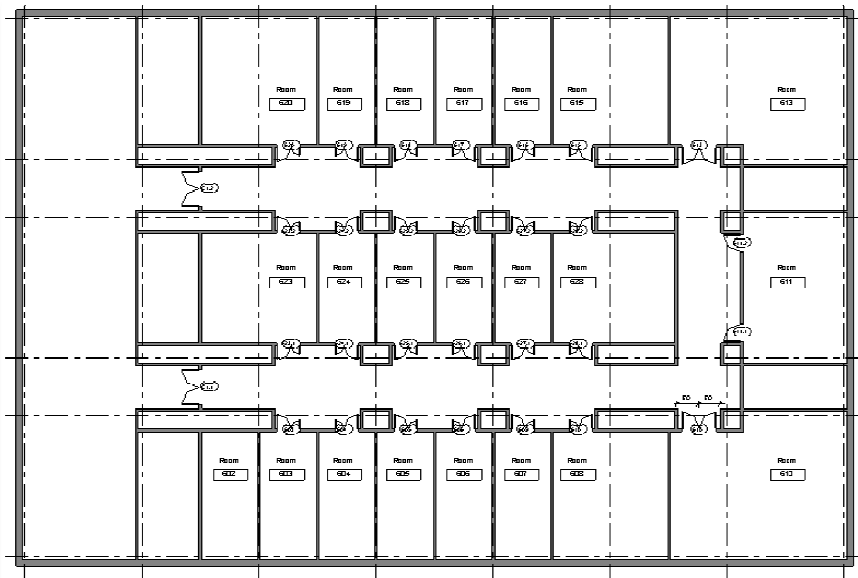


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Phase 1 Stage 5: ROOM AND DOOR TAGS - CREATING SCHEDULES

(WEEK 3A)

**Overview:** Room and Door Tags and their accompanying schedules are used to organize information in an architectural project. A Room or Door Tag is a discreet number that never repeats itself in a building. They are used to organize information in a set of drawings and represent additional information that is difficult to show in drawing form. Schedules can be used to link to other relevant information like the hardware set used for a particular door or the finishes in a room.



**Room Tag:** A graphic symbol that typically appears on a floor plan and a reflected ceiling plan. Each room has a discreet number. Additional information may be included in the room tag including the original programmed use of the space.

**Room Schedule:** A table view listing rooms within a project that links to finish and other data.

**Door Tag:** A graphic symbol with a discreet number that typically appears on a floor plan.

**Door Schedule:** A table view listing doors within a project that links to hardware and other data.

**Best Practices:** It is good practice for both the room and door numbers to indicate the floor level. For example a room tagged 601 would likely be the first door on the 6th level. A door tagged 305 would be the 5th door on the 3rd floor.

The door tag number should match the room tag number for a given space. Accordingly Room 401 would have Door 401. If a Room has several doors the numbers would need an additional sequential letter or number. For example, 401.1, 401.2, 401.3 or 401.a, 401.b, 401.c

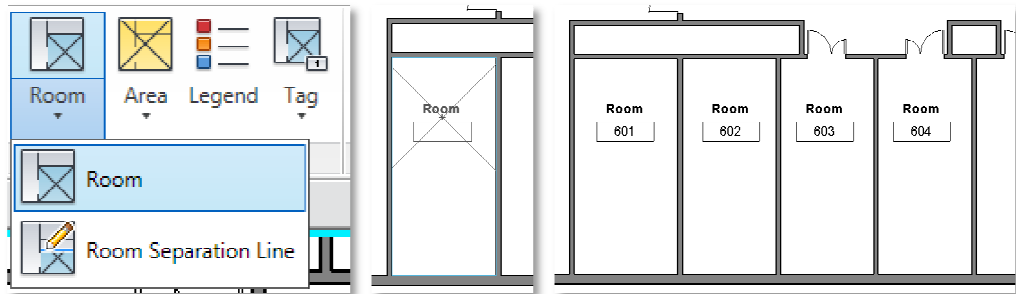
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**Procedure:** Assuming walls and doors existing in our plan, we should follow these steps:

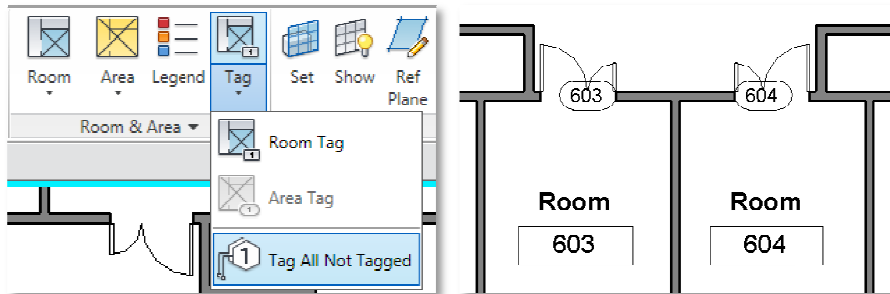
1. Create the Room Home > Room & Area > Room
2. Add Room Tag Home > Room & Area > Tag > Room Tag
3. Add Door Tag Home > Room & Area > Tag > Tag Not Tagged

When a Room Definition or Door is added a Room or Door Tag may be created by default. If they are not created you can add them later by selecting the room or door directly and selecting "Tag Not Tagged".

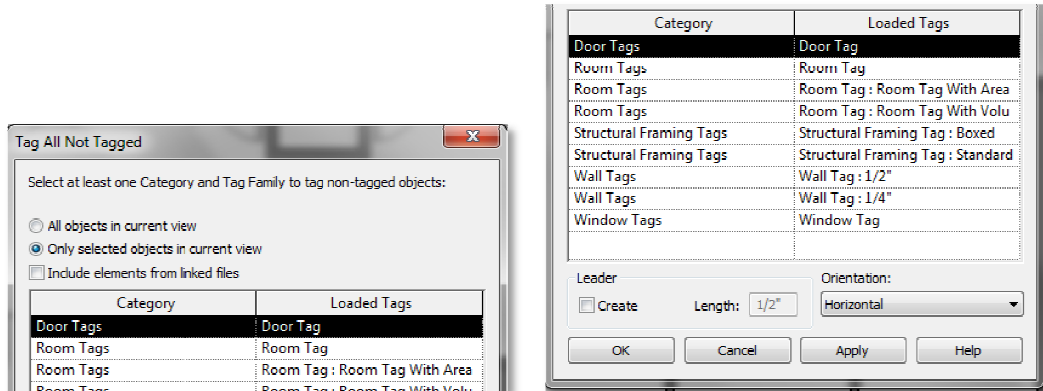
**Create A Room:** Home > Room & Area > Room You may need to update the room number



**Add a door tag:** Home > Room & Area > Room You may need to update the room number

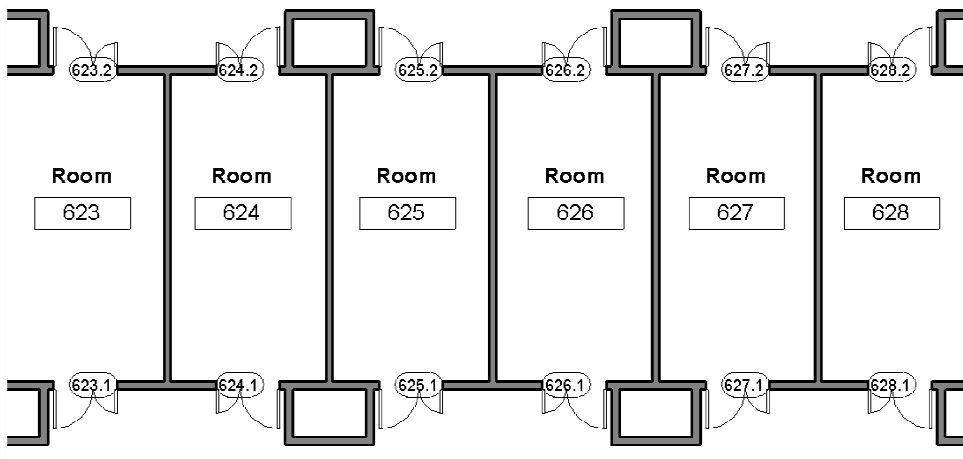
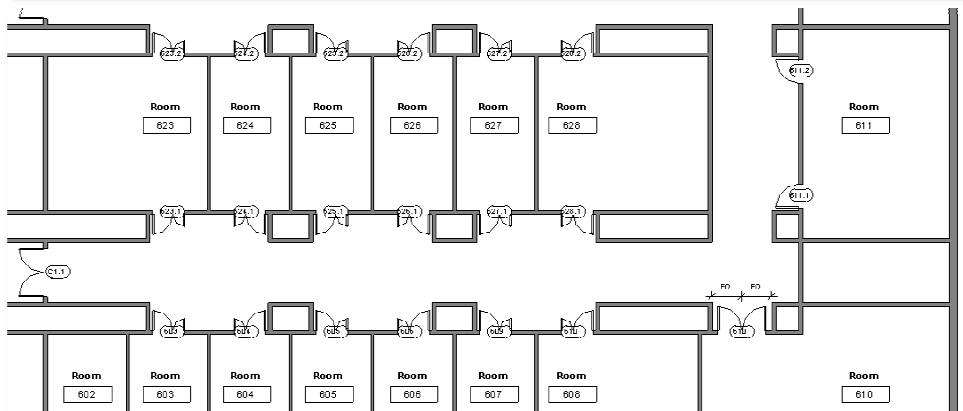
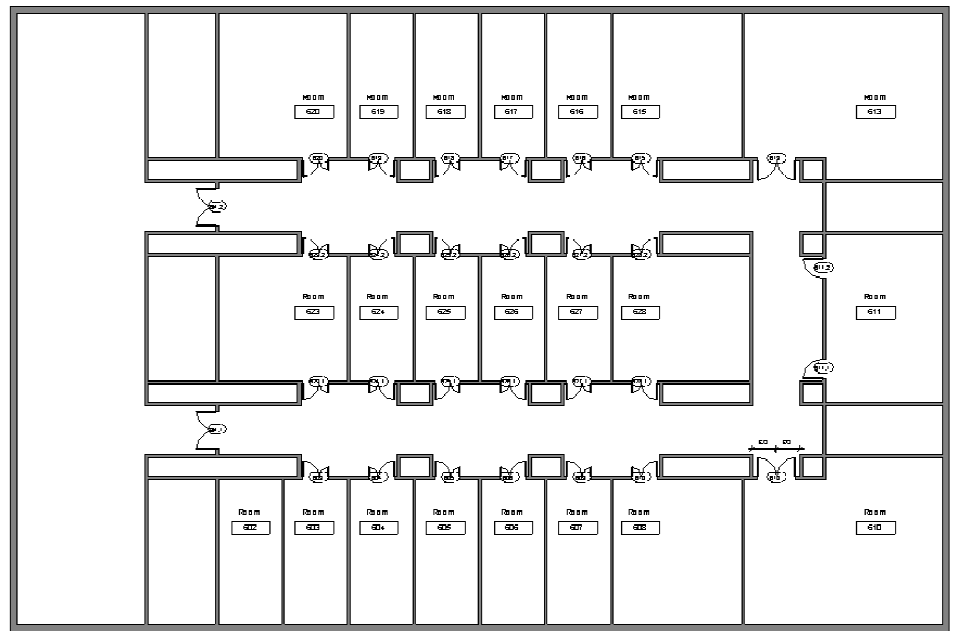


**Options:** You can choose the objects to be tagged and the type of tags to be added. It typically works well to select the objects prior to selecting "Tag All Not Tagged"



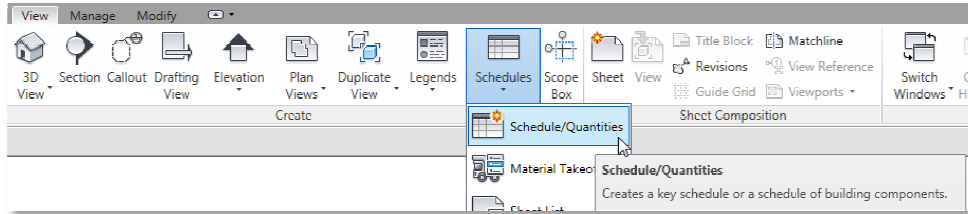
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Views: Various views showing room and door tags

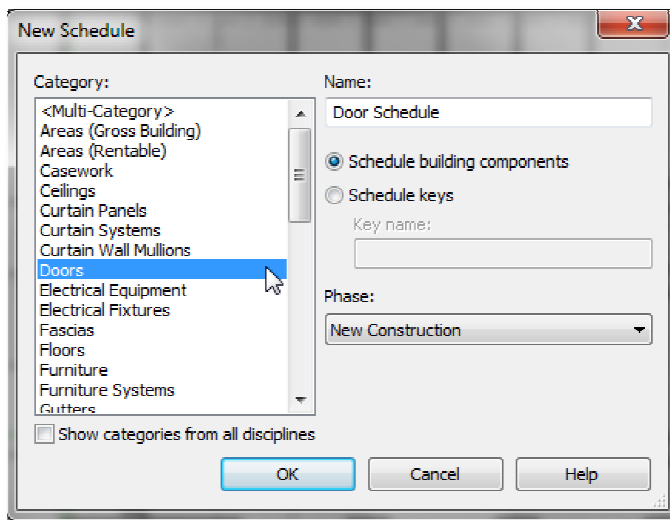


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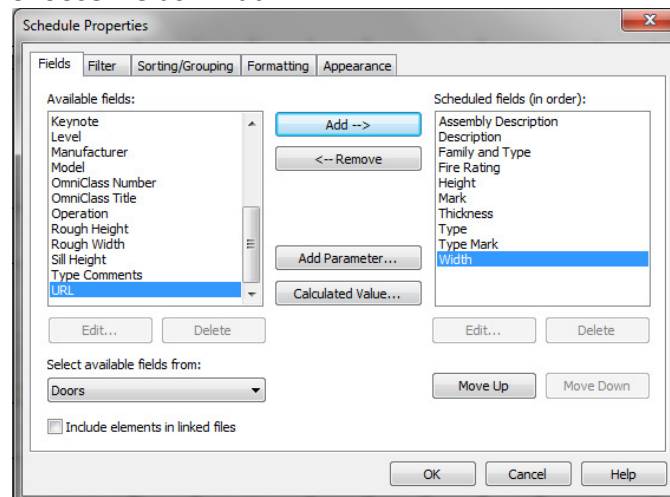
**Door Schedule:** Now that we have a floor plan with doors we will look to generate a door schedule and will place it on a 22 x 34 Titleblock sheet.



### Select Doors



### Choose Fields > Add



When done select OK

Schedule is now available in the project browser

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Door Schedule									
Assembly D	Description	Family and T	Fire Rating	Height	Mark	Thickness	Type	Type Mark	Width
Interior Door		Double-Fl		7'-0"	51	0'-2"	72" x 84"	18	6'-0"
Interior Door		Double-U		6'-8"	52	0'-2"	48" x 80"	11	4'-0"
Interior Door		Double-U		6'-8"	53	0'-2"	48" x 80"	11	4'-0"
Interior Door		Double-U		6'-8"	54	0'-2"	48" x 80"	11	4'-0"
Interior Door		Double-U		6'-8"	55	0'-2"	48" x 80"	11	4'-0"
Interior Door		Double-U		6'-8"	56	0'-2"	48" x 80"	11	4'-0"
Interior Door		Double-U		0'-0"	57	0'-2"	40" x 00"	11	4'-0"
Interior Door		Double-U		6'-8"	58	0'-2"	48" x 80"	11	4'-0"
Interior Door		Double-U		6'-8"	59	0'-2"	48" x 80"	11	4'-0"
Interior Door		Double-U		6'-8"	60	0'-2"	48" x 80"	11	4'-0"
Interior Door		Double-U		6'-8"	61	0'-2"	48" x 80"	11	4'-0"
Interior Door		Double-U		6'-8"	62	0'-2"	48" x 80"	11	4'-0"
Interior Door		Double-U		6'-8"	63	0'-2"	48" x 80"	11	4'-0"
Interior Door		Double-Fl		7'-0"	64	0'-2"	72" x 84"	18	6'-0"
Interior Door		Single-Flu		7'-0"	65	0'-2"	36" x 84"	1	3'-0"
Interior Door		Double-Fl		7'-0"	66	0'-2"	72" x 84"	18	6'-0"
Interior Door		Double-U		6'-8"	67	0'-2"	48" x 80"	11	4'-0"
Interior Door		Double-U		6'-8"	68	0'-2"	48" x 80"	11	4'-0"
Interior Door		Double-U		6'-8"	69	0'-2"	48" x 80"	11	4'-0"
Interior Door		Double-U		6'-8"	70	0'-2"	48" x 80"	11	4'-0"
Interior Door		Double-U		6'-8"	71	0'-2"	48" x 80"	11	4'-0"
Interior Door		Double-U		6'-8"	72	0'-2"	48" x 80"	11	4'-0"
Interior Door		Double-U		6'-8"	73	0'-2"	48" x 80"	11	4'-0"
Interior Door		Double-U		6'-8"	74	0'-2"	48" x 80"	11	4'-0"
Interior Door		Double-U		6'-8"	75	0'-2"	48" x 80"	11	4'-0"
Interior Door		Double-U		6'-8"	76	0'-2"	48" x 80"	11	4'-0"
Interior Door		Double-U		6'-8"	77	0'-2"	48" x 80"	11	4'-0"
Interior Door		Double-U		6'-8"	78	0'-2"	48" x 80"	11	4'-0"
Interior Door		Double-Fl		7'-0"	79	0'-2"	72" x 84"	18	6'-0"
Interior Door		Single-Flu		7'-0"	80	0'-2"	36" x 84"	1	3'-0"

Schedule: Door Schedule Edit Type

Phasing  
Phase Filter Show All  
Phase New Construction

Other

Fields Edit...  
Filter Edit...  
Sorting/Grouping Edit...  
Formatting Edit...  
Appearance Edit...

View Schedule:

Schedule Properties

Fields Filter Sorting/Grouping Formatting Appearance

Filter by: Level equals  
Level 6

And: (none)  
And: (none)  
And: (none)

OK Cancel Help

Set the Filter:

Schedule Properties

Fields Filter Sorting/Grouping Formatting Appearance

Sort by: Mark Ascending Descending  
Header Footer: Blank line

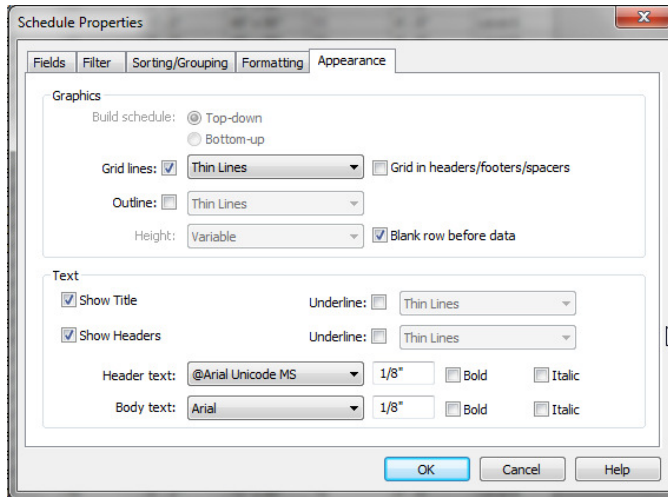
Then by: (none) Ascending Descending  
Assembly Description  
Description  
Family and Type  
Fire Rating  
Height  
Mark  
Thickness  
Type  
Type Mark  
Width  
Level

Grand totals: Itemize every instance

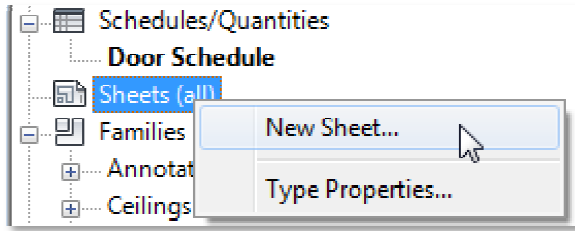
OK Cancel Help

Sorting/grouping:

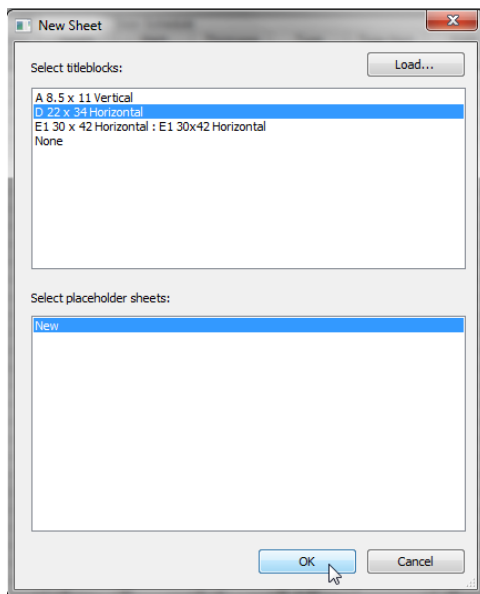
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Set Appearance:



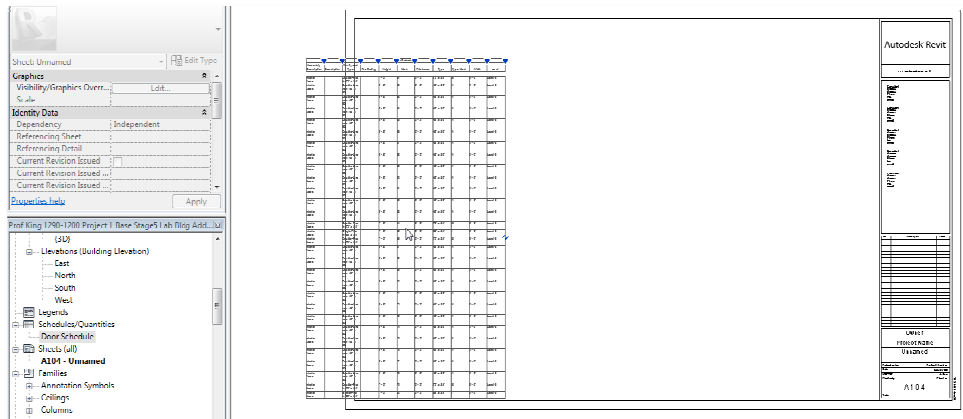
Create Sheet:



22 x 34 Horizontal:

If sheet size is not on the list load the family

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Place Schedule:

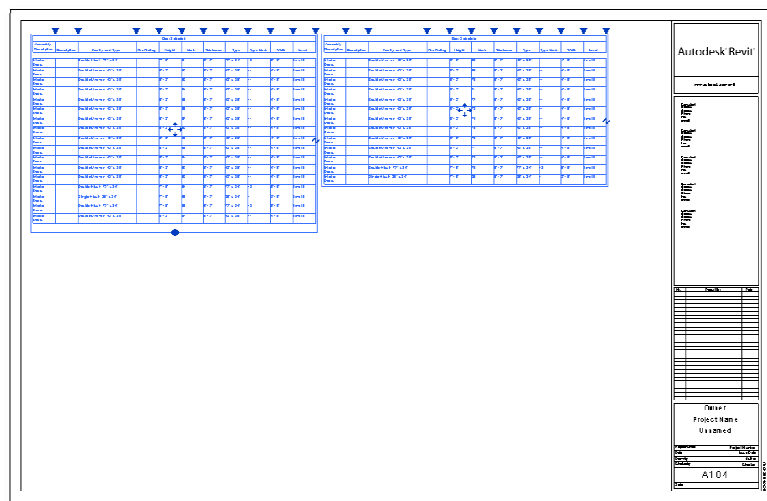


Break Schedule:

Assembly Description	Description	Family and Type	Family	Rate	Typing	Height	Rating	Dark	Height	Thickness	Stair	Type	Thickness	Type	Material	Width	Type	Material	Level	Width
Interior Doors		Double-Flush		72" x 84"	7' - 0"	51	7' - 0"	0' - 2"	51	72" x 84" 2"	18	72" x 84" 0" 18	Level 6 - 0"							
Interior Doors		Double-Flush		48" x 80"	6' - 8"	52	6' - 8"	0' - 2"	52	48" x 80" 2"	11	48" x 80" 0" 11	Level 6 - 0"							
Interior		Double-Flush		48" x 80"	6' - 8"	53	6' - 8"	0' - 2"	53	48" x 80" 2"	11	48" x 80" 0" 11	Level 6 - 0"							

Adjust Columns:

Assembly Description	Description	Family and Type	Family	Rate	Typing	Height	Rating	Dark	Height	Thickness	Stair	Type	Thickness	Type	Material	Width	Type	Material	Level	Width
Interior Doors		Double-Flush		72" x 84"	7' - 0"	51	7' - 0"	0' - 2"	51	72" x 84" 2"	18	72" x 84" 0" 18	Level 6 - 0"							
Interior Doors		Double-Flush		48" x 80"	6' - 8"	52	6' - 8"	0' - 2"	52	48" x 80" 2"	11	48" x 80" 0" 11	Level 6 - 0"							
Interior		Double-Flush		48" x 80"	6' - 8"	53	6' - 8"	0' - 2"	53	48" x 80" 2"	11	48" x 80" 0" 11	Level 6 - 0"							



Finish Sheet: