uOttawa
Immeubles
Facilities

Asset Numbering Guidelines

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Asset Numbering Guidelines

Background

Asset Numbering Guideline

Background

Each building has a unique number assigned by Facilities. The number is used for inventories, Fire Maps to locate Main panels, and the Computer Aided Facilities management Program.

The Floor and Room Numbering Standards were created to provide consistent identification of rooms for all members of the University community, support space management and planning, construction and renovation coordination, facilitate work and key control, support life safety and emergency planning through standardized wayfinding.

Room numbers in use in existing buildings will continue to be utilized unless there is the opportunity to renumber. Renumbering of any space will be done by the Wayfinding Specialist, Facilities to ensure that duplicate room numbers are not assigned, and that consistent application of this standard occurs.

This standard will also be utilized to assign numbers during the Design Development Phase for renovation and new construction projects. At this phase the Room Numbering Plan must be reviewed by Facilities and approved by the Wayfinding Specialist before proceeding.

Given that uOttawa utilizes a Computer Aided Facilities Management Program, it is required that all interior rooms, assignable, non-assignable and covered unenclosed areas have an identification number.

For new buildings, rooms shall be numbered in adherence to the standards. 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.

Tender drawings for renovation or new construction must conform to this standard.

Furthermore, it will be provided at all project start-up meetings when other University standards are also provided to consultants.

Questions regarding this standard should be addressed to the Wayfinding Specialist, Facilities, University of Ottawa.

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Asset Numbering Guidelines

Principles

Principles

All room numbers within a building (with a single building identification) must be unique.

Room numbers in the Computer Aided Facilities Management Program and on the as-built plans should match those found in the buildings whenever possible. If not a BB18 number must be installed on the door frame or nearest wall.

Number Content

Room numbers only consist of numbers with or without alpha prefixes and suffixes, i.e., 101, 101A, 101B, A101A (e.g. CBY, TBT). There should be no hyphens, commas, spaces, etc. Furthermore, room numbers should not be single alpha character, a minimum of 3 characters is required. In cases where a facility is divided into Blocks or Wings, a one-letter prefix should be added to the room number. For example, CBY is divided into Blocks, so numbers in CBY would be A101, B190, C306B etc.

The numbers will indicate the floor level. For instance; a room numbered 101 will be found on level one, a room numbered 756 will be found on level 7, and a room numbered 1103 will be found on level 11. Any single corridor or wing directly serving more than 900 square metres of usable space will be divided using the wing concept. The digit after the floor designation in the room number will indicate the wing. Wind numbers will be assigned clockwise in increasing order.

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.

In cases where two spaces are combined into one, the lower room number should be used to identify the new space.

Spaces opening from corridors should receive base numbers such as 101, 102, 201, 202, etc. Base numbers proceed clockwise around the building with the lowest number near the principle entry to the floor. In a building base numbers should start at the same place on each floor whenever possible. In the case of residential suites, the base number is assigned to the main common living area. Should there be no common living area, the base number is omitted

Suites

Interior spaces opening off base spaces (suites) receive the base numbers with suffix letters such as 101A, 101B, etc. Interior spaces are numbered clockwise about the base space with suffix A being the closest to the principal entrance.

Major interior spaces opening off interior spaces are treated as if opening directly off the base space. Therefore, a room opening off 101A would be 101B rather than 101AA. Minor spaces like small closets may be numbered in sequence or placed at the end of the series i.e., if 101A-101E are used for major rooms, a closet could be

numbered 101F. The exception to this is minor spaces (like small closets) in large buildings like student residences. In those cases, a double suffix designation such as 101AA should be used.

In the case of residential suites, the base number is assigned to the main common living area. Should there be no common living area, the base number is omitted, and the interior spaces in the suite are numbered with suffixes as above.

Unenclosed Spaces

Unenclosed spaces such as alcoves, oversized lobbies, etc. must receive separate numbers for the areas that are assigned such as reception desks, workstations, etc. These areas will have a small number posted on an appropriate wall, doorframe, or other architectural feature.

Even, Odd and Continuous Numbering

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. Room numbers across a corridor from each other should be in matched order. For example, 125 is across from 124 and/or 126.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 plan.

Skip Numbers to allow for future renovation.

When a corridor contains large rooms such as labs, 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. When numbers are reserved for future room divisions, the room numbers on both sides will increment as appropriate.

Fire-rated Stairwells

These stairs are signed to the Ontario Building Code with alpha designations (A, B, C etc). They also have a unique room number that is applied to the upper door frame in a contrasting colour. This number is also recorded on Evacuation Plans and tender plans and as-built plans. Also see the Sign Standards Manual for details on the fire-rated stair signage system.

Non-Rated Stairs and Access Ladders

These are identified with a small symbol sign with a numeric designation (1, 2, 3, etc)

Vertical Elements

Spaces which repeat vertically through the building (staircases, elevators, washrooms, janitorial closets etc) will follow the same numbering scheme. For instance, stacked washrooms across 4 levels would be numbered 105, 205, 305, 405.

Roofs

Individual roofs are always designated by the letter R and assigned letters (A, B, C…) in a clockwise manner from lower to upper elevations. (RA, RB, RC…)

Building and Major Space Identification

All buildings and infrastructures maintained by the University of Ottawa are assigned a 3-digit number by the Wayfinding Specialist. They are categorized as follows:

000-199	Primary Buildings: Halls, Complexes, Residences
200-299	Grey Houses
300-399	Tunnels
400-499	Parking Lots
501-599	Outdoor Spaces
700-799	Spaces Leased by uOttawa
800-999	Shared Projects with other Entities

Demolished buildings still retain their number for archival purposes. New buildings must be assigned the next unused sequential number.

Primary buildings are also identified by a 3-character acronym derived from the official building name as approved by Central Administration

Major segments of the Tunnels are assigned numbers at base ten (300, 310, 320, 330…), radiating outward from the Power Plant. Offshoots are assigned continuous numbers within that segment (311, 312, 313…) starting from the end nearest the Power Plant.

Major Tunnel segments are as follows:

300 - Power plant – CBY – STEM – MRN
310 - Power plant – DRO - MRN
320 - DRO - CRG – VNR – FSS – RCR – SMD
330 - DRO – LMX – MNT
340 - MNT – FTX
350 - MNT – UCU – MRT
360 - UCU – THN
370 - MRT – PRZ – SMD
380 - SMD – MHN – TBT – HGN – Academic Hall

Parking structures are included with the building to which they are attached. Unenclosed parking lots are identified by number 499 followed by their letter suffix.

Outdoor spaces are assigned odd numbers from North to South, West to East, reserving even numbers for future assignments.

Review and Approval

All new numbering or renumbering work must be reviewed and approved by the uOttawa Wayfinding Specialist at 33%, 66% and 99% as well as any time a relevant change occurs to the plans or scope.

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Examples

Simple Room Numbering

0001 - 0099

Level	Room
00	01- 99

401 - 499

Level	Room
4	01- 99

Room Numbering by Area (quadrant)

00101 - 00199

Level	Area	Room
00	1	01- 99

0201 - 0299

Level	Area	Room
0	2	01- 99

1301 - 1399

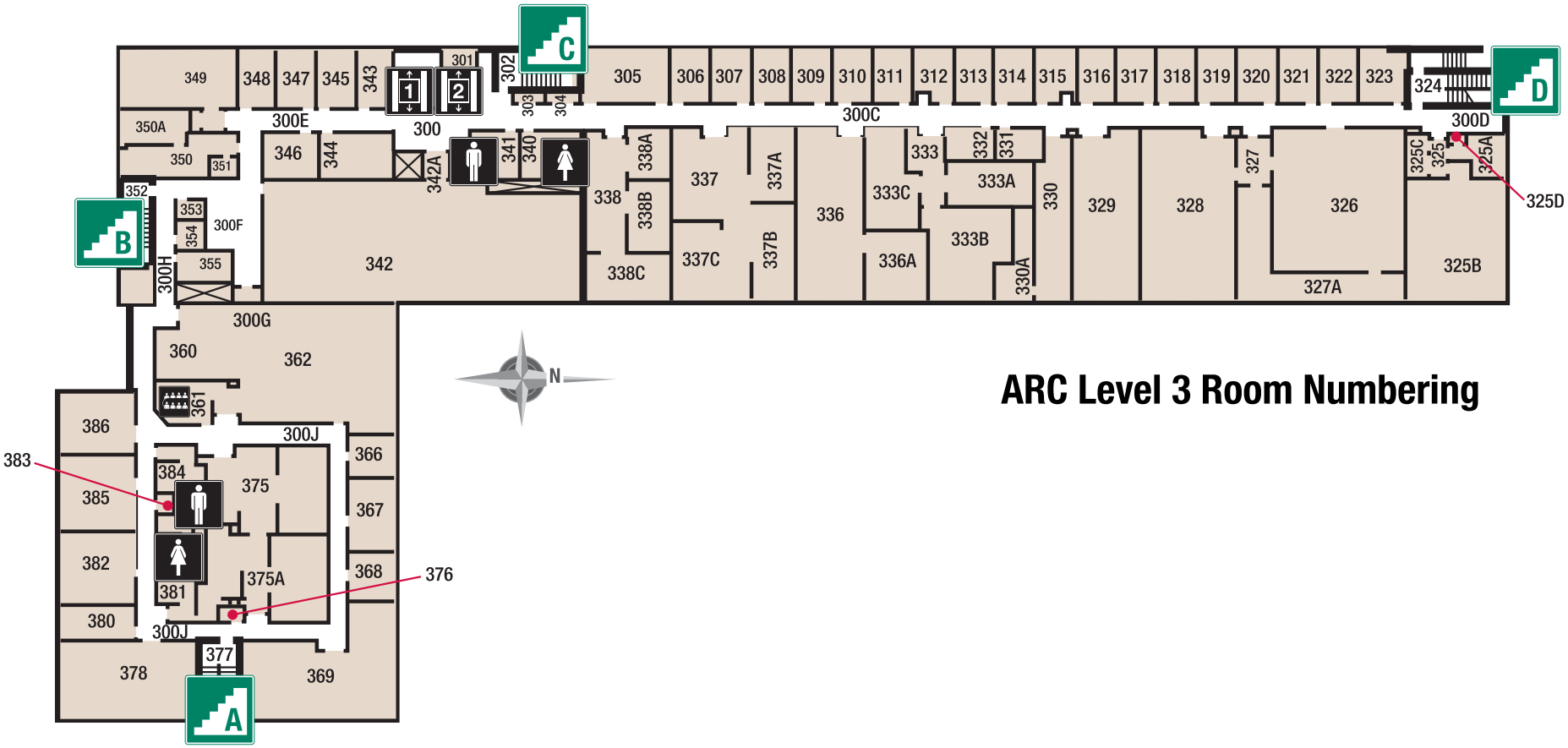
Level	Area	Room
1	3	01- 99

2401 - 2499

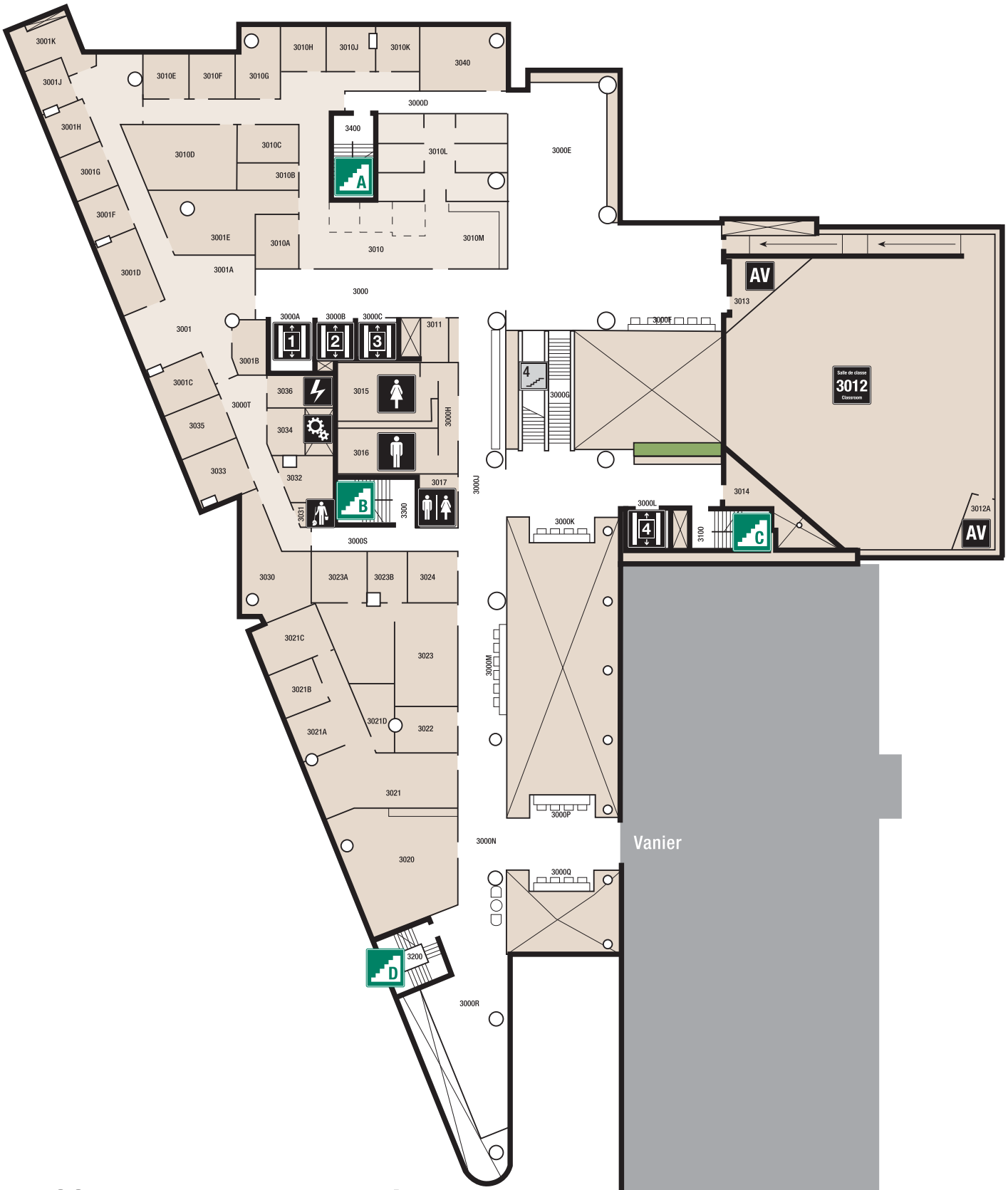
Level	Area	Room
2	4	01- 99

15501 - 15599

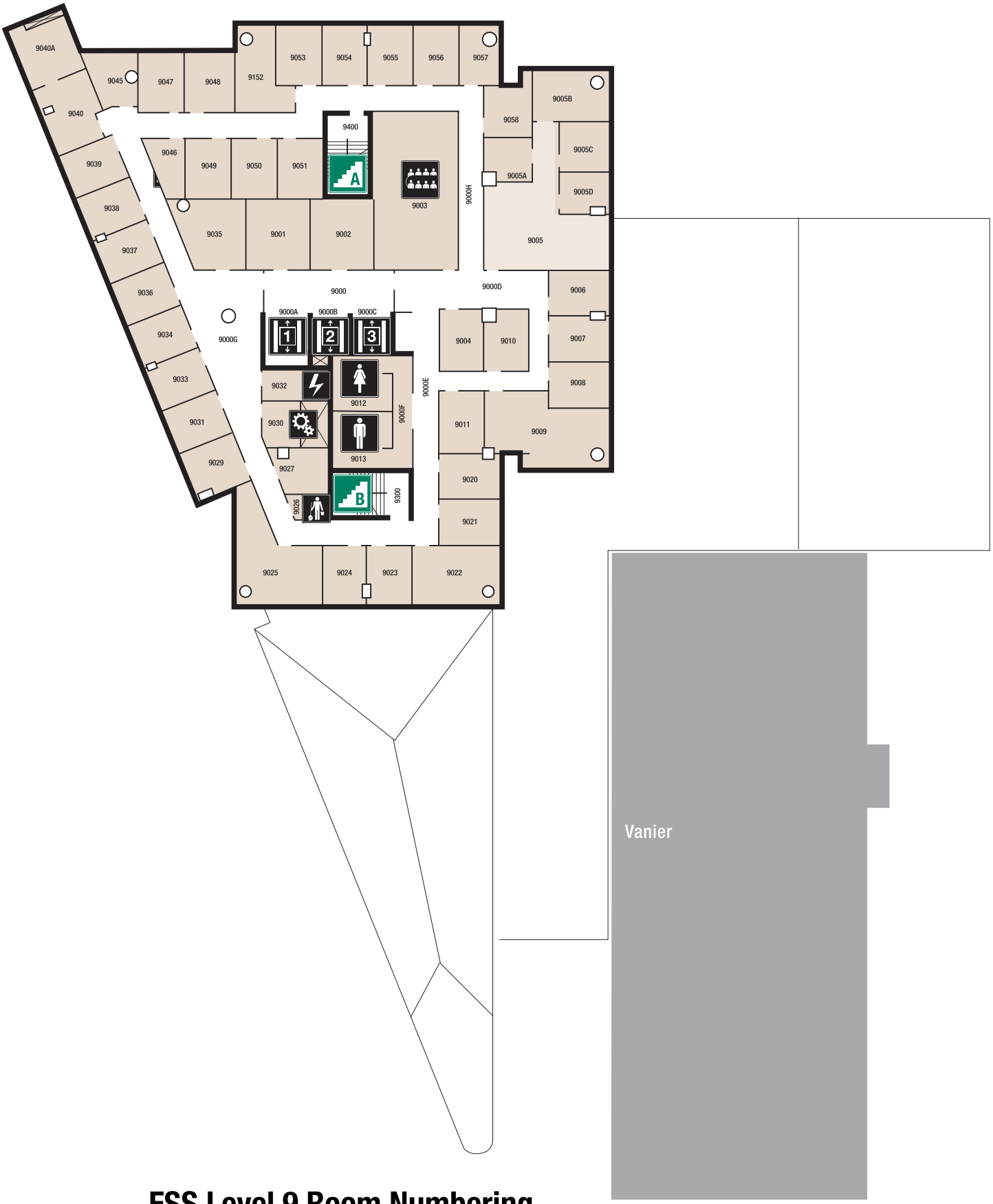
Level	Area	Room
15	5	01- 99



ARC Level 3 Room Numbering



FSS Level 3 Room Numbering



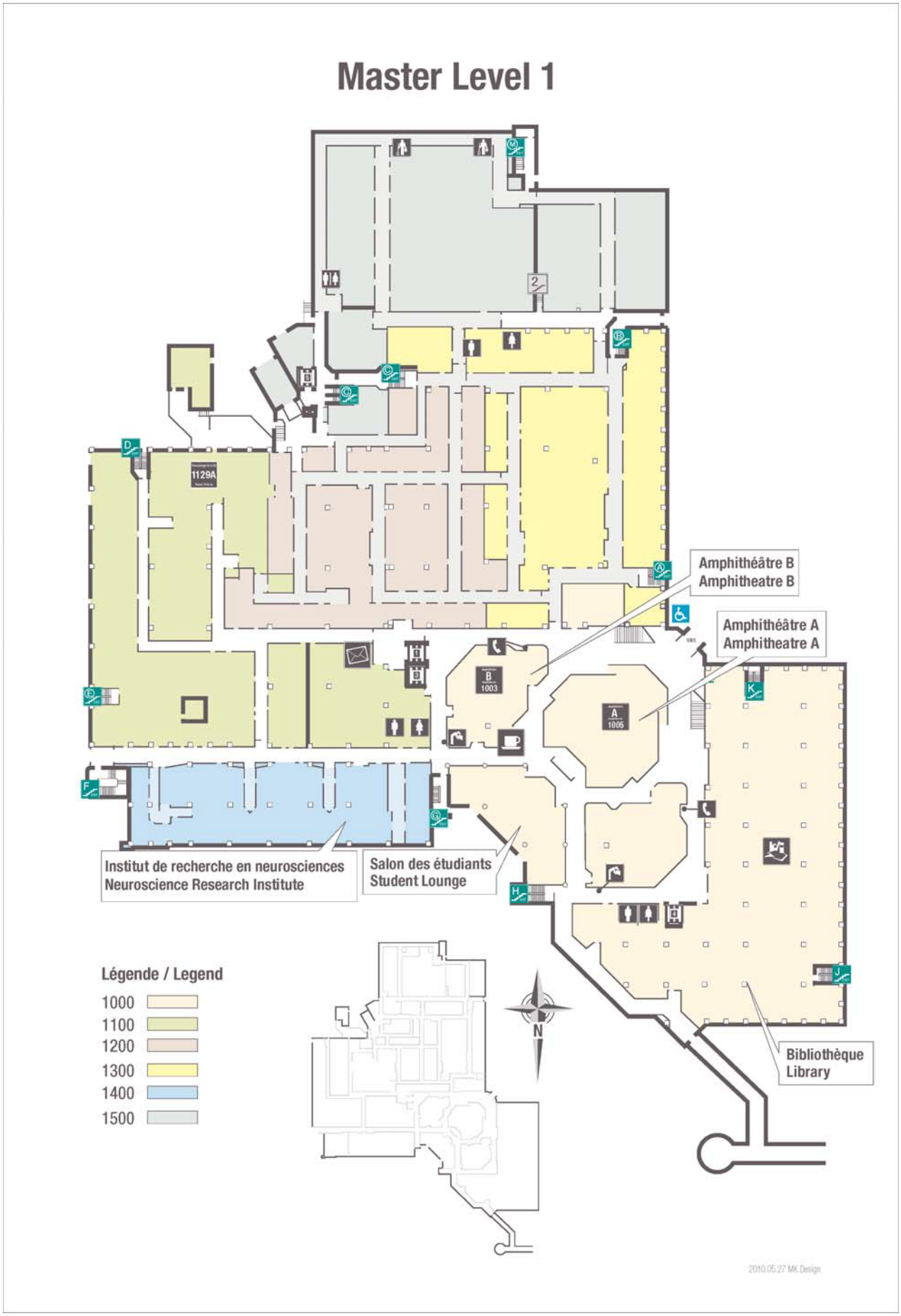
FSS Level 9 Room Numbering

FSS Level 12 Room Numbering

Room Numbering by Block

Level 0 Tabaret

Room Numbering by Additions to Building



RGN Numbering by Quadrant

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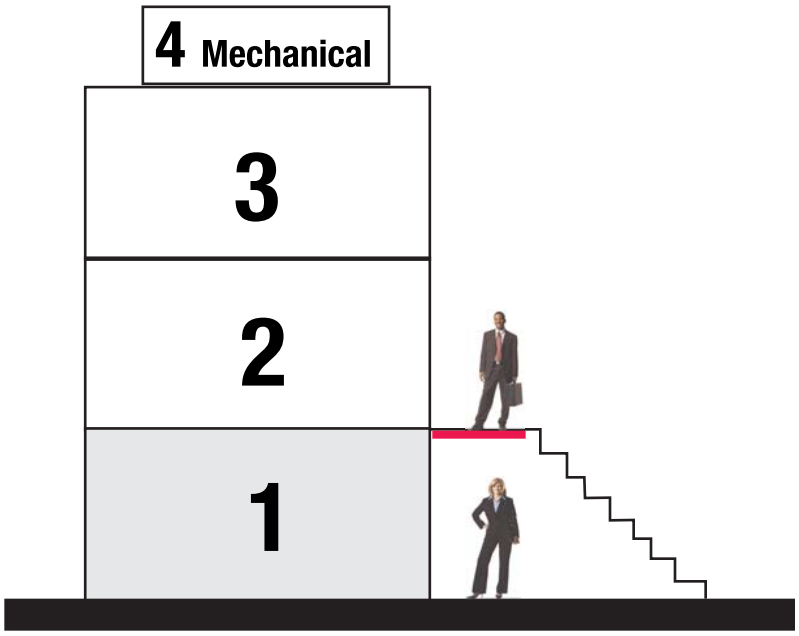
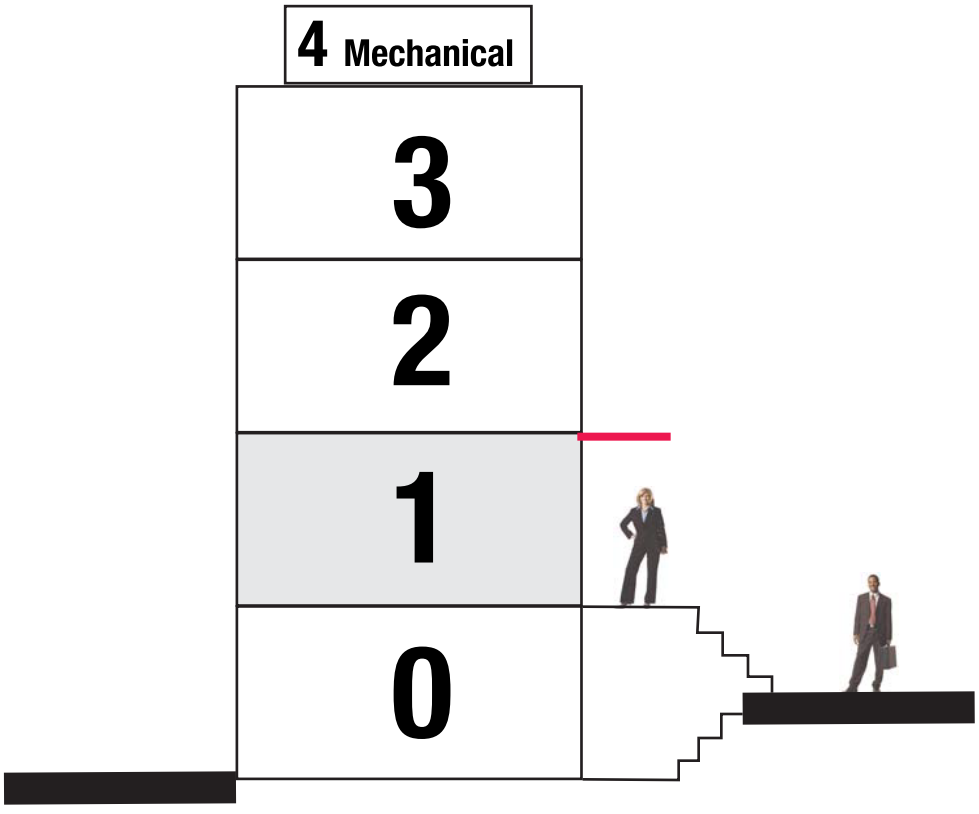
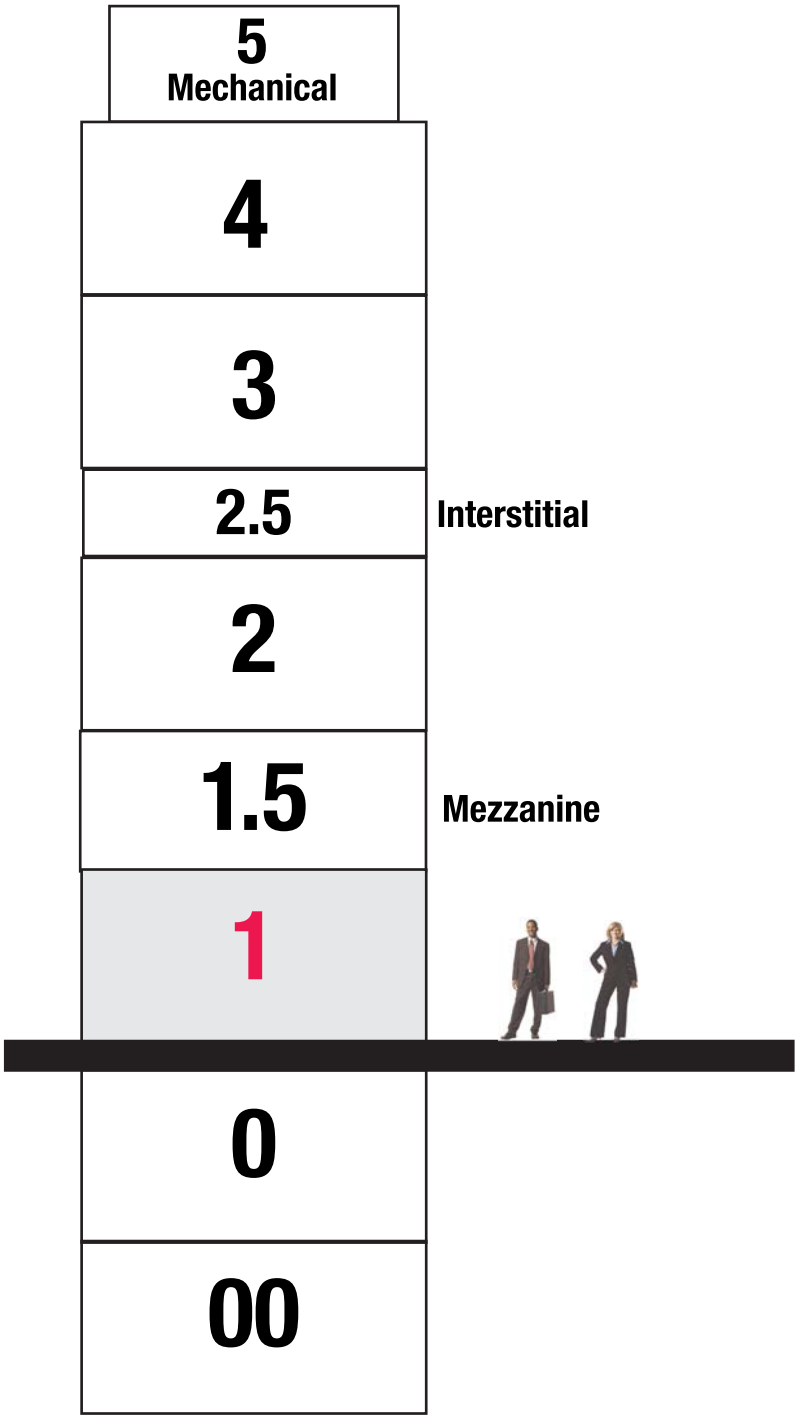
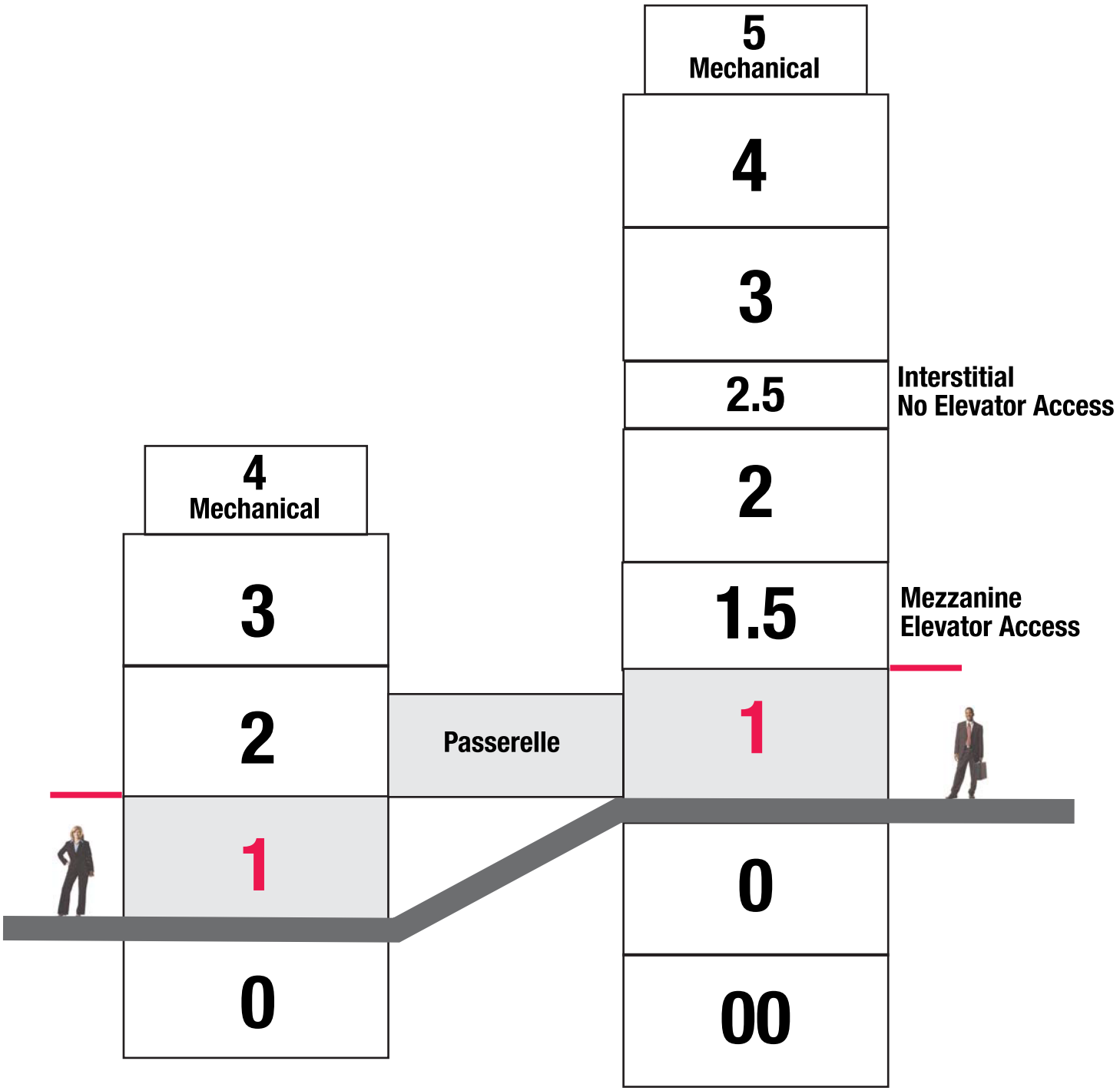
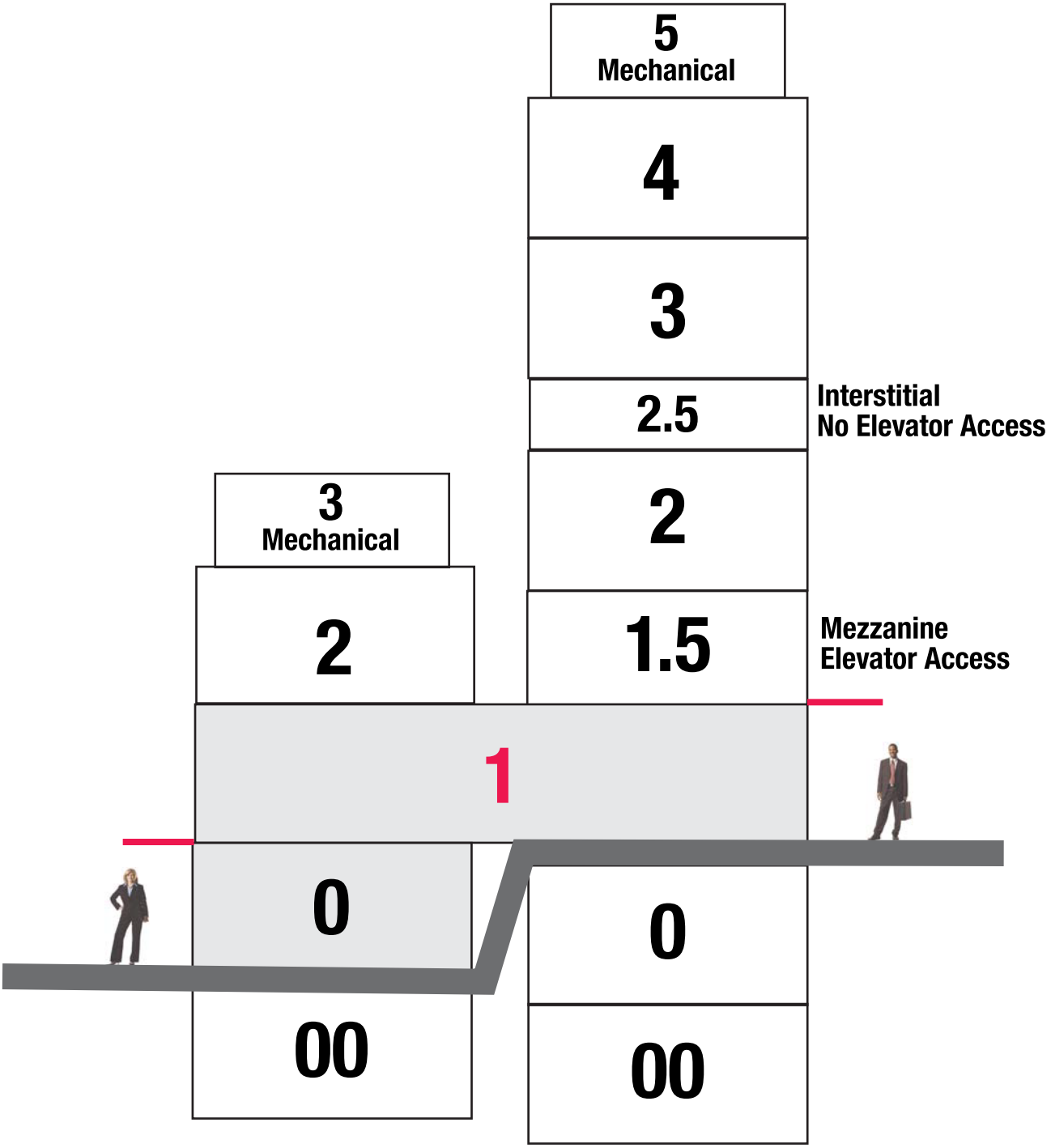
Determining Building Levels


4 Mechanical
3
2
1


4 Mechanical
3
2
1
0


5
Mechanical
4
3
2.5
Interstitial
2
1.5
Mezzanine
1
0
00


5
Mechanical
4
3
2.5
Interstitial
No Elevator Access
2
1.5
Mezzanine
Elevator Access
1
0
00
4
Mechanical
3
2
Passerelle
1
0


5
Mechanical
4
3
2.5
Interstitial
No Elevator Access
2
3
Mechanical
2
1.5
Mezzanine
Elevator Access
1
0
0
00
00

Elevator Panels