



# Project Naming Convention

The name of a project in Facilities Connect must adhere to the following convention:

**Building/Area Name + Sub-Location + Description + Effort + Year**

Where:

<p><b>Building/Area Name</b> <i>(Required)</i></p>	<p>is the short name for the building, and comes exactly from the attached list of building short names.</p> <p>If the project location is not associated with a building, an appropriately concise and accurate name for the location should be used instead. For example, "Deering Meadow".</p>
<p><b>+</b></p>	<p>all items are to be separated by a single space, no punctuation.</p>
<p><b>Sub-Location</b> <i>(Optional)</i></p>	<p>further modifies the Building/Area Name with information about the floor, room, and/or other areas within or outside a building, as appropriate.</p>
<p><b>Description</b> <i>(Optional)</i></p>	<p>records the department, occupant, and/or function of the space(s) being affected by the project, as appropriate.</p>
<p><b>Effort</b> <i>(Required)</i></p>	<p>describes the nature of the work being done, and comes exactly from the items on the</p>



## Building Short Names (page

---



