1.0 GENERAL

1.1 Related UBC Guidelines

1.2 Coordination Requirements

1.3 Design Requirements and General Policy

1.4 Limitations

1.5 Intent

1.6 Room Numbering Allocation

1.7 Guidelines
be B1000, with additional underground floors following the B2000, B3000 series. (For lower basement floors, the interior rooms can now be assigned a maximum of 6 digits, i.e. B1000A. (Recent UBC database improvements now allow a 6 digit limitation.)

.6 The mechanical room (and/or penthouse) shall be designated a level number and room number consistent with the 100’s, 200’s system.

1.8 Typical for All Floors

.1 The numbering pattern of each floor should be as consistent as possible with the numbering of other floors within the same building.

.2 Lobbies and corridors to take on the 10’s, (e.g. 120, 130, 220, 230 etc.).

.3 Odd numbers on one side (e.g. 131, 133 etc.) Even numbers on opposite side (e.g. 132, 134 etc.). *See 1.8.7.1 and 1.8.7.2.

.4 Washrooms to follow guidelines of a typical room.

.5 Stairwells to be numbered prefixed with "ST" (e.g. ST1, ST2, ST3, etc.)

.6 Start numbering with the lowest numbers at the main entrance and continue following the main circulation flow.

.1 Where a main entrance separates two or more building wings, give each wing a distinct set of numbers that flows logically from the adjacent wing (e.g. Wing A: rooms 1000-1099; Wing B: rooms 1100-1199).

.2 Refine the room numbering system according to how a visitor might logically move through the building in search of a room number.

.7 When approaching from the entrance,

.1 In double loaded corridors, odd numbers should be on the left and even numbers on the right.

.2 In single loaded corridors, assign numbers consecutively.

.3 It is acceptable to skip numbers to allow for future renovations.

.4 Where a large suite of rooms is accessed from the circulation corridor by a single entry door, use a distinct set of consecutive numbers that follow the main entry room number.

.5 For a room, which is accessible only from another room, (a “sub-room”); label the sub-room by adding a letter to the number of the room from which the sub-room is accessed, e.g. 124 & 124A.

1.9 Associated Numbering

.1 Exterior Doors - Label all doors leading into the building (but not the interior doors) with letters (A, B, etc.) starting from the main entry door and following clockwise.

.2 Signs at Elevators, Elevator Call Buttons, Fire Alarm Annunciator Panels and Exit Stairs – For signs denoting floor numbers assign floor numbers as follows:

.1 Basement floors are to be shown as “B1, B2, and B3 etc.”

.2 Level 1, first or main floor is to be shown as “1”.

.3 Level 2 or second floor is to be shown as 2, and etc.

***END OF SECTION***