



uOttawa

Immeubles
Facilities

Room Numbering Guidelines

Background

Principles

Examples

Determining Building Levels



uOttawa

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Background

Floor and Room Numbering Guidelines

Background

Each building has a unique number assigned by Facilities. This number is used for inventories, Fire Maps to locate Main Panels and the Computer Aided Facilities Management Program (CAFMP).

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. The Wayfinding and Design Coordinator, Facilities will renumber spaces as required. This ensures 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 and Design Coordinator before proceeding.

Because uOttawa utilizes a Computer Aided Facilities Management Program (Archibus), 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 existing room numbering system may be extended or replaced in favour 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 Integrated Project Delivery in Facilities, University of Ottawa.



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Immeubles
Facilities

Room Numbering Guidelines

Principles

Rev. 2015.02.28

Principles

General

- All room numbers within a building (with a single building identification) must be unique.
- Room numbers in Archibus 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 doorframe 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 0 or a single alpha character.
- 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 onto 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.

Office 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 may be used.
- All doors opening off corridors or public spaces receive a permanent identifying number including toilets, closets, mechanical rooms, etc.

Unenclosed Spaces

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

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.
- 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.

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 doorframe 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 (2015) 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)

Room Number Prefix Options- Existing Buildings

- In cases where an existing facility is divided into Blocks or Wings, a one-letter prefix should be added to the room number. For example, Colonel By Hall (CBY) is divided into Blocks, so the original numbers in CBY are A101, B190, C306B etc. In Tabaret Hall (TBT) additions to the original building also receive a one-letter prefix, so numbers in TBT would be N115, L143, M153C, C118.

Room Numbering: New Construction or Major Renovations

Most room numbers will be 4 characters long, with special conditions detailed below.

- Buildings with more than 10 stories will use 5 digit long numbers on floors 10 and above.
- Rooms within a suite of rooms are designated with an alphabetic extension in the last position.
- No dashes or other punctuation will be used in room numbers.
- The first digit, or two, of a room number indicates the floor on which the room is located.

- The digit after the floor designation in the room number will indicate the wing or corridor.
- Any single corridor or wing directly serving more than 900 square metres of usable space should be divided using the wing and corridor numbering concepts below.

For buildings with a cross, star or “Y” configuration the Corridor or Wing section of the room number, as above, will be used to identify the wing of the building.

- The southwest-most wing will use a 1 as the corridor or wing digit.
- Corridor or wing numbers will be assigned clockwise in increasing order, starting in the southwest-most wing.

Room numbers across a corridor from each other should be in matched order. Example: 125 is across from 124 and/or 126.

To the greatest extent possible, without creating other inconsistencies, rooms with the same digits in the last two positions should be located in the same position in the building. Thus, 1105, 2105, 3105, 4105, etc., occur in a vertical stack.

Skip numbers as appropriate in order to reserve numbers for future use.

- A room number value should be skipped for each 6 square metres of room space or 2% of usable space on the corridor or wing, whichever is greater.
- When numbers are reserved for future room divisions, the room numbers on both sides will increment as appropriate so rooms across from each other have matched order numbers, even and odd.

Explanation: Most buildings undergo renovation many times; and when, as is often the case, larger spaces are divided into smaller areas, new room numbers will be needed. Having numbers in reserve will avoid the need to renumber an entire level.



uOttawa

Immeubles
Facilities

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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

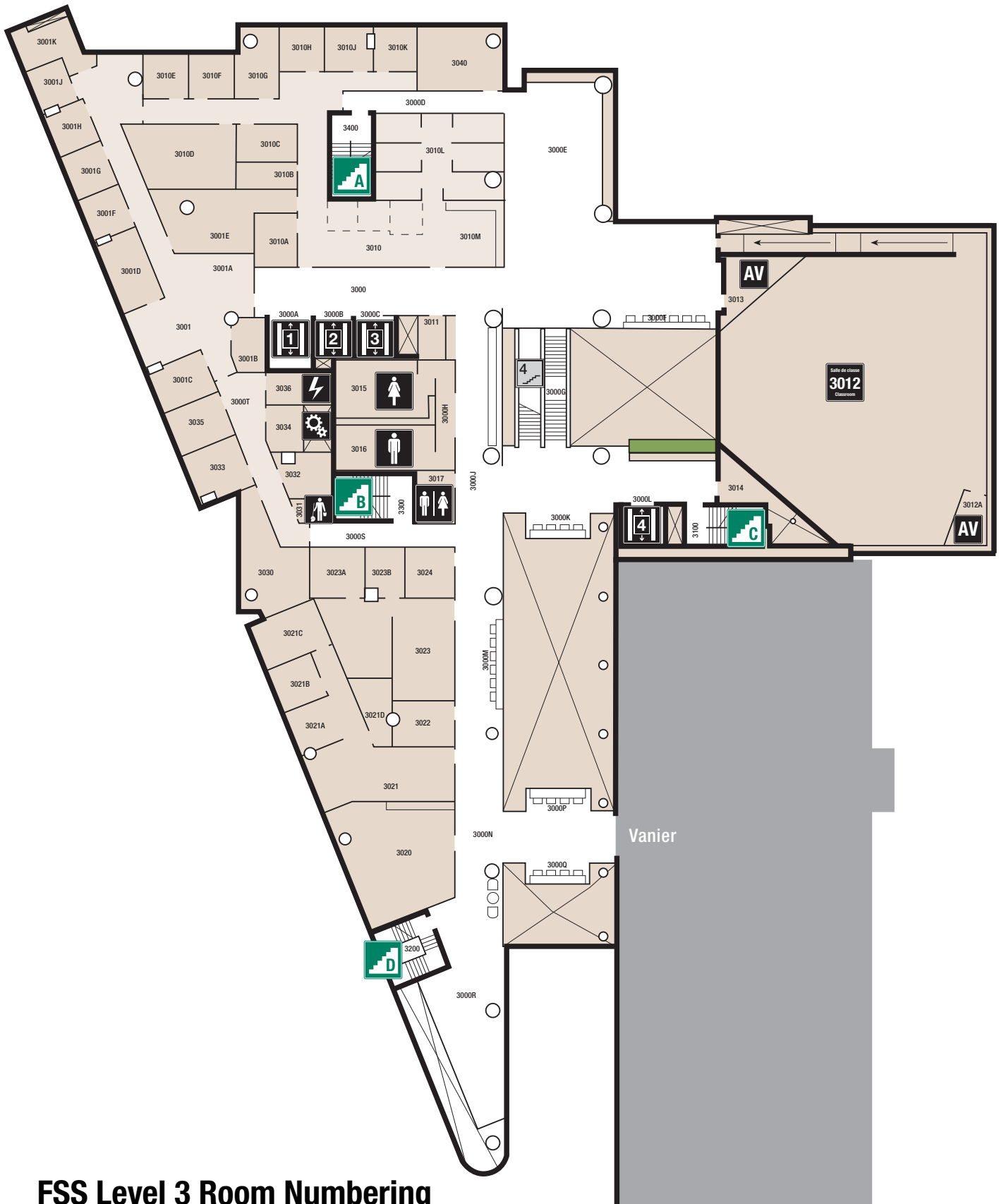
Level	Area	Room
2	4	01- 99

15501 - 15599

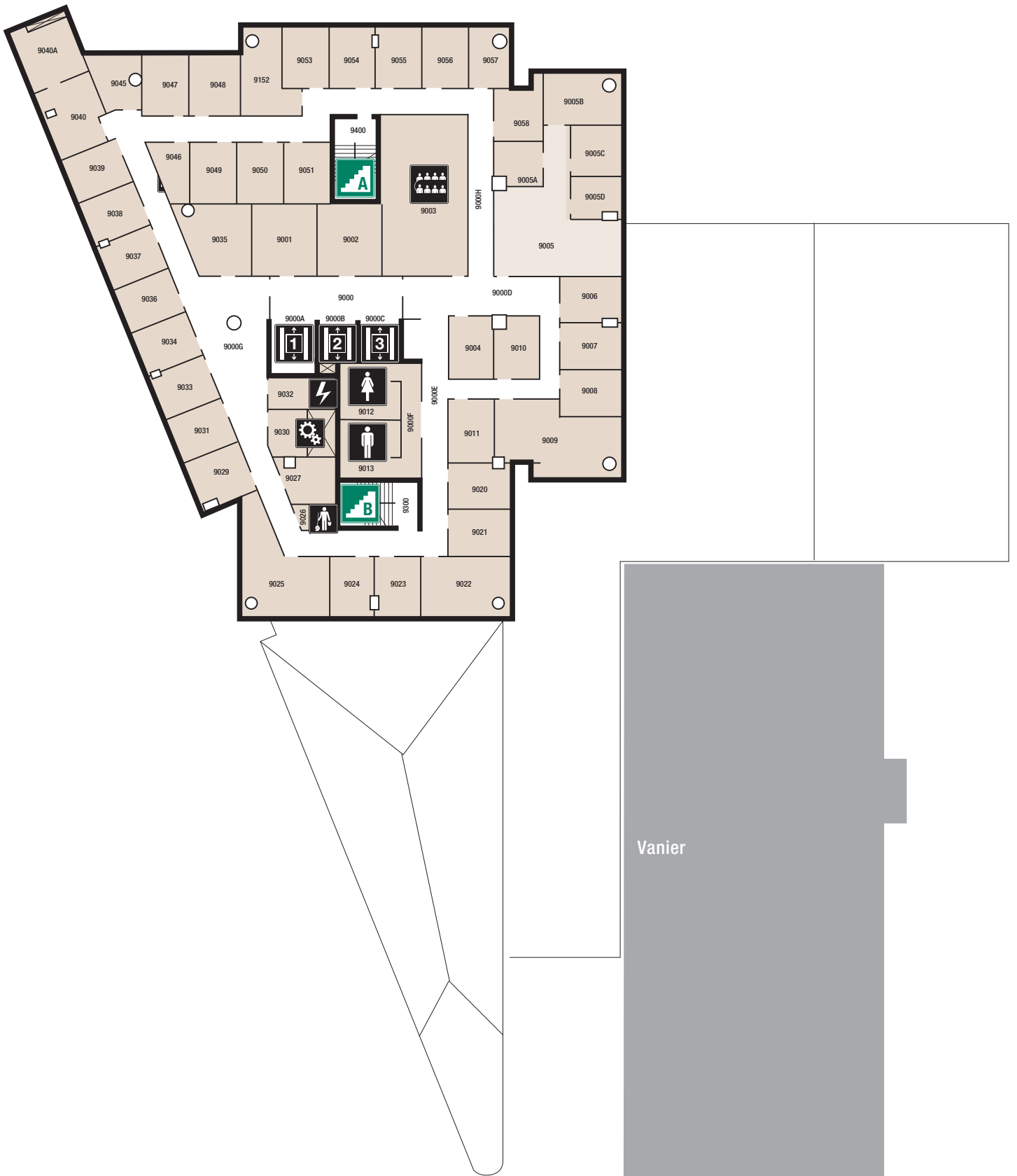
Level	Area	Room
15	5	01- 99



ARC Level 3 Room Numbering



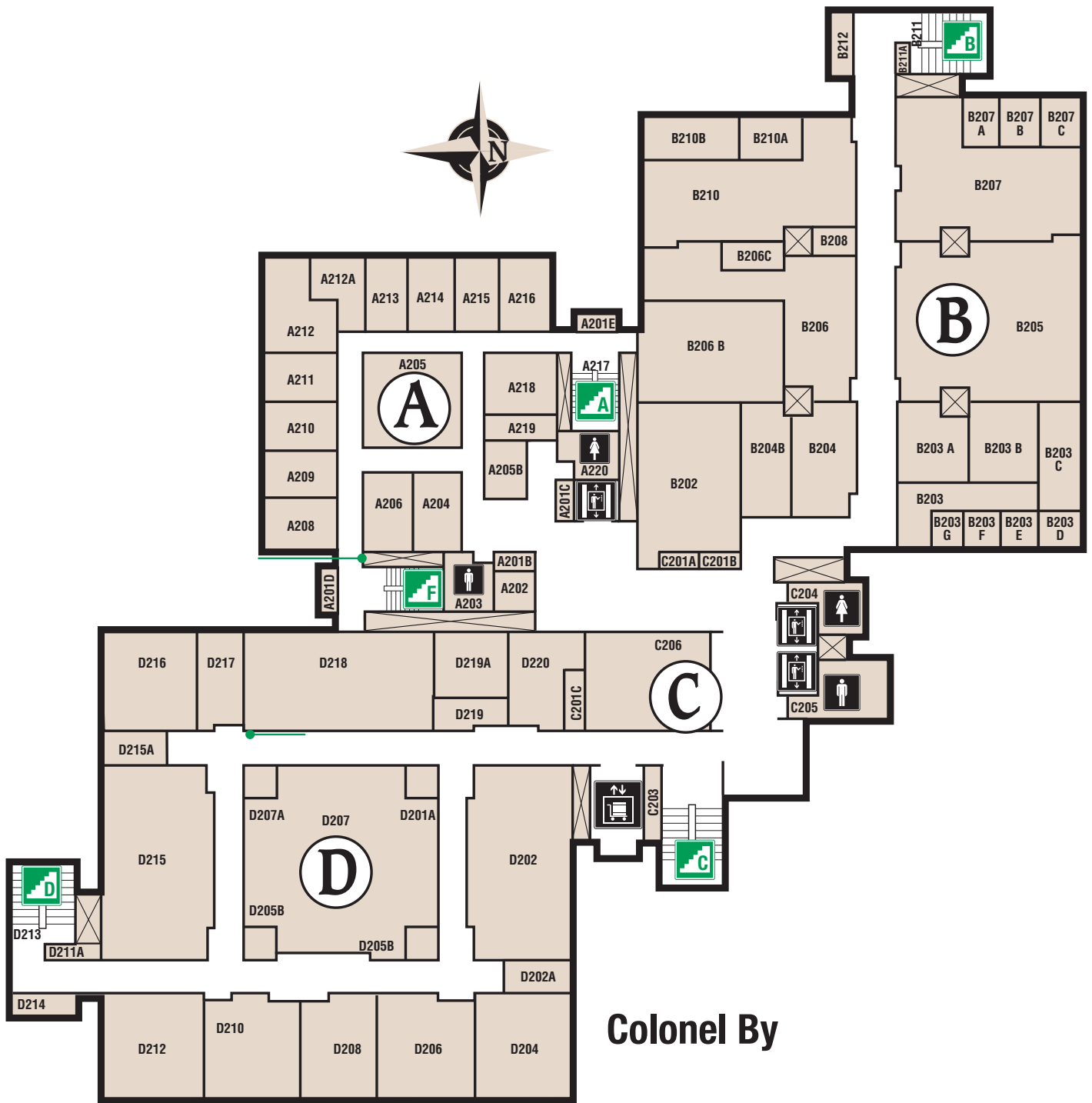
FSS Level 3 Room Numbering



FSS Level 9 Room Numbering



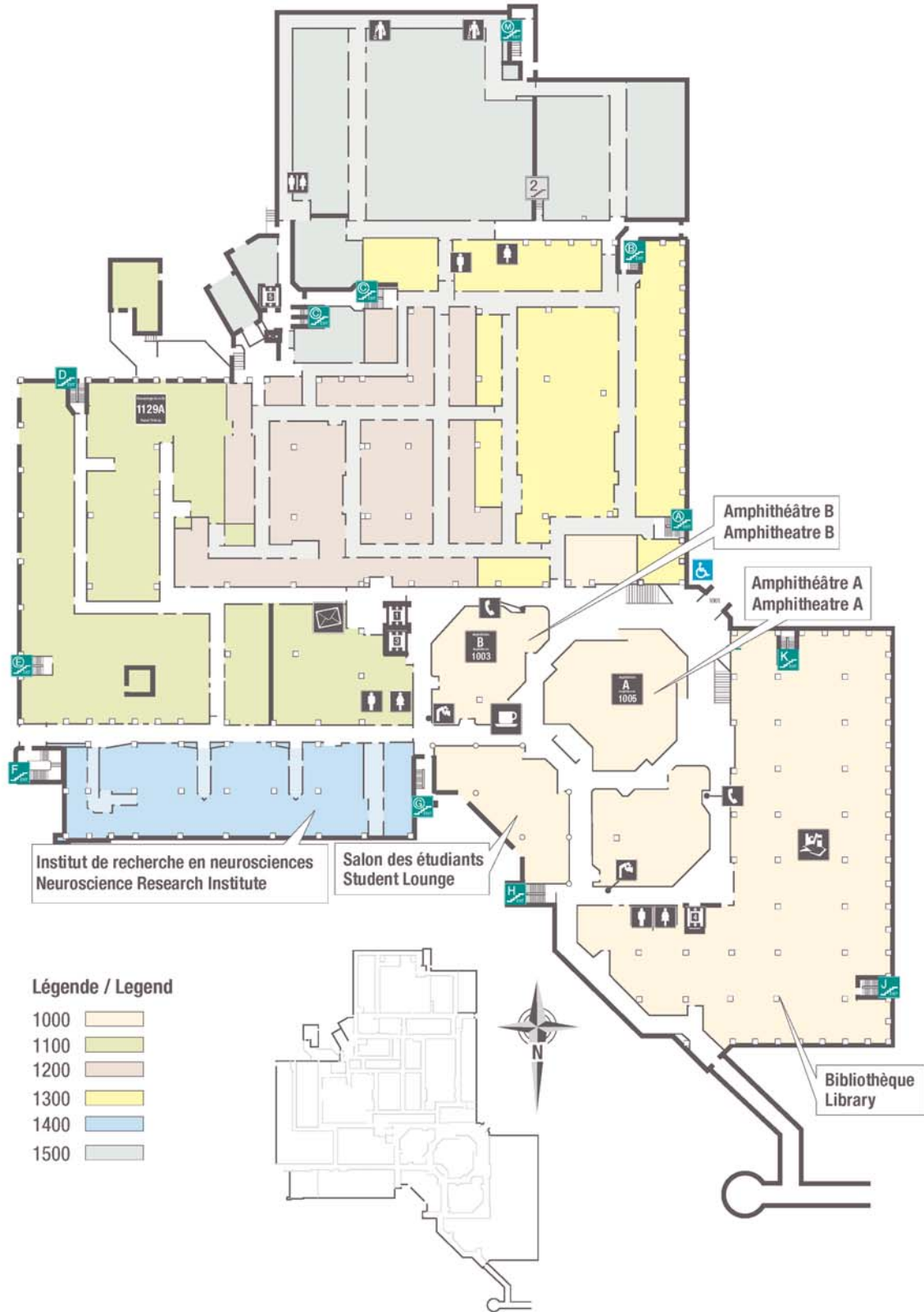
FSS Level 12 Room Numbering



Colonel By

Room Numbering by Block

Master Level 1



2010.05.27 MK Design

RGN Numbering by Quadrant

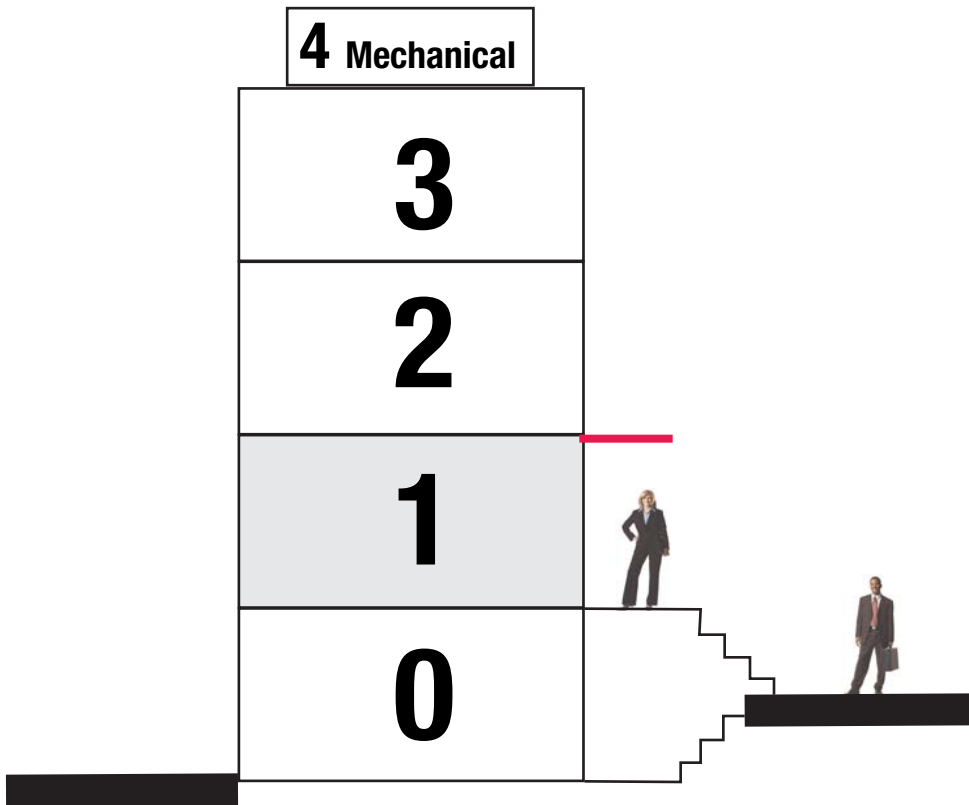
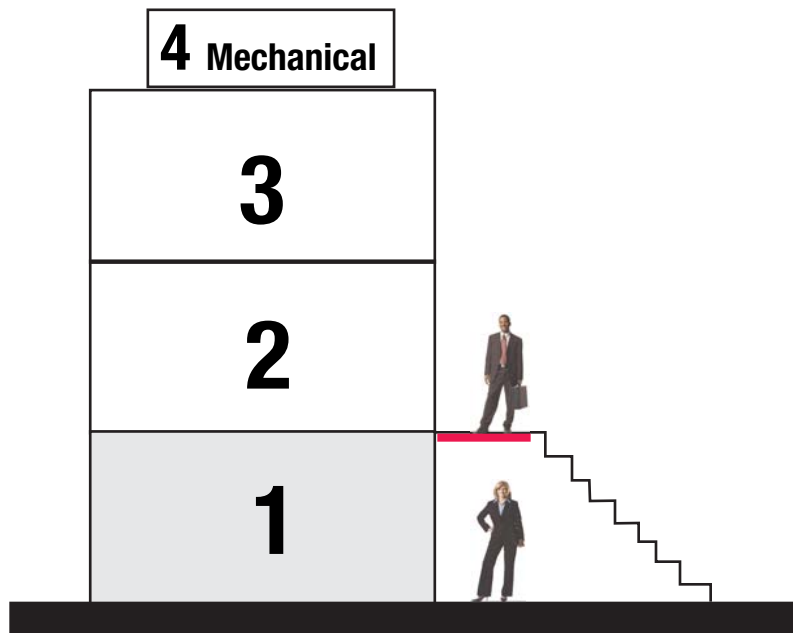


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Facilities

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Determining Building Levels



5
Mechanical

4

3

2.5

Interstitial

2

1.5

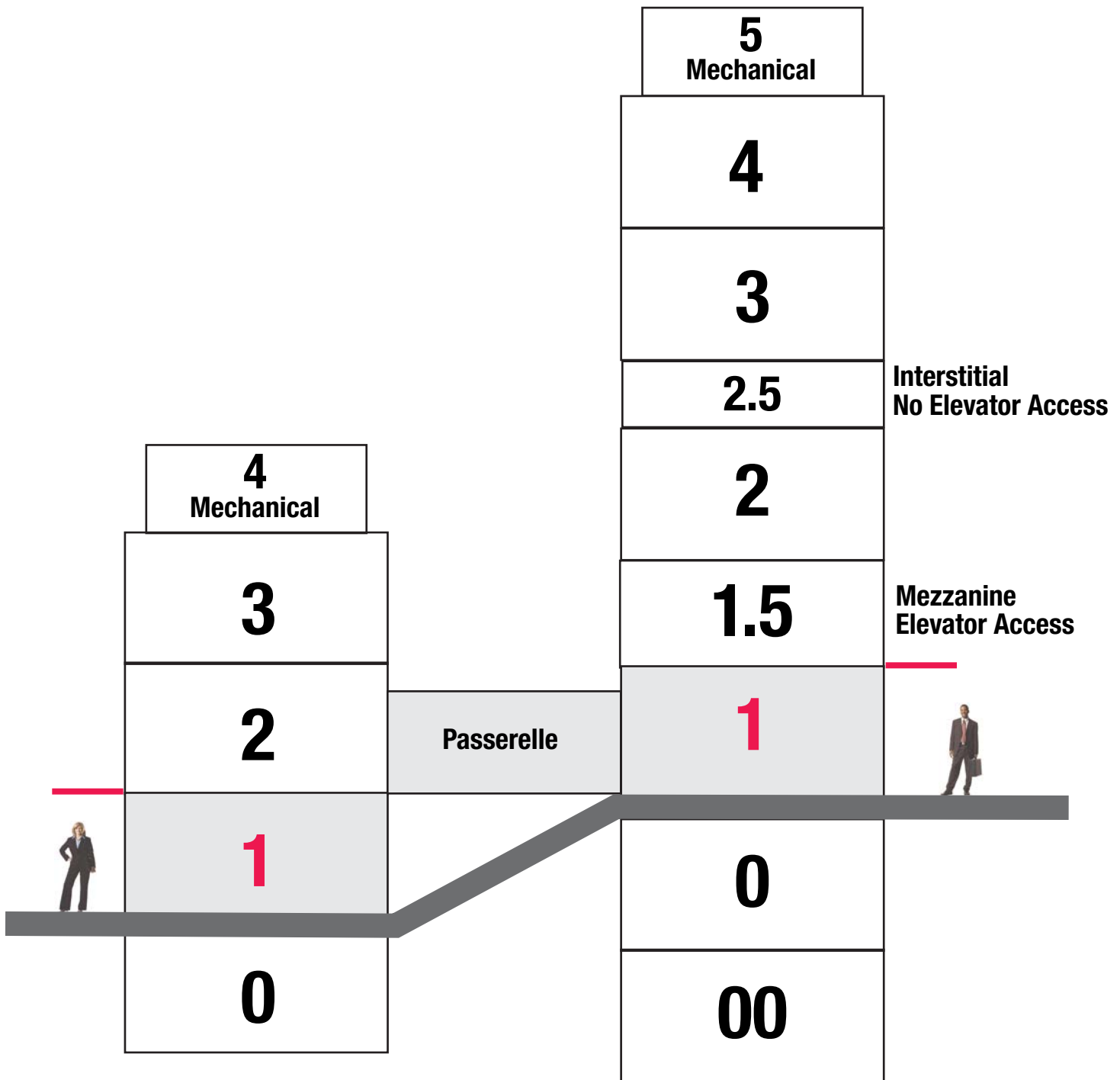
Mezzanine

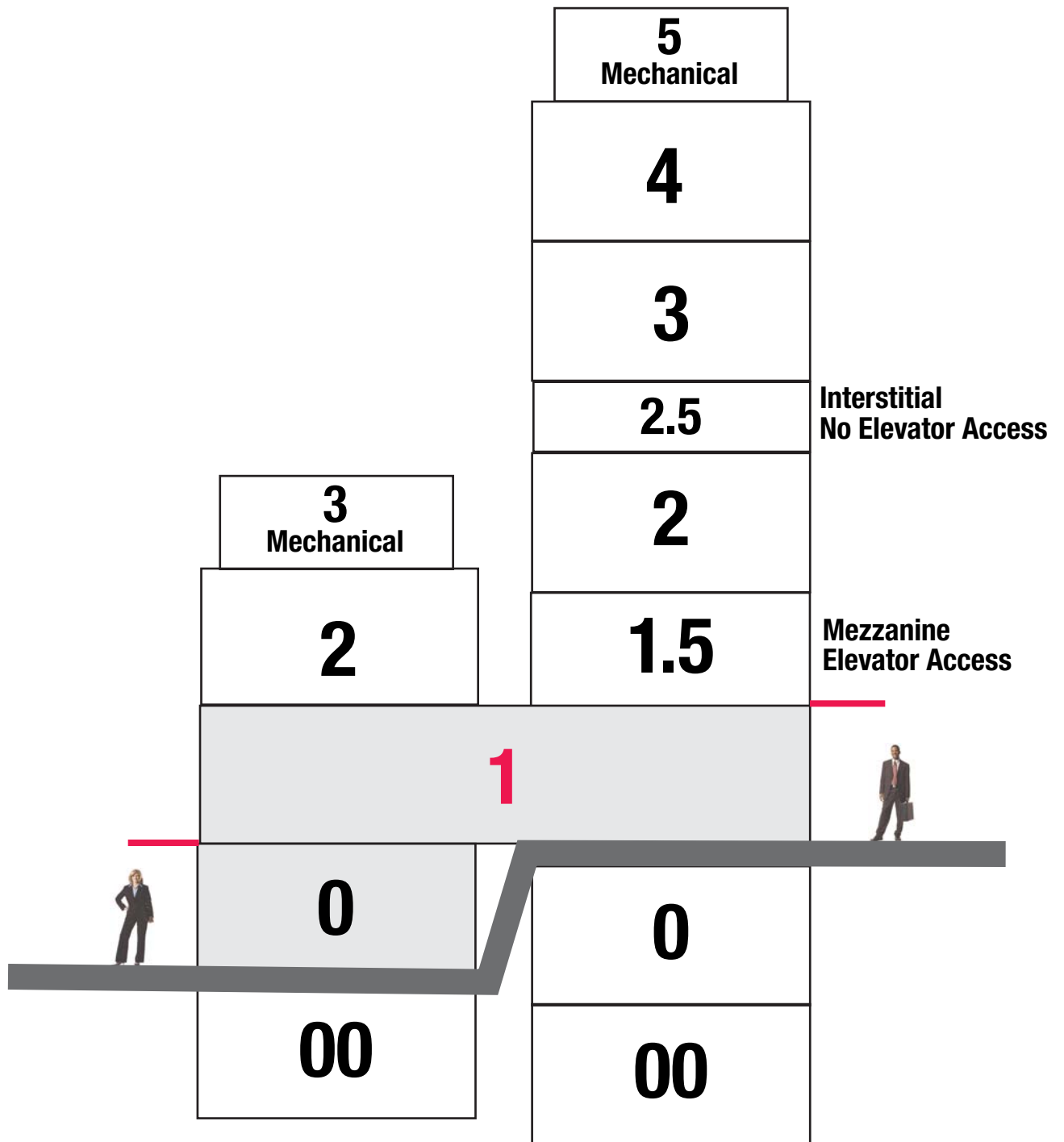
1



0

00





Elevator Panels

⠠

3



⠠

2



⠠

1.5



⠠

1



⠠

0



⠠

00



Mailboxes

