

Request for Approval Process:

There are two processes for approval of space numbering, space numbering and door numbering criteria based on the project document delivery process pursued by the project team.

Proposals and meeting coordination for either processes shall be submitted via email to:

Josephine Pofsky, Director of Infrastructure Information Management (IIM)
Planning, Design and Construction

Email: josephine.pofsky@flysfso.com

Subject: Contract title – Request for Space Numbering Approval

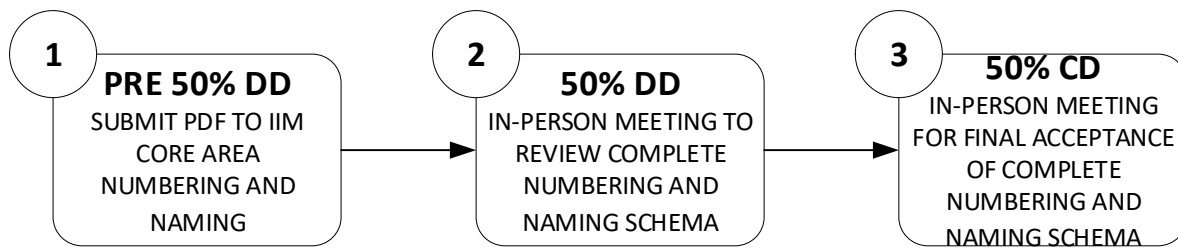
A. Revit Based Projects:

For project teams using Revit to generate Building Information Models and to produce contract documents, an alias space numbering, space naming and door numbering system may be employed to separate design and construction space numbering, naming and door numbering from Airport operations space numbering, space naming and door numbering. The purpose for this is to allow greater flexibility for the project teams during design and documentation rather than prematurely encumbering them with space numbering requirements. This method is explained in detail in Appendix A below. It is a project team decision whether to utilize the alias process. If the team decides to forego using an alias system, it should follow the same procedure as all other delivery protocols as listed below in Section B.

B. Other Format-Based Projects:

Project teams using any other project document delivery process must adhere to the following steps to attain approval from the Airport's Space Numbering Committee (Committee):

1. Project team is to submit sample proposal in PDF format of core areas which include lavatories, elevators, roof and vertical spaces for the Committee to preview **prior to 50% completion of the Design Development phase.**
2. Project team is to coordinate an in-person meeting with the Committee to submit complete space numbering proposals in PDF format which include spaces, zones, levels, and any asset type codes **at 50% of the Design Development phase.**
3. Project team is to coordinate a final, in-person meeting with the Committee to submit completed proposals and to obtain final acceptance **at 50% of the Construction Design phase.**



This document is intended to be neither static nor all-inclusive, and will be updated periodically and enforced by SFO Infrastructure Information Management Section (SFO IIM); therefore, it is essential that project teams apply the latest version for their proposal submittals.

Contact Information:

For any questions, special conditions, or scenarios regarding the Standards and/or approval process, please contact Josephine Pofsky, Director of Infrastructure Information Management at josephine.pofsky@flysfo.com.

For questions regarding suites or suite numbering, lease-space square footage and boundaries, please contact SFO Aviation Management Section (SFO AVM), which is responsible for boundaries for the purpose of lease-space square footage considerations.