FACILITIES MANAGEMENT SYSTEM

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ROOM NUMBERING STANDARDS

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Revision: October 2006

Introduction

The Purpose of this document is to define the University of California, Riverside (UCR) Room Numbering Standards. Numbering standards shall be utilized to insure continuity within the Campus building's room numbers and to help maintain the integrity of the Campus Facilities Management System (FMS) data.

The Campus FMS is a Computer Aided Facilities Management Program enabled by Archibus FM. Because all AutoCAD drawings are connected to a database program it is imperative that drawings received from outside contractors follow standards so drawings can easily be prepared for the connection to the database program. In conjunction with the Room Numbering Standards the Campus has also adopted CAD Standards to insure the integration of new project drawings into FMS.

The room numbering document reflects industry standards. It is not intended to be neither static nor all inclusive. The document will be updated periodically therefore, it is essential that when an architectural firm is awarded a UCR project the firm is provided current standards documents. All updated FMS Standards documents will be available through the Capital and Physical Planning web page. Capital and Physical Planning shall receive room numbering documentation no later than the end of design development for approval of all proposed room numbering changes and room numbering for new buildings to ensure compliance with these standards.

For questions or suggestions regarding FMS Standards documents, please contact the Office of Capital and Physical Planning – at (951) 827-2126.

UCR BUILDING, FLOOR, AND ROOM NUMBERING STANDARDS

General

These room numbering conventions have been developed and shall be followed throughout the University of California, Riverside (UCR) campus for the purpose of standardizing room numbers. Because UCR utilizes a Computer Aided Facilities Management Program (Archibus), it is required that all interior rooms, assignable, nonassignable and covered unenclosed areas have an identification number.

For new buildings, rooms should be numbered in adherence to the standard convention. In the case of renovation or addition to an existing building, the building's existing room numbering system may be extended or replaced in favor of the following standards.

The intention is for each facility's floor and room numbering system scheme to be structured so that the numbers flow through the building in a consistent, comprehensible and user friendly pattern. The scheme should be clear and obvious to users and visitors of the facility.

For the purpose of this document the term "corridor" shall be applied to public circulation areas such as corridors and hallways. It is not an indication of the fire rating of the space.

Building Numbering

All buildings are assigned a unique identifier called a Capital Asset Account Number (CAAN). All UCR building numbers must contain five characters. Moreover, all UCR building numbers must begin with the prefix "P5". CAANs are assigned by the Capital and Physical Planning office.

Example: P5508 Pierce Building

Floor Level Designation

UCR also designates each floor with a floor level code. In some instances, levels can be determined by the prefix used in the room numbers: however, in other instances a prefix used in the room number must identify the wing or section of a building.

The first two characters should indicate the floor level of the building. The level with a "01" as the first characters should be the uppermost floor entered at grade or one half flights above grade.

Large Mezzanines shall be numbered as a whole floor.

> Example: When a mezzanine exists between the first floor and the next whole floor, it will be numbered as the second floor.

Small Mezzanines shall be numbered with a prefix of "M" and begin with the number of the floor directly below.

> Example: A small mezzanine between the first and second floors of a building shall begin with "M01".

Usable attics and penthouse levels should be numbered as if they were whole floors.

Room Numbering

The guidelines in this section should be followed as closely as possible when assigning numbers to individual rooms.

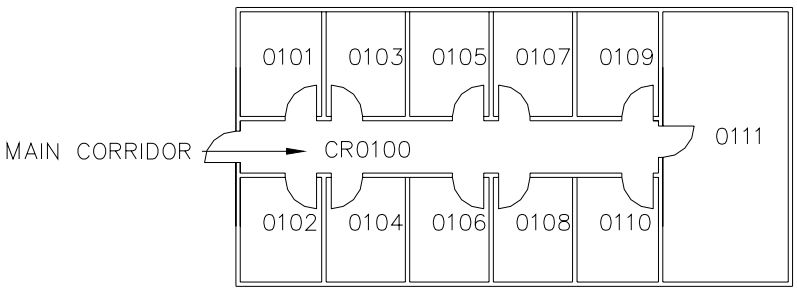
Use four digit numbers consistently throughout the building. The first floor will be numbered 0100's, the second floor will be 0200's, third floor 0300's, etc...Basement level will be 0001, 0002, etc...A sub-basement will be with B0001, B0002, etc.

For buildings with multiple wings, use the second digit to indicate the section. (i.e. Sproul 1100, 1200, 1300; 2100, 2200, 2300; etc.) This should be coordinated logically with the main section starting at "1100".

> Example: 0101 ← Indicates room number on first floor

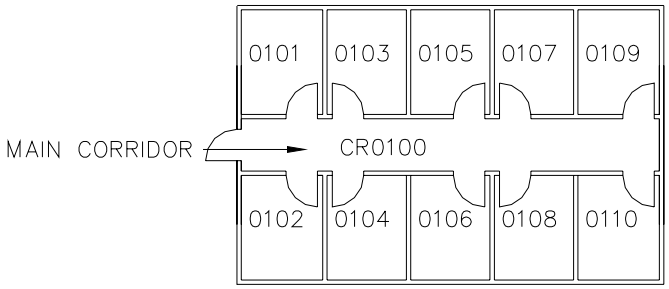
Numbers should flow from one end of the building to the other.

In a building with only one dividing corridor, room numbers should flow in ascending order from one end of the building to the other. In a building with a more complex corridor system, numbers should flow in ascending order in a clockwise direction through the corridors from the main entrance, or similar location such as the elevator lobby.

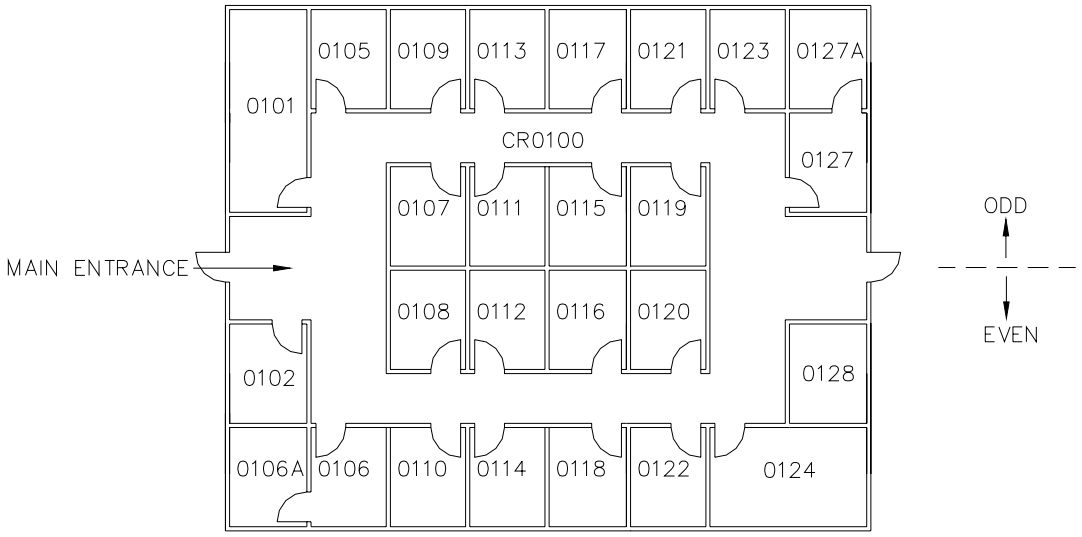


Use odd numbers on one side of a corridor and even numbers on the other side

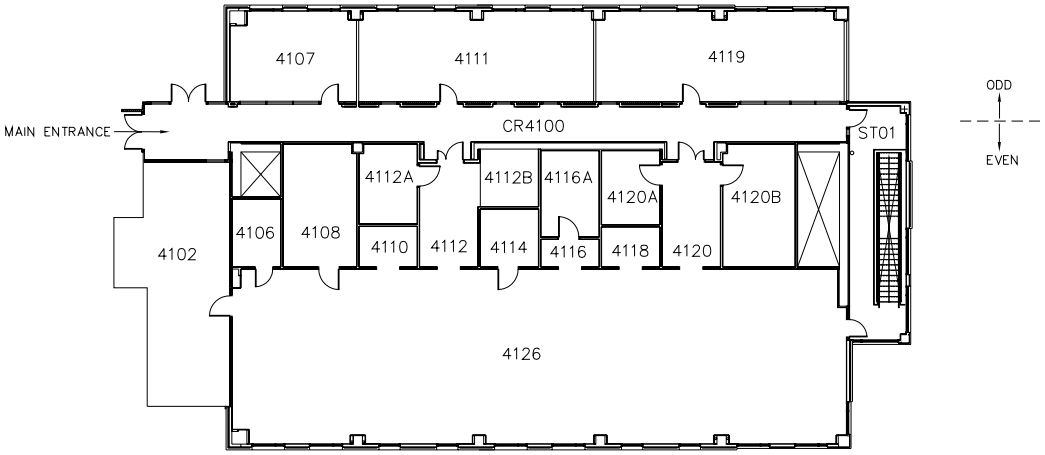
Room numbers shall be coordinated such that even numbers are on one side of a corridor and odd numbers are on the other side. Numbering should proceed down the corridor from the main entrance with even numbers to the right and odd numbers to the left. In more complex designs or where the availability of numbers is limited, the odd-even format may be abandoned if consecutive numbering results in a more logical scheme. Room numbers will begin with the Corridor room number CR0100 on the first floor, CR0200 on the second floor, etc.



In the case of a "race track" design, starting at the main entrance room numbers will be numbered with even numbers down the corridor on the right and odd numbers down the left corridor. These numbers will alternate back and forth across the corridor.

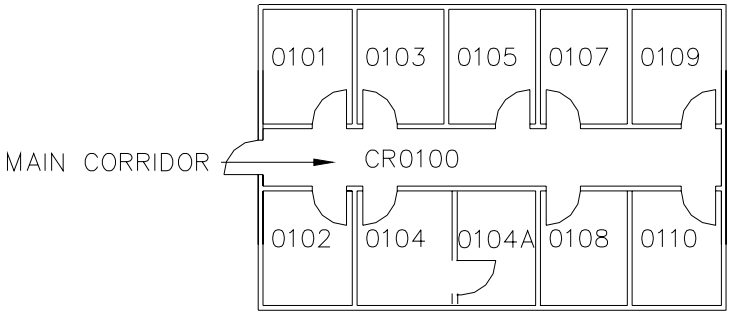


In the case of an "open landscape laboratory" design, follow the basic room numbering guidelines for the building. The open laboratory should be numbered with the largest number of the surrounding space to allow for future renovations to the space. If additional numbers are required for lab modules, use alphabetic suffixes as described on page 7.



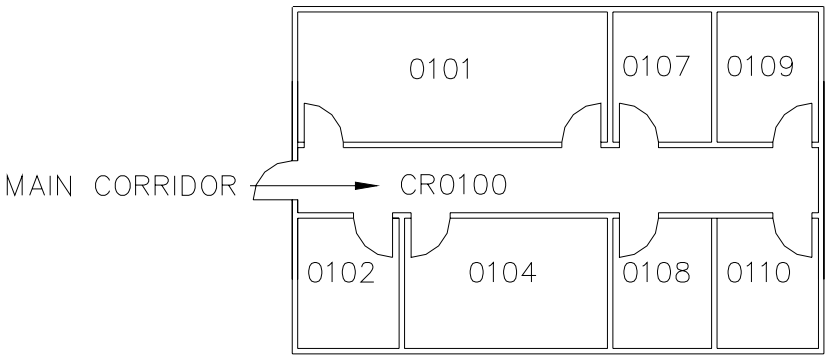
Skip numbers to maintain succession of room numbering.

In some instances, room numbers on one side of a corridor shall be skipped in order to maintain succession with the room numbering in the opposite side of the corridor. This may occur when a suite of rooms or large spaces are accessed though a single door and there are no other doors on the same side until further down the corridor. This skipping of numbers will allow for future renovations that may convert suites or large spaces into separate or small rooms within a corridor door.



Skip Numbers to allow for future renovation.

When a corridor contains large rooms such as classrooms and meeting rooms, room numbers shall be skipped to allow for future renovation of a large space into smaller spaces. Sufficient numbers shall be reserved to allow for the large spaces to be divided into standard smaller spaces.

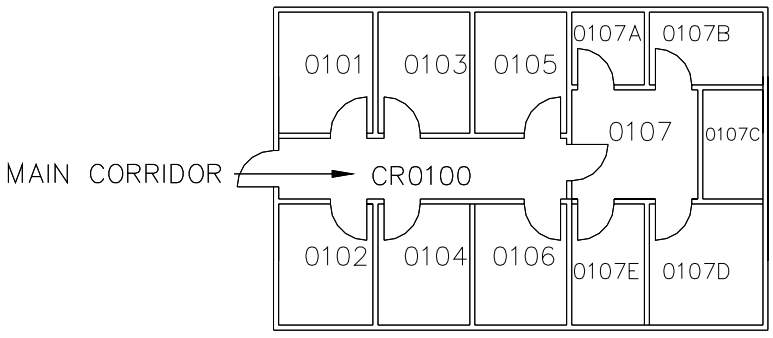


Use similar numbering on each floor

Numbering systems on all floors should be similar to the extent possible, even when the floor plans are significantly different. To the greatest extent possible rooms with the same digits in the last positions (0001, 1001, 2001) should be located in the same vertical stack in the building.

Use alphabetic suffixes for rooms accessed via other rooms

Rooms entered from a main corridor or lobby are numbered with no letter suffix. When rooms open off to another room and not from a corridor (such as in a suite of offices), use the number of the main room with a letter suffix (example: Reception 0301, Office 0301A, Office 0301B, Office Storage 0301C). Where possible assign suffix letters in the order rooms are encountered, in the same direction as the overall numbering sequence, preferably clock-wise. Thus, in the case where the first room already has a suffix, the next alphabetic designation shall be used. If during a renovation, neighboring rooms already use the next alphabetic designations, you may use two letter suffixes (example: Reception 0306A, Office 0306AA, Office Storage 0306AB, etc.) where it makes sense. All two letter suffixes must be approved by UCR before implementation. Avoid the letters "I" and "O" which may be interpreted as numbers. Large suites with many rooms may use non-suffixed numbers if it makes the numbering scheme more understandable.



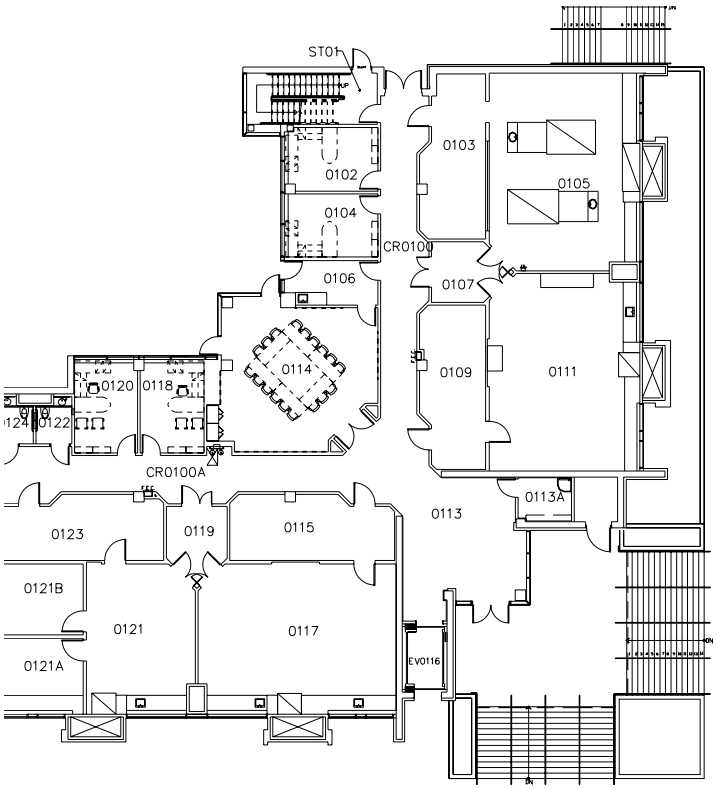
Each room should have only one number.

Each room should have one number regardless of the number of doors opening into it. Exceptions may be made where a particularly large room is subdivided into different areas of use, such as cubicles. In these cases, single letter suffixes are added to create unique room numbers. When the number of areas exceeds the suffixes available, additional sequential numbers should be used.

- The room number should represent the actual room number physically installed in the space. If the room is not specifically marked, a fictitious room number is assigned for the FMS and AutoCAD.

Number all accessible spaces

In addition to rooms, all interior spaces that can be directly accessed, such as corridors, vestibules, stairwells, and elevator shafts shall be numbered in a manner consistent with standard room spaces, if doors or walls separate different areas of space, each area shall receive its own unique room number.



DO NOT:

Do not number internal courtyards or roof areas unless covered.

Do not number rooms on one side of the hallway and then back down the other side.

Do not use more than four numeric characters, one alpha prefix and two alpha suffixes to designate a room.

Do not use periods, hyphens, spaces or any other non-alphanumeric character in room numbers.

DO:

Do number all accessible spaces including corridors, stairwells, public restrooms, janitorial closets, telecommunication closets, and elevator shafts. Every number requires 4 numeric characters –use leading zeros

Do number all exterior covered unenclosed spaces, whether walled or not. (This space is tracked as Covered Un-Enclosed Space – CUGA)

Standards for Corridors-

CR 0100 ← Indicates corridor number - should always be represented in the century numbers 0000, 0100, 0200, 0300, etc. with 0000 being used for the basement, 0100 for the first floor, 0200 for the second floor and so on…A suffix will be used for floors with multiple corridors 000A, 0100A, etc..

Indicates corridor

Standards for Stairways-

ST 01 ← Indicates stair number, only one number should be used for the entire height of the stairway

Indicates stairway

Standards for Elevators-

EV 01 ← Indicates elevator number

Indicates Elevator

Standards for Covered Unenclosed-

CU 0100 ← Indicates covered unenclosed number

Indicates Covered Unenclosed

Conflicts and Special Cases

For questions or suggestions regarding the Room Numbers Guidelines, please contact Sharyl Murdock in the Office of Capital and Physical Planning – at (951) 827-2126.