

Room Numbering Standards
Version 1.6 – Jan 2015

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1. Purpose

These numbering standards have been developed by UNSW Space Management (SM) and must be followed throughout University controlled facilities for the purpose of standardizing room numbers.

These standards must be followed, except in cases of minor renovations to existing buildings, where the building's existing numbering system can be extended.

All room numbering must be approved by SM CAD staff prior to the commencement of construction.

2. Building Numbers/Building Grid Codes

Facilities Management is responsible for allocating all building numbers/codes. SM will advise all relevant parties in the University when a new building number/code has been created.

3. Level Naming and Numbering

New building floors/levels shall be numbered as outlined in Table 1 below.

Note: In existing buildings where the 'First Floor' numbering protocol has been used the existing numbering is to be preserved wherever possible.

Table 1

FLOOR LEVEL CODE	FLOOR LEVEL NAME	Notes
B	Basement	Relates to the lowest level of the building. In most instances this is non-habitable space (Eg. basement car park)
LG	Lower Ground	
G	Ground	Relates to the floor of a building at, or nearest ground level
M	Mezzanine	An intermediate floor commonly between the ground floor and level 1
L01 – L18	Level 1 - 18	Level 1 relates to the first floor above ground level
R	Roof	
R1	Roof Level 1	
R2	Roof Level 2	

4. Room Numbering

General

UNSW uses a Computer Aided Facilities Management (CAFM) program, Archibus, which requires all interior enclosed rooms, as well as covered unenclosed spaces to be given a room number.

UNSW uses a "number by room type" numbering system in which numbering standards differ between usable, non-usable and unenclosed covered space (the numbering standard for non-usable space is further divided into 'services' and 'all other').

Numbering standards for each room type are outlined below.

4.1 Start Point

Numbering of a floor will commence at the main point of entry to the floor or main foyer of the floor.

4.2 Direction/Flow

Rooms are to be numbered in a clockwise direction as in Figure 1 and Figure 2 below.

Figure 1

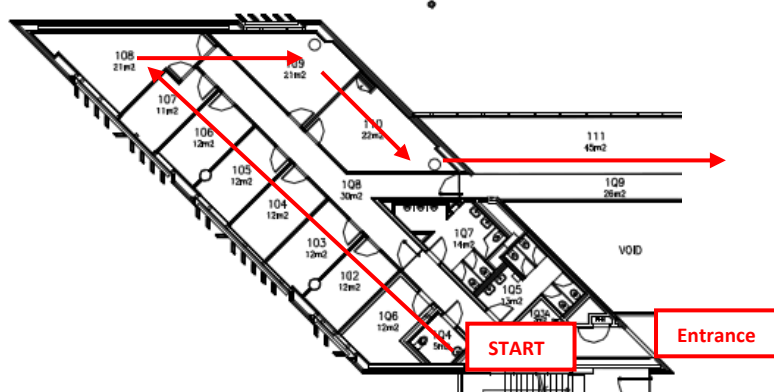
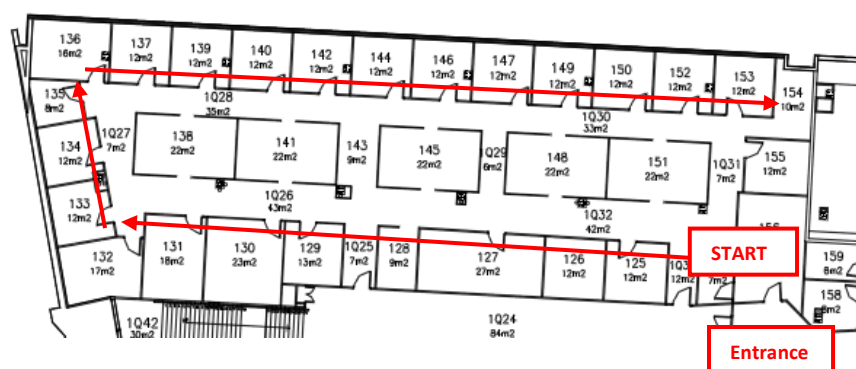


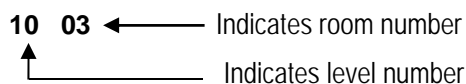
Figure 2



4.3 Useable Space

Room numbers for useable space are a combination of two numbers - the first number indicating the level and the second indicating the room number commencing from the number 01.

Example of room 1003 on level 10:



Note:

Kitchens are useable space and are numbered as such, but differ from **Tea Rooms** (tea making facilities without a stove top), which are classified under non-useable space and numbered as non-useable space.

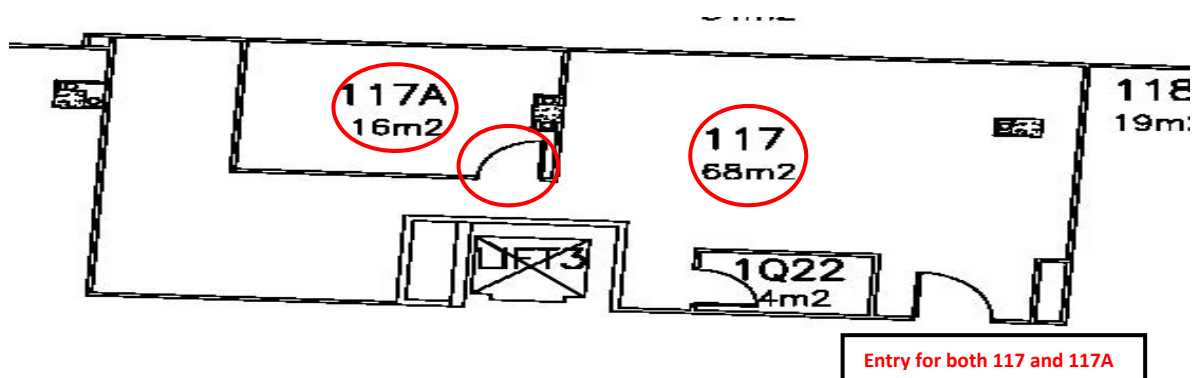
Refer to **Appendix 1** for a full list of Non-Useable spaces

4.3.1 Rooms within Rooms

Each room entered from a corridor should have a unique room number without an alphabetical suffix (eg. 101, 102, 103, etc.) Where a room is located within another room, then the inner room shall carry the same number as the room through which it is entered, plus an alphabetical suffix to uniquely identify it.

Example of room 117A:

Figure 2



4.3.2 Workstations

In an open plan office with numerous workstations, each workstation is given its own number. Workstations in an enclosed office are not to be numbered. Only the room or space is to be given a number.

Following the level number, workstations are given a 'WS' code followed by the workstation number.

For example workstation 201WS01.

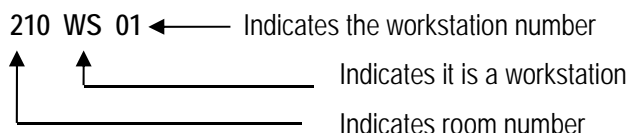
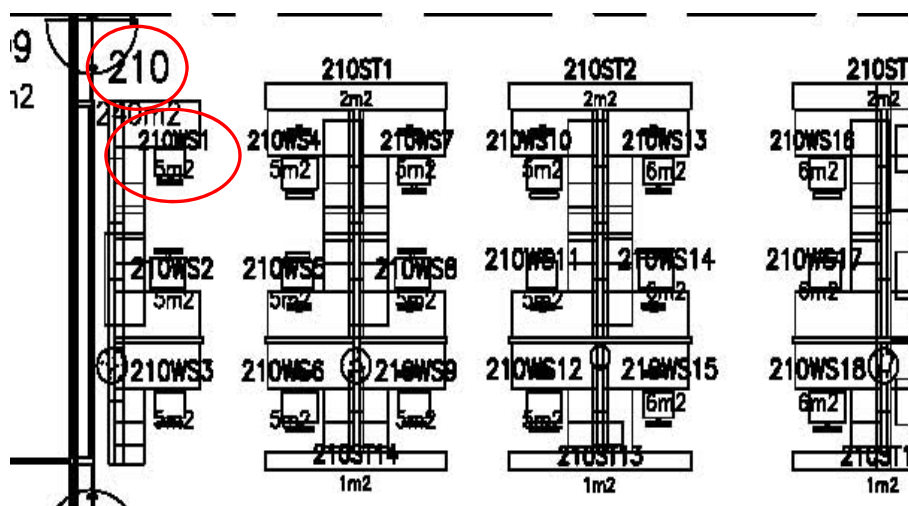


Figure 3 – Example of Workstation numbering



4.3.3 Communications Rooms

Communications rooms are included in usable space and shall be numbered sequentially with other useable rooms on the floor. Any existing communications room numbers are not to be altered unless approved by UNSW Space Management. Note: Communications risers are non-usable space and numbered using the services standard.

4.3.4 Residential Accommodation

Usable space in residential accommodation is to be numbered in a specific order according to room type:

1. Bedrooms/Units
2. All other usable space

The numbering sequence starts with bedrooms/units and skips all other usable space until all bedrooms/units have been numbered. The next number in the sequence is assigned to the usable space nearest to the entry/foyer and continues in a clockwise direction.

4.4 Room Numbering – Non-Useable Space

Non-useable rooms such as corridors, stairs, hallways, amenities, and plant rooms will have a 'Q' identifier after the building level and before the room number.

Service cupboards and risers, which are also non-usable and non-habitable spaces, are given a prefix corresponding to the service type. This is outlined in chapter 4.4.3.

Refer to **Appendix 1** for a list of Non-Useable spaces.

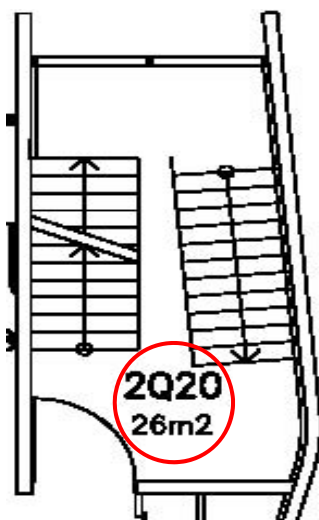
Example of room 10Q3 level 10:

10	Q	3	←	Indicates room number
			↑	Indicates the room is non-usable
			↑	Indicates level number

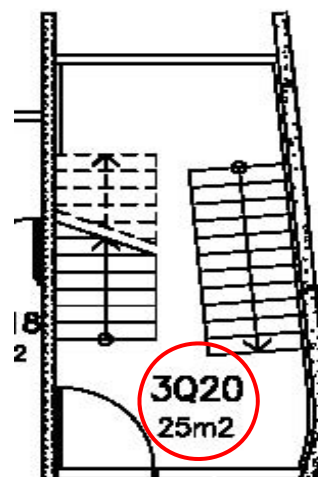
4.4.1 Stairwells

Stairwells should be numbered in a consistent ascending order throughout the building where applicable. For example, a stairwell ascending from the bottom to the top of a building will be given the same space number on each floor. The only difference will be the floor number for each level.

For example, stairwell 2Q20 on level 2 becomes 3Q20 on level 3.



Level 2



Level 3

4.4.2 Corridors

A corridor will be assigned a number for each change of direction as per *figure 4 and table 2*. The corridor space is considered to be an area which is line of sight when moving from one space to another

Note: Corridors separated by fire doors will also have a unique number assigned to each space as per *figure 5*

Figure 4

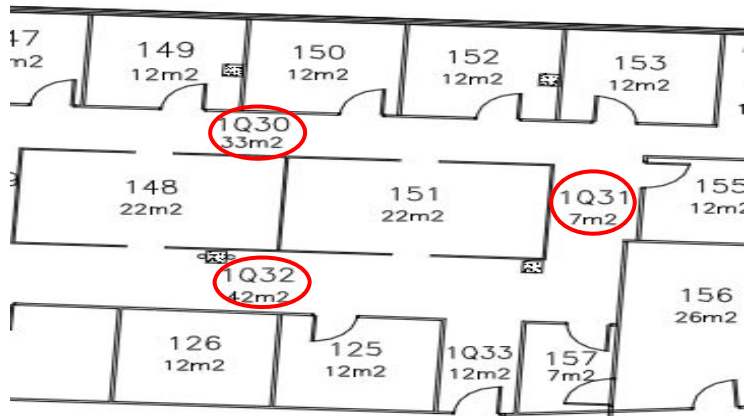
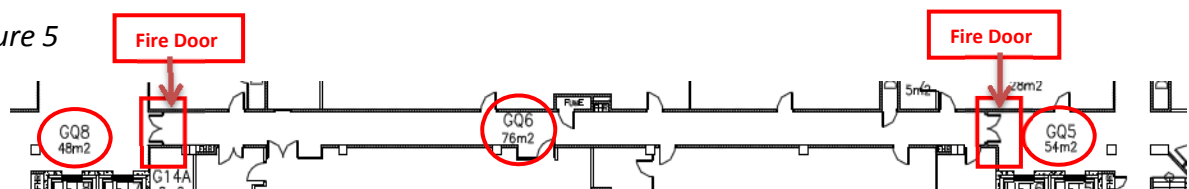


Table 2

Room Code	FLOOR LEVEL NAME
1Q30	Corridor
1Q31	1 st change of direction to corridor
1Q32	2 nd change of direction to corridor

Figure 5



4.4.3 Service Cupboards and Risers

Service cupboards and risers (electrical, communications, fire and hydraulics) will be assigned a letter indicating the type of service, followed by the level number, Q letter and then the space number. Note: Numbering for service cupboards and risers will commence at the main point of entry to the floor or main foyer of the floor and continue in a clockwise direction. Any non-accessible service risers are not numbered.

Services and Amenities room numbering

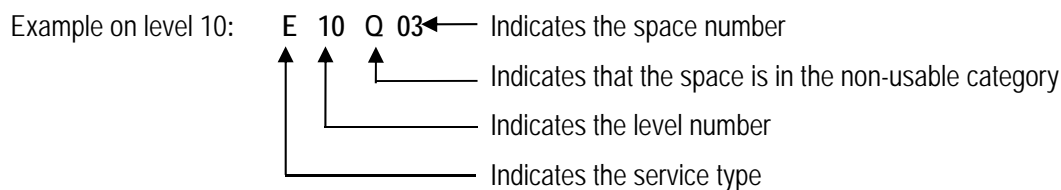


Table 3 below Outlining the services used and the appropriate numbering.

Services	Prefix	Example of room number (on level 1)
Electrical	E	E01Q01
Hydraulic	H	H01Q01
Communications	C	C1Q01 (if building has more than 9 levels, it will be 01 for level 1 and 10 for level 10).
Fire Services	F	F01Q01
Security/Communications	CS	CS1Q01 (if building has more than 9 levels, it will be 01 for level 1 and 10 for level 10).
Mechanical	M	M01Q01

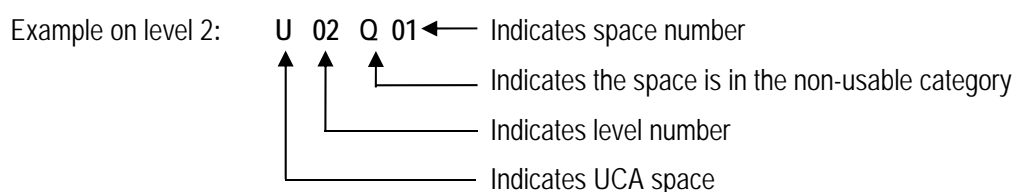
4.4.4 Unenclosed Covered Areas (UCA)

Unenclosed covered areas (UCA) are defined as any trafficable unenclosed areas such as verandas, balconies, under crofts, car parking stations and uncovered attached walkways.

These spaces shall be assigned a 'U' prefix, followed by the level number, Q letter and then the space number.

Note: Numbering for UCA space will commence at the main point of entry to the floor or main foyer of the floor and continue in a clockwise direction.

UCA room numbering



4.4.5 Lift Numbering

The room number code for lift shafts will be made up of the following combination:

- Floor Level code
- Lift Service abbreviation
- Lift number as per Asset Management

NOTE: Lift Numbering in most new constructions will have the numbers allocated. Please request the lift numbers from the FM Space management team.

Lifts service types are as follows:

Lift Type Names used by Asset Management Unit	Lift Abbreviation (LS – Lift Service)	Room Type Description	Room Name
Passenger Lift	LS	Lift Shaft	Lift (number)
Disabled Services	LS	Accessible platform Lift	Accessible Platform Lift (number)
Goods Lift	LS	Lift Shaft	Goods (number)
Hoists	LS	Hoist	Hoist (number)
Dumb Waiter	LS	Lift Shaft	Dumb Waiter Lift (number)

Example of lift numbering

Level number+LS+Lift number

Floor	Example (Lift 1)	Example (Lift 111)
Basement	BLS001	BLS111
Lower Ground	LGLS001	LGLS111
Ground	GLS001	GLS111
Mezzanine	MLS001	MLS111
Level 2	L02LS001	L02LS111
Level 10	L10LS001	L10LS111

5. Renovations and Refurbishments:

Renovations and refurbishments involve the creating new room numbers, reusing old room numbers, and retiring existing room numbers.

Example 1 – Retiring room numbers and reusing room numbers (many rooms to fewer room)

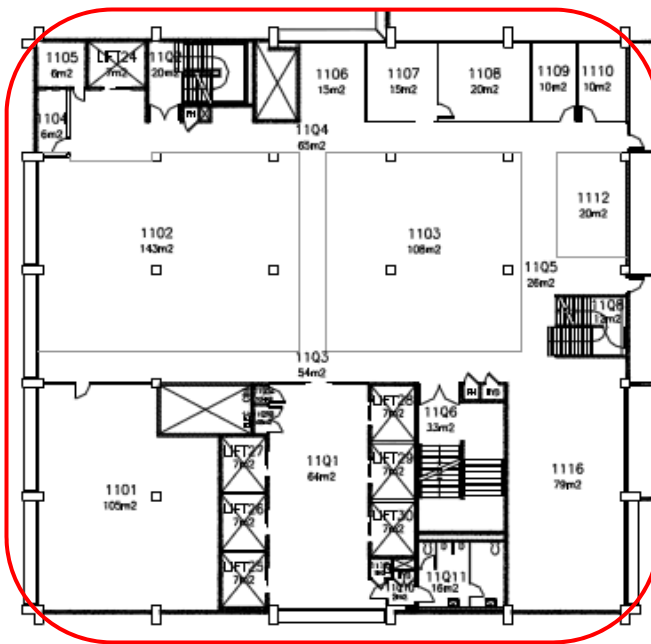


Figure 7



Figure 6

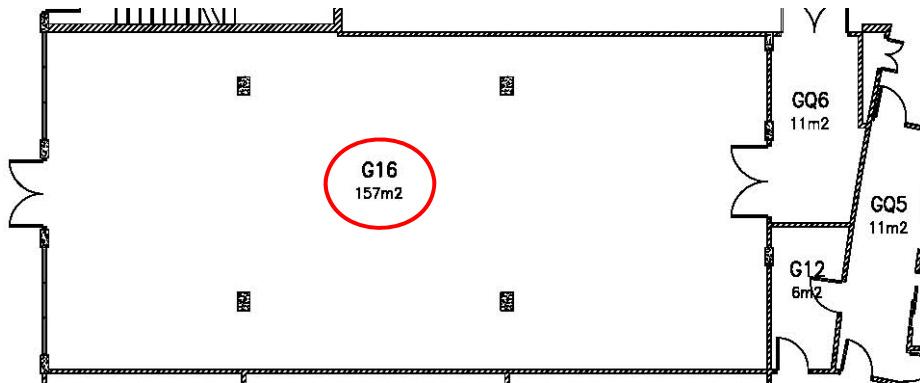
After refurbishment (Figure 7)

- Many of the existing numbers have been made redundant and relevant numbers are re-used to keep the sequence going as the space is refurbished.

Example 2 – Creating new room numbers

Before Refurbishment (Figure 8)

- G16 is a dance hall.



After Refurbishment (Figure 9)

A refurbishment has transformed room G16 into an open office space with many rooms. Room number G16 is reused and new room numbers have been created for the new spaces (In this example G17 is used in another part of the plan therefore the new room numbering begins at G18).

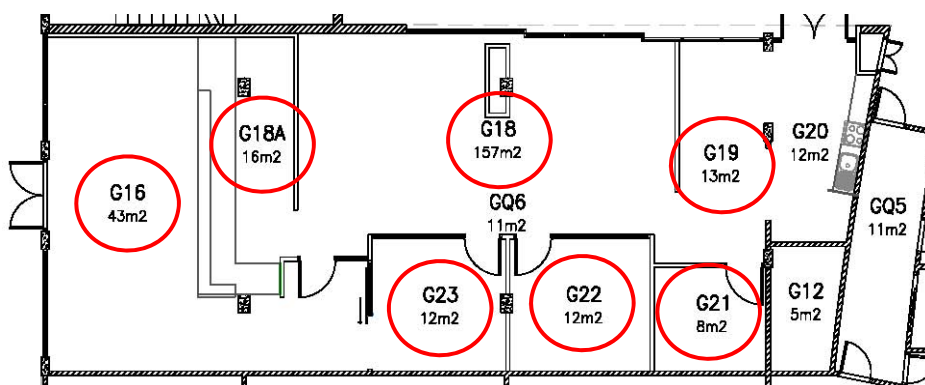


Figure 9

6. Numbering Requests & Contact

All numbering requests and room number enquiries are to be directed to the Space Management Unit.

Email: spacemanagement@unsw.edu.au

7. Acknowledgements

FM Space Management would like to acknowledge the following Universities for their assistance in producing this document: The University of Technology Sydney, The University of Melbourne and The University of Sydney.

Appendix 1

Non-Usable Spaces (employ a Non-Usable 'Q' numbering standard)

Description
Non-Usable - Bicycle Storage Shed
Non - Usable Floor Area – Car Park That Is Constructed As Part Of Another Building
Non- Usable Floor Area – Car Park – Multi Storey - Free Standing
Non-Usable - Child Care Undercover / Out Door Area
Non- Usable Floor Area – Circulation Space
Non- Usable Floor Area - Cleaners Room
Non- Usable Floor Area – Garage Loading Bay
Non-Usable - External Informal Learning Space
Non- Usable Floor Area – Lift Motor
Non- Usable Floor Area – Mechanical Plant Room
Non- Usable Floor Area - Other Plant Room
Non- Usable Floor Area – Sub Station
Non- Usable Floor Area – Store Room - Uninhabitable
Non- Usable Floor Area – Switch Room
Non- Usable Floor Area – Kitchenette/Tea Room
Non-Usable - Outdoor Undercover Tea Room
Non- Usable Floor Area – Toilets/Amenities/Accessible
Non- Usable Floor Area – Toilets/Change Room/Shower Room
Non- Usable Floor Area – Toilets/Amenities/Female
Non- Usable Floor Area – Toilets/Amenities/Male
Non- Usable Floor Area – Toilets/Amenities/Unisex
Non- Usable Floor Area – Veranda/Balcony
Non- Usable Floor Area – Service Riser
Non-Usable Floor Area - Waste Management
Non– Usable Floor Area – Toilet Accessible Female
Non– Usable Floor Area – Toilet Accessible Male
Non- Usable Floor Area – Toilets/Amenities/Shower/Female
Non- Usable Floor Area – Toilets/Amenities/Shower/Male
Non- Usable Floor Area – Toilet/Accessible + Shower
Non- Usable Floor Area – Accessible Shower
Non- Usable Floor Area – Ambulant Toilet
Non- Usable Floor Area – Ambulant Toilet/Toilet
Non- Usable Floor Area – Ambulant Toilet/Toilet/Female
Non- Usable Floor Area – Ambulant Toilet/Toilet/Male
Non- Usable Floor Area – Accessible Toilet/Toilet
Non- Usable Floor Area – Accessible Toilet/Baby Change
Non- Usable Floor Area – Other Toilets
Non-Usable Floor Area - Accessible Platform Lift
Non- Usable Floor Area - Accessible Ramp
Non- Usable Floor Area - Gas Manifold Room
Non- Usable Floor Area - Code Not In Use
Non- Usable Floor Area - Code Not In Use
Non- Usable Floor Area – Lift Shaft
Non- Usable Floor Area – Mechanical Service Riser
Non- Usable Floor Area - Communication Riser
Non- Useable Floor Area - Fire Services Cupboard
Non- Usable Floor Area - Electrical Cupboard
Non- Usable Floor Area - Code not in use
Non-Usable Floor Area - Hoist
Unenclosed - Covered Car park/Carport
Unenclosed - Other Covered Area
Unenclosed - Code Not in Use