



LAX

Asset Labeling Standards

Los Angeles International

Prepared by
FMUG Asset Management Division
June 2018



Section Contents

1	FM@LAWA Asset Labeling Standards	1
1.1	Label Placement	1
1.2	Label Readability	1
1.3	Label Symbology and Information	1
1.4	Label Material	1
1.5	Label Samples	2
2	History	2

1 FM@LAWA Asset Labeling Standards

Each facility system component (i.e. asset) that will be tracked and/or maintained by LAWA in Maximo is required to have a permanent label. The label must be placed on the asset in an easily accessible and readable location. **The labels will be supplied by LAWA AMD team and will be placed on the asset by the contractor.** PDG/CDG project manager will be responsible for ensuring correct placement of the label.

1.1 Label Placement

Labels shall be fixed to the asset in an easily accessible and readable location. They must be secure, not likely to come loose, and placed where they are not subject to damage.

1.2 Label Readability

The label should have the capability to be read accurately (zero error) from three feet away with the mobile hardware LAWA will be using (i.e. iPad or iPhone).

1.3 Label Symbology and Information

The barcode on the label is required to be data matrix symbology and, at a minimum, is required to display the Maximo ID number (formatted as text the human eye can read) with the FM@LAWA logo (see sample #1 in Section 1.5).

Labels being printed and placed by LAWA Facilities Management staff will also include some or all of the following text in a readable format (see sample #2 in Section 1.5):

1. Maximo # (Asset ID)
2. Asset Name (Legacy ID)
3. Manufacturer
4. Install date

Important: If a contractor is given permission by LAWA to store more than just the Maximo Asset ID (i.e. assetnum) in the barcode, the assetnum **MUST** be the first value stored, followed by a space and pipe (|) delimiter before each of the additional data fields.

Example: assetnum | description | manufacturer | modelnum

1.4 Label Material

The physical label must remain permanently attached to the asset it is applied to and must not be easily removable. The labels must withstand the typical construction environment, multiple cleanings with industrial cleaning agents, and ultraviolet light exposure without fading.

- Indoor: At a minimum, labels are to be printed on thermal transfer polyester material.
- Outdoor and heavy use areas: More durable material (i.e. metal) is required when the asset label will be exposed to conditions such as direct sunlight, dampness, inclement weather, chemicals that could degrade the expected material life, etc.

1.5 Label Samples

Sample #1: LAWA label placed by contractor – Maximo assetnum and FM@LAWA logo



Sample #2: LAWA standard label printed and placed by LAWA staff



2 History

Revision	Description	Date
	First Release	June 8, 2018