

FACILITY IDENTIFICATION

SUMMARY

All County facilities (any building or structure owned or leased and maintained by the County) will be assigned a facility identifier.

The Facility Identifier system divides the County into nine (9) geographic zones and nine (9) sub-blocks in each zone. All County-owned facilities within a zone will receive a number from a block of numbers assigned to each sub-block in the zone. This will allow future facilities to be added to existing groups. The Facility Identifier will consist of a zone letter as a prefix, a dash, a block number from the sub-block of numbers for that zone, and a two-digit alpha numeric building number (example A1A1). Leased property maintained by the County will be assigned a numeric building number (example A111).

PROCEDURE

1. Department Facility Managers shall notify Facilities and Utilities Management, Internal Services Department (ISD) with the street address of each facility and advise if other departments are tenants in any of the facilities. Additionally, the Department Facility Manager shall provide a site plan for all multiple building complexes.
2. To prevent duplication ISD will assign and enter each identified facility into a computerized database, which will include gross area, year built, cost, and responsible department. ISD will show each facility on the zone map. Maps and lists will be available as a County-wide source document for maintenance and risk management.
3. Notify ISD to retire the facility identifier when a facility is destroyed, sold, or the lease is canceled.

Exception

The Miami-Dade County Aviation Department facilities are presently numbered and registered by number with the Federal Government. These facilities will remain numbered and registered in this manner and each County airport will be considered separate special zones.

CONTACT(S):

Department/Division

Internal Services Department/Facilities and Utilities Management