UBC Technical Guidelines
UBC Okanagan
November 2025 Revision

Section 10 14 00
Room Numbering
Page 1 of 3

1.0   GENERAL

1.1   Related UBC Guidelines

.1   UBC Signage – Interior Signage Guidelines
.2   UBC Wayfinding – Exterior Signage Standards and Guidelines
.3   UBC Protocol for Space Inventory Designation
.4   Section 10 14 01 Door Identification

1.2   Coordination Requirements

.1   Contact Infrastructure Development at spaceandfacilities.planning@ubc.ca.

1.3   Design Requirements and General Policy

.1   Campus Planning and Development approves room numbering in accordance with the following guidelines.
.2   Architectural floor plans issued for tender must be submitted with proposed room numbers in conjunction with the proposed door identification tags following the Door Identification guidelines (Section 10 14 01) to Campus Planning and Development for approval.
.3   Once room numbers are approved, any further change to room numbers must be re-submitted to Campus Planning and Development for approval.
.4   Approved room numbers must be incorporated in drawings issued for construction.

1.4   Limitations

.1   Room numbers must have a have a 6-digit maximum. (Refer to guidelines below).
.2   Room numbers must only consist of alphanumeric characters and must not contain special characters.
.3   The room identifier consists of a 3-letter building acronym, a blank character, and the 6-digit maximum room number.
.4   The 3-letter acronym prefix is selected to identify the building and provided to the consultant as necessary by Campus Planning and Development.

1.5   Intent

.1   Life Safety: To identify each space in case of emergency.
.2   Maintenance: To identify each space for maintenance purposes.
.3   Wayfinding: To make wayfinding through the building as simple and logical as possible.
.4   Operational use: To plan for various operations and system applications dependent on room numbers.

1.6   Room Numbering Allocation

Room numbers are to be assigned to:

.1   Every corridor that changes direction from the adjacent corridor.
.2   Every lobby space that might be considered as a separate space from the adjacent corridor.
.3   Every room that has a door or that is separate from the adjacent room.
.4   Exit stairs should be numbered separately.

1.7   Guidelines

.1   First basement floor shall be numbered 000's.
.2   Additional underground floors shall be numbered B100's, B200's etc.
.3   Level 1 use 100's etc. (for larger buildings use 1000).

.4   Level 2 use 200's etc. (for larger buildings use 2000).

.5   If necessary, the numbering can be changed to 1000's to accommodate a large number of rooms. In that case, the floors would be 1000, 2000 etc. and the first basement level would be 0000, with additional underground floors following the B1000, B2000 series. (For lower basement floors, the interior rooms can now be assigned 6 digits max. 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 of each floor should be as consistent as possible with the numbering of all other floors within the same building.

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

.3   Rooms 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   Start numbering with the lowest numbers at the main entrance and continue either clockwise or counterclockwise 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.

.6   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   For a room or suite, 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.

.7   Rooms of particular functions have a letter added to the end of the room number information to identify their purpose, e.g. 001T identifies a vestibule. For rooms with the following functions please add the following appropriate identifier:
    .1   V   Vestibules – e.g. 001T
    .2   U   Custodial – e.g. 012U
    .3   V   Data/Electrical/Mechanical – e.g. 018V
    .4   W   Washrooms – e.g. 010W
    .5   X   Elevators – e.g. 013X
    .6   Y   Stairwells – e.g. 020Y
    .7   Z   Corridors – e.g. 003Z

1.9   Associated Numbering

.1   Exterior Doors - Label all doors leading into the building with the room number they are entering and a number (e.g. :1, :2, 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 "0, B1, and B2 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 so on.

.4   Mezzanine level floors are to be shown with the lower floor number and ".5".

END OF SECTION