

We want faceplate (location) numbering (NOT ROOM NUMBERS):

TR	FL	TR	FL	LOC
15		A	15	001

15 A - 15 001 (Loc number to be on each faceplate once)

A (Jack ID, 1 on each jack within the Face-Plate)

B (Jack ID for 2nd jack at this Loc/Faceplate)

Etc.

15 001 A (Loc number to be on each patch panel)

3.4 TELECOMMUNICATIONS OUTLET

- A. Each faceplate and each jack of a Telco outlet shall be individually labeled with three-eighths of an inch tall label consisting of one line of text of black ink on a white background.
- B. Location label shall be placed across faceplate area above top row of jacks. Jack ID letters shall be on faceplate as close to jacks as possible.
- C. Location label shall be formatted as follows:
 1. TRFL TR – FL ###, where:
 - a. “TRFL” is floor number of TR serving location, left-padded to at least 2-digits
 - b. “TR” is single-character alpha character starting at “A” to identify serving TR
 - c. “FL” is floor number of outlet location, left-padded to at least 2 digits
 - d. ### is location number, numbered sequentially starting at “1” in each TR, left-padded to at least 3 digits
 2. Length of label shall not exceed width of Faceplate.
- D. Jack ID shall be a single-character alpha character starting at “A” for each faceplate.
- E. Refer to project detail drawings for jack labeling sample.

3.5 HORIZONTAL CABLING

- A. Label each station cable at both ends 6" from cable termination.
- B. Wrap label around station cable in same manner as self-laminated sticker would.
- C. Use a copy of jack label at jack end of station cable.
- D. Use a copy of port label at patch panel port end of station cable.

3.6 MODULAR PATCH PANEL

- A. Each port of a patch panel in a telecommunications room shall be labeled with a three-eighths of an inch tall label consisting of one line of text of black ink on a white background.
- B. Patch panel port label shall be formatted as follows:
 - 1. FL ### ID, where:
 - a. "FL" is floor number of outlet location, left-padded to at least 2 digits
 - b. ### is location number, numbered sequentially starting at "1" in each TR, left-padded to at least 3 digits and matching the location number of the jack served
 - c. ID is single-character alpha character starting at "A" for each faceplate and matching the jack ID of the jack served
- C. Length of label shall not exceed 0.65", equivalent to width of a Modular Jack.
- D. Font size shall allow one line of text while preserving 0.65" length.
- E. Refer to project detail drawings patch panel port labeling sample.