

DIRECTORATE OF ESTATES AND FACILITIES

PROCEDURE AND INFORMATION MANUAL

EPM GM11 - Room Numbering Procedure

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1.0 Purpose

- 1.1 To communicate a room numbering procedure for all University buildings so that the same label is attached to floor levels and the sequence in which rooms are labelled is the same in all buildings.

2.0 Floor Labelling

- 2.1 Floor labelling follows the convention that, wherever possible, floors will be distinguished by a number, eg first floor equals the number 1. Where this is not appropriate, they will be distinguished by the first letter (in upper case) of the floor 'name', eg ground floor equals the letter G.

- 2.2 In buildings with mezzanines, basements and lower ground floors, these will be accommodated as follows:

B	=	Basement
MB	=	Mezzanine between Basement and the floor above
LG	=	Lower Ground
MLG	=	Mezzanine between LG and the floor above
G	=	Ground
MG	=	Mezzanine between Ground and the floor above
1	=	First
M1	=	Mezzanine between First and the floor above
2	=	Second and so on

- 2.3 Floors used for recording assets other than rooms:

EXG	=	External (Ground)
Z	=	External (Asbestos)
R	=	Roof

3.0 Definitions Associated with Floor Labelling

- 3.1 'Basement' is a level that is accessed internally from within the building only from the floor immediately above.
- 3.2 'Lower ground floor' is a level that is accessed both internally from the floor above and externally from outside the building.
- 3.3 'Mezzanine floor' is a floor/landing area between full floors, generally with access to rooms.

4.0 Room Labelling of 'Usable Space'

- 4.1 Room Labelling will follow the convention that, a 'room' is defined as a usable space capable of being occupied by a person/people. Room labelling of 'usable space' does not apply to:

- Plant rooms
- Corridors
- Lifts
- Stairwells
- Risers

The exclusion of these building features means that there are no gaps in the sequence of 'room numbers'. The labelling of these areas is covered in section 5.0.

- 4.2 Rooms are allocated a label comprising three digits; this allows numbering between 1 and 999 on each floor. Where blocks exist within a building then the first number of the three digits should be used to identify the number of the block, eg Block 1 allows numbering between 101 and 199, Block 2 between 201 and 299, etc. This system can only be adopted if the total number of rooms per floor within a block does not exceed 99. A contingency of 10 - 15 room numbers per floor within a block is usually retained to allow for future changes, so a new build floor of a block should not exceed 89.
- 4.3 The sequence in which rooms have labels attached to them follows a clockwise path along the corridor, starting at the main point of entry to each floor, which usually is the nearest to the main entrance of the building. Where rooms are missed using the clockwise path, eg Stopford Building, Sackville Street Building, a logical path should be taken, incorporating these rooms into the sequence so that rooms can easily be located by visitors and staff who are unfamiliar with the layout.
- 4.4 Rooms within a room that can only be entered from the main room are labelled with a suffix letter after the room label, eg G.001A, G.001B etc. The sequence in which these rooms are labelled should continue to follow the clockwise path around the room.
- 4.5 The label attached to the room, resulting from the above, gives the format in a combination of floor and room labelling, where G.001A details that
- 'G' is the floor reference,
 - a dot separates the floor and room references,
 - '001' allows the numbering of between 1 and 999 rooms per floor, and
 - 'A' denotes a room within a room.

alternatively, where G.101A in Block 1 details that

- 'G' is the floor reference,
- a dot separates the floor and room references,
- '101' allows the numbering of between 1 and 99 rooms per floor within block 1, and
- 'A' denotes a room within a room.

5.0 Room Labelling of 'Non Usable Space'

- 5.1 Corridors, lifts, stairwells, and risers should be numbered for the purpose of the Space Management Information System and to enable the position of maintained equipment to be coded for Operational, Maintenance and Fire Safety purposes.
- 5.2 Ducts and risers within buildings are generally numbered and labelled for easy identification by Operational and Maintenance staff e.g. E1 for ducts and risers. All ducts and risers should be identified with a room number sign¹.
- 5.3 Vertical penetrations such as lifts and stairwells are practically labelled L1 and S1 for Operational and Maintenance and Fire Safety purposes, eg S1 is the main entrance staircase.
- 5.4 Whilst 'usable' rooms and corridors are referred to on a floor by floor basis, vertical penetrations are referred to firstly by their type and then by the locations, and if needed, by the floor entry level.

5.5 Taking the ground floor, the label attached to these 'rooms', resulting from the above, is as follows:

Description	Room Labelling
Corridor 1	C1.G
Lift 1	L1.G
Stairwell 1	S1.G
Riser / Duct 1	E1.G

5.6 The room numbering of 'non usable space' follows a clockwise pattern from the main entrance door, following the corridor layout, this results in a pattern which is copied or very similar on each floor. Where 'non usable space' is missed using the clockwise path, a logical path should be taken, incorporating these non usable spaces into the sequence.

6.0 Room Labelling of Existing Buildings

6.1 Wherever possible this room numbering procedure should be adopted, but for buildings where an existing room numbering convention has been used it will not always be possible to adopt a new procedure.

6.1.1 Room Labelling of a Whole Floor

If a whole floor within an existing building requires room labelling then this procedure should be adopted and incorporated into the building as much as possible. But, regarding the floor labelling the existing convention should be continued to be adopted, ie North Campus continue to use A, B, C, etc for floors, again until such a time as the University deems it invalid.

6.1.2 Room Labelling of a Whole Building

If a whole building has undergone major refurbishment and requires room labelling then this procedure should be adopted.

6.1.3 Room Labelling of Several Rooms

In the situation of where several rooms require room labelling the existing numbering convention within the particular building should be looked at and continued to be adopted, until such a time as the University deems it invalid. Wherever possible, room numbers should fit into the sequence of numbers, even if adopting the suffix A, B, C, etc.

¹ For information on the signage of room labels, refer to Estates Procedure Manual GM13.