

MEMORANDUM

TO: Distribution

RECOMMENDED BY: Simon Taylor, Deputy Chief Engineer
Division of Planning and Engineering

APPROVED BY: Paul Shank, P.E., C.M., Chief Engineer
Division of Planning and Engineering

DATE: August 17, 2017

SUBJECT: Design Standards Supplement DST-17-03
2.1.1, Assignment of Building Identification Numbers
2.1.2, Assignment of Door Numbers

SRIT

Paul L Shank

Effective immediately, the following modifications shall be made to the MDOT MAA's 2017 Design Standards Manual:

Insert new subsections under *Item 2.1 Phase I Studies/Programming and Schematic Design*

2.1.1 Assignment of Building Identification Numbers

The GIS and Engineering Technology Section is responsible for administration of the Building Number Management Program and will determine and assign all building identification numbers at BWI Marshall and Martin State Airports.

The designers of Capital and Building Permit projects shall contact the GIS and Engineering Technology Section to request a building identification number prior to 60% design process.

The GIS and Engineering Technology Section will coordinate the issuance of a new building identification number or the modification of any existing building identification number with the Office of Planning, the Office of the Fire Marshal, and the Office of Commercial Management prior to final issuance of an identification number.

See Chapter 4 - Design Coordination and Permitting and Chapter 9 - Architectural Buildings for additional information.

2.1.2 Assignment of Door Numbers

The GIS and Engineering Technology Section is responsible for administration of the Door Number Management Program and will determine and assign door numbers for new, deleted, or relocated doors at BWI Marshall and Martin State Airports.

The designers of Capital and Building Permit projects shall contact the GIS and Engineering Technology Section to request door number(s) prior to 60% design and anytime during the design or construction process that a door number(s) is added, deleted, or modified.

Each internal and external door (overhead/roll down doors, gates, spaces, egress doors, etc.), elevator door, and stairwell door must be assigned a unique door number.

The GIS and Engineering Technology Section will coordinate the issuance of new door number(s) or the deletion/modification of any existing door numbers with the Office of the Fire Marshal and the Office of Commercial Management prior to final issuance of door numbers.

New or modified door numbers will integrate with various information management systems such as AIRPortal, BIM, Computer Aided Dispatch (CAD), and Maximo.

See *Chapter 9 - Architectural Buildings*, *Chapter 13 - Fire Prevention and Protection* and *Chapter 17 - Signage and Graphics* for additional information.

Consultants listed herein are required to distribute this design standard to their respective staff and subconsultants.

If you believe this design standards conflict with any other codes or regulations, or if you should have any questions regarding this matter, please contact the Manager, GIS and Engineering Technology Section at 410-859-7768.

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