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 Description

1. Section includes special requirements in for room numbering in a building.

1.3 Coordination

1. The project team is to coordinate with UBC Facilities Facility Information & Inventory Systems (FIIS) at id.fis@ubc.ca.
2. The Guidelines apply to all work completed within buildings on both UBC Vancouver and UBC Okanagan campuses unless stated otherwise.
3. In instances where conflicts are found between these guidelines and provincial regulations or codes, please notify the UBCV Technical Review Team Architect and UBCO Facilities Management.
4. These guidelines are intended to be read by design consultants and their content integrated into construction drawings and specifications. Construction documents are not to reference the technical guidelines directly.
5. The Coordinating Registered Professional (CRP) is required to coordinate these requirements with other disciplines.

2.0 DESIGN AND PERFORMANCE REQUIREMENTS

2.1 Design Requirements

.1 The Facility Information & Inventory Systems (FIIS) unit of UBC Facilities, Customer Service and Informatics approves room numbering in accordance with the following:

.1 Architectural floor plans at the design development phase 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 the FIIS Unit for approval.

.2 Once room numbers are approved, any further change to room numbers must be re-submitted to FIIS for approval.

.3 Approved room numbers must be incorporated in drawings issued for construction. Further changes during construction must be reviewed and approved by FIIS.

.4 Room numbers must only consist of alphanumeric characters and must not contain any special characters.

.5 A maximum of 6 digits for room numbers - refer to guidelines below.

2.2 Design Intent

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

numbers

2.3 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 as ST1, ST2, and etc.

2.4 Room Numbering Guidelines

.1 First basement floor shall be numbered B100's.
.2 Additional underground floors shall be numbered B200's, B300'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 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.

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

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

.9 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.

.10 Washrooms to follow guidelines of a typical room.

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

.12 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.

.13 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.

2.5 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*****