

**Health & Safety Office**  
**Technical Guidance Note - ES01**  
**How to barcode assets for PATGuard 3**

**Introduction**

The Health and Safety Office administers a computer based record keeping system for Portable Appliance Testing records (PATGuard 3). These records are submitted by in-house Portable Appliance Testers and contractors in a compatible format.

In order to ensure a structured system throughout the University, all assets that undergo Portable Appliance Testing should be named in accordance with the below procedure.

**Procedure**

Please follow the following format when entering the barcode/asset number for each item.

1. First the building code is needed, this can be found in the table below.

Eg:

Park Building = PK

Mercantile = MH

2. Secondly you need to enter the room number after the building code with no spaces or other punctuation

Eg:

Park Building Room 1.42 = PK142

Ravelin House Room 0.04 = RV004

3. Lastly after a hyphen, you need to enter the asset number for the item in that room. If you have 22 items in that room your assets run from 001 to 022.

Eg:

St Michael's Building, Room 5.26, Asset 4 (in the room) = SM526-004

Eldon Building, Room 0.029a, Asset 1 (in the room) = E0029a-001

(The hyphen counts as a character)

<b>Building</b>	<b>Prefix</b>	<b>Building</b>	<b>Prefix</b>
Anglesea	A	Liongate	LG
Anglesea Lodge	AL	Mercantile House	MH
Bateson Halls	BA	Middle Street (36-40)	MS
Buckingham	BK	Milldam LA Block	MA
Burnaby	BB	Milldam LB Block	MB
Burnaby Terrace	BT	Milldam LC Block	MC
Burnaby Greenhouses	BG	Milldam LD Block	MD
Burrell House	BH	Milldam -LE Block	ME
Dennis Sciama	DS	Milldam -LF Block	MF
Durham Street Store	DU	Hampshire Terrace	HT
Eastney Site - A Building	EA	Nuffield Centre	NU
Eastney Site - 411 (B Building)	EB	Park Building	PK
Eastney Site - C Building	EC	Park Annexe	PA
Eastney Site - 420 (D Building)	ED	Petersfield Research	PT
Eastney Site - Montgomerie (E)	EE	Port Eco Lodge	PE
Eastney Site - S1-4	EF	Port Royal Street	PR
Eastney Site - S5-7	EG	Portland Building	PO
Eldon Building	E	Ravelin House	RV
Halpern House	HH	Ravelin Stable Block	RS
Harry Law Hall	HL	Rees Hall	RE
Hippodrome House	HI	Richmond Building	RB
James Watson West	JW	Spinnaker Building	SB
King Henry Building	KH	Spinnaker Sports Centre	SS
Langstone – A/B Blocks	QA	St Andrew's Court	SA
Langstone – C/D Blocks	QC	St George's Building	SG
Langstone – E/F Blocks	QE	St Michael's Building	SM
Langstone – G/H Blocks	QG	St Paul's Annexe	SX
Langstone – Kerr Block	QK	St Paul's Rd Sports	SP
Langstone – White/Dymond	QW	Student Centre	SU
Langstone – Barnard Tower	QB	Student Centre Gun House	GH
Langstone - Trust Hall	QT	The Rotunda	RO
Langstone - TSF10	LT	University House	UH
Langstone Flats - East	LE	University House Lodge	SL
Langstone Flats - West	LW	University Library	UL
Langstone Lodge	LL	White Swan Building	WS
Langstone Centre	LC	William Beatty	WB
Langstone - Village Centre & Restaurant	LV	Wiltshire Building	WL
Langstone - Changing Room	LR		
Langstone Staff Flat 4/TSF11	LS		
Langstone Staff Flat 5	LF		
Langstone TSF13 & Laundry	LY		
Langstone Sports Office	LO		

## Setting up a location field on testers/software

When setting up your tester to the location please follow the following procedure.

1. The SITE field needs to be completed with the faculty code (in the table below)

Faculty	Code
Business School	PBS
Central	CENT
CCI	CCI
Humanities	HUM
Science	SCI
Technology	TEC

2. Followed by a department code (in the table below). (hyphenated with no spaces)

eg: SCI-PHBM, CCI-SCAFM

	Department /Subject Group Code		Department /Subject Group Code
<b>Business School - PBS</b>		Library	LIB
Accounting and Financial Management	AACFIN	Planning Office	PLAN
Economics and Finance	SCNFIN	Research and Innovation Services	RIS
Operations Systems and Management	OSM	Sport and Rec	SPT
Organisation Studies and Human Resource Management	OSHRM	Student Centre Trading	UPEL
Strategy Enterprise and Innovation	SEI	Student Finance Centre	SFC
Marketing and Sales	MRKS	Student's Union	SU
School of Law	LAW		
<b>Central - CENT</b>		<b>CCI</b>	
Academic Registry	REG	Architecture	ARCH
Caterings Services	CAT	Art, Design and Performance	ADP
Chaplaincy	CHA	Centre for Enterprise	CFE
DCQE	DCQE	Creative Technologies	CT
Employability	EMP	Film, Media and Communication	FMC
Estates	EST	Eldon Production Centre	EPC
Finance	FIN	Faculty Office	FAC

Human Resources	HR	Institute of Industrial Research	IIR
IS	IS		
International College	INTC		
University of Portsmouth Global	GLOBAL		
Careers and Employability Service	EMPY		
<b>Humanities</b>		<b>Technology</b>	
Education and Sociology	EDSOC	CEEDAM Programme Area	CEEDAM
Faculty Office	FAC	Civil Engineering and Surveying	CIVIL
Foundation Direct	FOUN	Computing	COMP
Institute of Criminal Justice	ICJS	Computing and Maths	COMATH
Languages and Applied Linguistics	SLAL	Cosmology	COSM
SIGMA Research	SIGMA	Faculty Office	FAC
Area Studies, History, Politics and Literature	SASHPL	Learning at Work	LAW
<b>Science</b>		Mechanical and Design Engineering	SMDE
Biology	BIOL	Energy and Electronic Engineering	SENE
Dentistry	UPDA	Mathematics and Physics	SMAP
Earth and Environmental	SEES		
Faculty Office	FAC		
Finance	FIN		
Geography	GEOG		
Marine Science	IMS		
Health Science and Social Work	SHSSW		
Pharmacy	PHBM		
Psychology	PSYCH		
Sport Science	DSES		

The Location Field then needs to be completed with the building name. Building names can be found in the table below.

<b>Building</b>	<b>Building</b>
ANGLESEA	HALPERN HOUSE
ANGLESEA DATA	HAMPSHIRE TERR
BATESON	HARRY LAW
BUCKINGHAM	HIPPODROME HOUSE
BURNABY	JAMES WATSON
BURNABY TERRACE	JAMES WATSON W
BURNABY GREEN	KING HENRY
BURRELL HOUSE	Langstone -
DENNIS SCIAMA	A/B BLOCK

DURHAM STREET	C/D BLOCK
EASTNEY SITE A	E/F BLOCK
EASTNEY SITE B	G/H BLOCK
EASTNEY SITE C	BARNARD TOWER
EASTNEY SITE D	BOILER HOUSE
EASTNEY SITE E	CENTRE
EASTNEY SITE S1-4	CHANGING ROOM
EASTNEY SITE S5-7	FLATS EAST
ELDON	FLATS WEST
KERR BLOCK	PORTLAND
LAUNDRY/TSF11	RAVELIN HOUSE
LODGE	RAVELIN STABLE
STAFF FLAT 4	REES HALL
STAFF FLAT 5	RICHMOND
TRUST	ROTUNDA
WHITE/DYMOND	SPINNAKER
LIONGATE	SPINNAKER SPTS
MARGARET RULE	ST ANDREW'S
MERCANTILE	ST GEORGE'S
MIDDLE STREET	ST MICHAEL'S
MILLDAM LA	ST PAUL'S ANNEXE
MILLDAM LB	ST PAUL'S SPTS
MILLDAM LC	STUDENT CENTRE
MILLDAM LD	GUN HOUSE
MILLDAM LE	TRAFALGAR HALL
MILLDAM LF	UNI HOUSE
NUFFIELD	UNI LODGE
PARK	UNI LIBRARY
PARK ANNEXE	WHITE SWAN
PETERSFIELD	WILLIAM BEATTY
PORT ROYAL	WILTSHIRE

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