Lenel Naming Standards
Mar 1, 2024

- 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. After 30 days the 'DELETED' items will be removed from the system.
- If there is not enough space for the full word, INPUT becomes IN, and OUTPUT becomes OUT, TAMPER becomes TMP.

Device Names

Panel (Access, Input, Output)

Type – P=Standard Wired Panel, PW - Wired Panel with Wireless readers, WP=Wireless Panel, IAP=Intrusion Alarm Panel
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), WRA=Wireless Reader Assa Abloy, WRS=Wireless Reader (Schlage) OR=Offline Reader (Lenel ILS), HR=Handheld Reader

(Schlage), NR=NonReader (full 1300 and electronic control, no reader), KR=Keypad Reader. As we transition our wired readers from the RP style to the Signo style, we will at SR to the standard when a Signo Reader is installed rather than an RP style reader.

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 with no underscores (9 characters) – Meaningful location (LOBBY, BASEMENT, ROOM
        NUMBER)

Note: for WRA readers the standard will include the hub and port information

~~WRA-14-140-1.1-I-1103-HUB-PORT-G15X OFFICE~~
The new standard for wireless readers will be W5 to indicate an IN100 lock with a version 5 hub.

        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
W5-14-140-1.1-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

Outputs may not be used to manage open/close of devices. **All locations will require a 1300 board, even if a reader is not used.**

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)

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

Lock Down or Door Release Button

Type –LDB=Lock Down Button, DRB=Door Release Button
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 = XXXX (No TSO, use XXXX)
Description (9 characters) – FRONTDESK, etc.

     Examples:
LDB-01-001-2.1-1-XXXX-FRONTDESK

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: Use is limited to Type 6, 7, and 8 as Types 1-5 are reserved for system use. Names
must be unique, remember that holidays apply to all buildings in a segment, do not use the
holiday function in shared segments.
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
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:
03-420-SWEET-0FL
03-420-SWEET-1FL
03-420-SWEET-2FL
03-420-SWEET-3FL
03-420-SWEET-4FL
03-420-SWEET-5FL

Monitoring Zones
Requirements: We use the Default Zone – Segment. Names must be unique

Examples:
Default Zone – Sweet

Switch – SW

Communication Servers
Communication Servers will be named in series for the area they support. For example:
LNL-COM-CAMPUS1, LNL-COM-RDE1, LNL-COM-GSB1

Communication Servers for video support will be named in series for the location they support.
For example:
LNL-VCOM-SRCF, LNL-VCOM-FORSYTHE