SOFTBALL FIELDS
- SIGNAGE – UPGRADE PARKING RAMP 4-KELLOGG SIGNAGE ON KALAMAZOO STREET

Land Entities:

When making the decision of which building or entity to use as the “primary” when the project involves more than one building or entity, first determine the scope of the project and what/where most of the work will be. If the work is NOT happening to the building itself, use the Land Entity as the primary and cross reference all other buildings or entities involved in the project.

Example:

- **SIGNAGE – UPGRADE PARKING RAMP 4-KELLOGG SIGNAGE ON KALAMAZOO STREET**

This project involves installing a sign which will NOT be attached to the Kellogg Center Parking Ramp. Most of the work is installing an exterior sign. The sign is located on Kalamazoo Street. The sign references the Kellogg Parking Ramp. So the primary building/entity should be “**3009 SIGNAGE**”, the “what” is upgrade, the “where” is the Kellogg Parking Ramp and Kalamazoo Street.

In the Records Project Database: Cross reference **0155 PARKING RAMP 4-KELLOGG, 2070 ROADS** (land entity) and the specific road(s) involved (**ROAD0009 KALAMAZOO STREET**).

Here is a [link](#) to the main Land Entities that are used. There are also specific numbers for parking lots and roads/intersections that need to be used when picking the location of a project.

Multiple Building Projects:

2 buildings: For projects involving two buildings or entities, assign the building or entity that is first alphabetically as the primary building, AND use that building or entity in the project title. (Planon and Meridian both have the notion of a “primary” building).

- **IPF AND PSYCHOLOGY - REPLACE ROOFING**

More than 2 buildings: For projects involving more than two buildings or entities, assign the building or entity that is first alphabetically as the primary building, AND use that building or entity in the project title. (Planon and Meridian both have the notion of a “primary” building). Also use “AND VARIOUS BLDGS” right after the primary building:

- **ABRAMS PLANETARIUM AND VARIOUS BUILDINGS - CPCO - REDUCE THE USE - ENERGY CONSERVATION PROGRAM**

In the Records Project Database: Cross reference any additional buildings or entities involved in the project.

Primary Building

0165 ABRAMS PLANETARIUM

Related Buildings

0001 PAOLUCCI	0029 KEDZIE HALL
0002 BERKEY HALL	0031 AUDITORIUM
0003 OLIN HEALTH CENTER	0035 COMPUTER CENTER
0004 MORRILL HALL	0047 OLDS HALL
0005 HUMAN ECOLOGY	0049 LIBRARY
0006 UNION	0051 IM SPORTS-CIRCLE
0011 MUSIC	0055 KELLOGG CENTER
0013 MUSEUM	0056 JENISON FIELDHOUSE
0014 LINTON HALL	0057 DEMONSTRATION HALL
0015 EUSTACE-COLE HALL	0059 MUNN ICE ARENA
0016 MARSHALL-ADAMS HALL	0060 CENTRAL SERVICES
0017 OLD BOTANY	0065 TB SIMON POWER PLANT
0019 CHITTENDEN HALL	0067 HANNAH ADMINISTRATION
0020 COOK-SEEVERS HALL	0068 LINEN SERVICES
0021 MUSIC PRACTICE	0069 BRESLIN
0022 MORRILL HALL OF AGRICULTURE	0077 DUFFY DAUGHERTY-SAAC
0024 NATURAL SCIENCE	0078 WELLS HALL
0025 OLD HORTICULTURE	0079 BESSEY HALL
0027 PSYCHOLOGY	0080 BUSINESS COLLEGE
0028 GILTNER HALL	0081 ENGINEERING

Buildings and Land Entities: For projects involving both buildings and land entities, assign the building or entity that has most of the work as the primary building, AND use that building or entity in the project title. (Planon and Meridian both have the notion of a “primary” building). Also use “AND VARIOUS BLDGS” or list the buildings if there is only a couple right after the primary building. If it is a construct original building or addition, there may be multiple land entities associated. If it is a major utility distribution system project, there may be multiple distribution systems, roads, pathways, bridges, and buildings associated.

One exception regarding using the building or entity name at the beginning of a project is:

Creating a “Commemorative” project:

Always use **3001 ARTS AND MONUMENTS** Land Entity as the primary building when creating a project for a commemorative bench, tree, plaque, marker etc. It won't be necessary to have “Art & Monuments” in the beginning of the project name so the project name should be as follows:

Commemorative THING - person's LAST NAME (LAST NAME ONLY) - LOCATION

Examples:

- COMMEMORATIVE BENCH - GUYER - OLD COLLEGE FIELD
- COMMEMORATIVE PLAQUE AND BRONZE BUST SCULPTURE - KING - STUDENT SERVICES
- COMMEMORATIVE TREE - MCKENNA - N. STADIUM

Always cross reference commemorative projects to the location (building) and/or any other land entity it involves.

- Benches cross reference 3011 SITE FURNISHINGS
- Trees cross reference 3008 PLANTING

Revision History and Owner of Document

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