

## ROOM NUMBERING POLICY, PROCEDURE & GUIDELINES

### **Purpose:**

This policy shall provide guidance with establishing room numbers on new spaces generated as a result of a construction project. This may include both new facilities as well as the renovation of existing spaces that create new divisions of space. Early establishment of room numbers on a project benefits the University as other departments begin the use of these numbers for their purposes. It is strongly encouraged that all consultants use the University room numbering on the development of their plans for the project.

### **Definitions:**

**Design Capacity:** The design capacity of a room or space shall be the maximum capacity allowed by the building code in effect at the time the project was designed and built.

**Room Capacity:** The room capacity of a space shall be the maximum capacity of the room based upon the furnishings currently approved and installed within the space. This number will be equal to or less than the design capacity.

### **Procedure:**

**Design Phase of a Project:** During the early stages of the development of a project, a simplified floor plan shall be produced either by the consultant or by the project manager within Planning, Design & Construction. This floor plan shall be produced when the design has been established and the layout of the space has been approved.

Upon approval of the layout and submission of this plan to Planning, Design & Construction, this department will assign a room number to every space (including all circulation spaces, stairwells, restrooms, mechanical rooms, custodial closets, telecommunication rooms, etc.). Room number assignment shall comply with the general practices of room numbering used by the University. In addition, room naming may also occur at this phase. Once completed, this simplified floor plan shall be marked as DRAFT with a date stamp applied to the document. A PDF of the simplified plan will be produced and published on the website housing all simplified floor plans for the University. It shall continue to be marked as a DRAFT at this stage.

If during the final design of the project changes are made to the layout that may impact the room numbering, a new floor plan shall be submitted for review and numbering. If changes are mandated, a new DRAFT document with a new date stamp shall be produced and published replacing the earlier document.

Preliminary capacities for each space may be determined at this time as warranted by the project. These capacities shall also be considered preliminary or DRAFT at this time.

Substantial Completion of the Project: Prior to the time of substantial completion of a project, the above DRAFT document shall be reviewed by the project manager to determine if changes have taken place during the construction of the project requiring alteration of the room numbering applied to the project. If changes have been noted, the simplified plan will be updated and room numbers adjusted accordingly.

With this finalized layout, final room numbers shall be established using the preliminary room numbers established earlier where possible. Final capacities for each space shall also be determined. A final simplified floor plan shall be produced showing the layout of the space and its associated room numbers. This simplified floor plan, in PDF format, shall be published on the Planning, Design & Construction's website under its University Services link. It shall have a date stamp on the document but shall no longer contain the DRAFT mark.

In conjunction with this final simplified floor plan, a listing of rooms shall be created showing the room number, name of the space, and its design capacity. This listing, along with a simplified floor plan in DWG format shall be emailed to University Support Services for their use and distribution as they see fit.

**Guidelines:**

Assignment of Room numbers:

Each room or space shall be assigned a number.

Beginning at a logical place, number each assigned space in a way that the numbers will provide a logical sense of direction and continuity.

The main rooms within a suite shall be assigned a number and all the rooms opening off of it shall be give the number plus a letter (EX: 202A, 202B etc.)

Telecom rooms will be given a number with a T following (EX: 405T).

Some numbers may be skipped to allow for changes or growth.

The Unassigned spaces will also be numbered, however they will not be numbered in the same sequence as the assigned spaces. Beginning at a higher number than the assigned room numbers group the like spaces.

Restrooms ( EX: 150, 151, 152 - 450, 451, 452)

Stairwells ( EX: 160, 161, 162 – 460, 461, 462)

Mechanical spaces( EX: 170, 171, 172)

Custodial closets (EX 180, 181, 182)

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Circulation (EX: 190, 290, 390, 490)

All Circulation on a floor will be considered one room with one number.

Stairwells will stack and be numbered consistently from floor to floor.

Most bathrooms will stack and should be numbered consistently from floor to floor.