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

<table>
<thead>
<tr>
<th>TR FL</th>
<th>TR</th>
<th>FL</th>
<th>LOC</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>A</td>
<td>15</td>
<td>001</td>
</tr>
</tbody>
</table>

**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.