

Lenel Naming Standards

October 31, 2012

- All text will be UPPERCASE.
- Do not pad 0's in names other than in a quad building combination or a TSO.
 - Good example: 02-070A-1.1 MUNGER 1
 - Bad example: 02-070A-1.1 MUNGER 01
- Floor designations should be the number and FL, no dashes, no padding 0's
 - Good example: P-04-040-2.1-2131-NANO 3 2FL
 - Bad example: P-04-040-2.1-2131-NANO 3-2ND FL
- Initial name for a building preceded by a '-' connected to the name, then spaces
 - Good example: P-08-050C-1.1-1025-ZAMBR ITSDC
 - Bad example: P-08-050C-1.1-1025-ZAMBR-ITSDC
- For devices removed from the system, we will remove the dashes from the name and change the prefix to 'DELETED' to indicate the location was removed.
- If there is not enough space for the full word, INPUT becomes IN, and OUTPUT becomes OUT.

Device Names

Panel (Access, Input, Output)

Type – P=Panel, WP=Wireless Panel (Access Point)

Quad – NN

Building – NNN or NNNA (should match searchable campus map)

Telecommunications Room – N.NN (fill in actual number, don't pad)

Telecommunications Service Outlet = NNNNN (fill in actual number, don't pad)

Description (11 characters) – Complex, Building, Panel number if more than one or Segment Description

Examples:

P-06-500H-0.6-0050-STERNBURBANK

P-05-100-0.2-0126-ROBLEC

P-02-070D-1.1-1063-MUNGER4

P-02-070D-1.2-1063-MUNGER4DIN

P-08-050A-1.4-1072-W FOB OUTPUT (use OUT if there is not enough room)

P-08-050A-1.4-1072-W FOB INPUT (use IN if there is not enough room)

Readers

Type – R=Reader, WR=Wireless Reader (Lenel ILS), OR=Offline Reader (Lenel ILS)

Quad – NN

Building – NNN or NNNA (should match searchable campus map)

Telecommunications Room – N.NN (fill in actual number, don't pad)

Door Location: I=Interior E=Exterior

Telecommunications Service Outlet = NNNNN (fill in actual number, don't pad)
Description (9 characters) – Meaningful location (LOBBY, BASEMENT, ROOM NUMBER)

Examples:

R-06-500H-0.6-E-0051-BASEMENT
R-05-100-0.2-E-1242-BZCORRIDOR
R-02-070D-1.1-E-1039-RESLOBBY
WR-14-140-1.1-I-1103-G15X OFFICE
OR-14-140-I-OFFLINE TRAIN 1

Local Alarm (with sounder/speaker, no electrified hardware)

Type – L=Local Alarm

Quad – NN

Building – NNN or NNNA (should match searchable campus map)

Telecommunications Room – N.NN (fill in actual number, don't pad)

Door Location: I=Interior E=Exterior

Telecommunications Service Outlet = NNNNN (fill in actual number, don't pad)

Type of Input: DC=Door Contact, RX=Rex

Description (7 characters) – Meaningful location (LOBBY, BASEMENT, ROOM NUMBER)

Examples:

Local alarms

L-05-200H-1.1-E-1143-DCD8ALARM
L-06-100-2.1-E-1041-DC100JALARM
L-05-100-0.3-E-1241-DCA100YSTRSA
L-02-070A-1.1-I-6001-DCRFHTCHDC

Alarm (no sounder/speaker, ex. door contact, tamper, etc., no electrified hardware)

Type – A=Alarm

Quad – NN

Building – NNN or NNNA (should match searchable campus map)

Telecommunications Room – N.NN (fill in actual number, don't pad)

Door Location: I=Interior E=Exterior

Telecommunications Service Outlet = NNNNN (fill in actual number, don't pad)

Type of Input: DC=Door Contact, TP=Tamper, RX=Rex, BTF=Battery Fail, ACF=AC Fail, etc.

Description (6 characters) – Meaningful location (12V, 24V, LBY, BSMT, LNG, RM9, etc.)

Examples:

A-05-010A-0.2-E-1159-DCN132BSMT
A-05-010B-0.8-E-1104-RXA132BLOUNG
A-05-010C-0.3-E-1145-DC148BLNG
A-05-010G-0.5-E-1125-DCDS121BDINRM

STANFORD
UNIVERSITY

INFORMATION TECHNOLOGY SERVICES

Outputs (speaker or no speaker, electrified hardware w/ no reader)

Type – O=Output

Quad – NN

Building – NNN or NNNA (should match searchable campus map)

Telecommunications Room – N.NN (fill in actual number, don't pad)

Door Location: I=Interior E=Exterior

Telecommunications Service Outlet = NNNNN (fill in actual number, don't pad)

Type of Output: DH=Door Hold (for locations with magnetic door holders), DL=Door Lock (for all locations without readers), CH1=Channel 1 speaker, CH2 (CH2 may be used for MNS), FIREDROP (for keyswitch fire code connection), etc.

Description (6 characters) – Meaningful location (LBY, BSMT, RM9, etc.)

Examples:

O-02-070A-1.1-I-6001-CH1ROOFHTCH

O-05-100-0.3-E-1241-CH1A100YSTRS

O-05-200H-1.1-E-1143-CH1K8

O-06-100-2.1-E-1041-CH1100JLNG

O-04-040-0.1-I-0222-DHBSMTCOR

O-08-050A-1.2-2201-FIREDROP

Inputs (motion detector, motion detector directional)

Type – I= Input

Quad – NN

Building – NNN or NNNA (should match searchable campus map)

Telecommunications Room – N.NN (fill in actual number, don't pad)

Door/Wall Location: I=Interior E=Exterior

Telecommunications Service Outlet = NNNNN (fill in actual number, don't pad)

Type of Detector: M=Motion Detector, MDD=Motion Detector Directional

Description (6 characters) – Meaningful location (LBY, BSMT, RM9, etc.)

Examples:

I-02-070A-1.1-I-6001-M ROOFHTCH

I-05-100-0.3-E-1241-MDD LOBWALL

Functions

Type – RF=Reader Function OR

Type – LF=Local Alarm Function

Quad – NN

Building – NNN or NNNA (should match searchable campus map)

STANFORD
UNIVERSITY

INFORMATION TECHNOLOGY SERVICES

Telecommunications Room – N.NN (fill in actual number, don't pad)
Door Location: I=Interior E=Exterior
Telecommunications Service Outlet = NNNNN (fill in actual number, don't pad)
Description (10 characters) – DFO&DHO, AS=ALARM SHUNT, plus reader description or local alarm description

Examples:

RF-05-100-0.2-E-1242-DFO&DHOBZ

LF-05-200H-1.1-E-1143-ASK8AL

LF-06-100-2.1-E-1041-AS100JAL

RF-06-500H-0.6-E-0051-DFO&DHOB096

Custom Alarm Names

In order to receive a complete message in a single page, meaningful description is limited to 50 characters. This provides 39 characters for 'from' and 21 characters for 'sent', and 47 characters for 'body' (XX minute alarm on" + Device Name).

Business Unit or Segment, Alarm, Building name, Meaningful location description (50 character limitation)

Housing: Alarm BUILDING Description

Dining: Dining Alarm BUILDING Description

Conf: Conf BUILDING Description

As well, they should follow some rules:

- Each new word should start with an uppercase letter
- No identical alarm names
- No Special characters (no: dashes, no dots, no commas) ... we can only accommodate alpha numeric.
- No double spaces between words (example: "Alarm Munger 1 North Corr Entry" ... notice there are two white spaces between North and Corr.)
- No trailing spaces (example: "Alarm Building Basement Stairs " with the space after the word Stairs).

Examples:

Housing: Alarm Munger 1 South Campus Drive Entry

Admin Building: Alarm Sweet Hall 4th Floor Stair 2

Dining: Dining Alarm Branner Dining Room Stairs

Conf: Conf Munger 5 Lobby B

Access Levels

Access Level Names

Requirements: Names must be unique

Segment – NAME

Quad – NN

Building – NNN or NNNA (should match searchable campus map)

Time Description – BUSHOURS, FRONTLOBBY, etc.

Floor/Location – 0FL (for basements), 1FL, 2FL, etc. (Note use next number to indicate roof, i.e. 2 story building with roof contacts would have 1FL, 2FL, 3FL) – or – FRONT, BACK, ETC.

Examples:

VPUE-03-420-BUSHOURS-3FL

Access Level Groups (N/A for now)

Timezone

Requirements: Names must be unique

Segment – NAME

Quad – NN

Building – NNN or NNNA (should match searchable campus map)

Time Description – BUSHOURS, FRONTLOBBY, etc.

Examples:

VPUE-03-420-BUSHOURS

Holidays

Requirements: Names must be unique, remember that holidays may apply to all buildings in a segment, use Quad-Bldg if holiday is unique to a given location

Segment – NAME

Quad – NN

Building – NNN or NNNA (should match searchable campus map)

Holiday name – NEWYEARS, etc.

Examples:

VPUE-03-420-THANKSGIVING

VPUE-03-420-SPECIALHOLIDAY

Maps

Requirements: Names must be unique

Segment – NAME

Quad – NN

Building – NNN or NNNA (should match searchable campus map)

Building Name – SWEET, etc

Floor – 0FL (for basements), 1FL, 2FL, etc. (Note use next number to indicate roof, i.e. 2 story building with roof contacts would have 1FL, 2FL, 3FL)

Examples:

VPUE-03-420-SWEET-0FL

VPUE-03-420-SWEET-1FL

VPUE-03-420-SWEET-2FL

VPUE-03-420-SWEET-3FL

VPUE-03-420-SWEET-4FL

VPUE-03-420-SWEET-5FL

Monitoring Zones

Requirements: Names must be unique

Segment – NAME

Quad – NN

Building – NNN or NNNA (should match searchable campus map)

Building Name – SWEET, etc

Examples:

VPUE-03-420-SWEET

Switch – SW

Push Button – PB