Purpose
To ensure a level of consistency and standardization within facilities in terms of floor and room numbering that supports efficient wayfinding, project management and construction, maintenance and operations activities.

Scope
For all new construction and major/minor capital renovations of University facilities. Consistent floor and room numbering is essential and is to be coordinated through Space and Facility Renewal (SFR) staff to ensure consistency.

Procedure
Key staff within the SFR group will undertake the tasks associated with floor and room numbering assignments.

SFR will follow established conventions when assigning numbering using internal guidelines and processes.

For all numbering requirements, DEC Project Managers and/or Design Technologists are required to consult with SFR.

New Construction
1. Consultations should be initiated during the schematic design phase so that design consultants can coordinate drawings with ultimate room and floor numbering conventions. SFR will work with the project managers and design consultants and with user groups as may be defined during the process.

2. Once design development has been finalized and floor layouts are unlikely to change through subsequent stages, the project manager will submit the draft of proposed room and floor numbering to SFR for approval.

Capital Renovations
1. Each renovation project that results in the need for room numbering or floor numbering should be submitted to SFR for approval, at a point when floor layouts are unlikely to change.

The approved room and floor numbering will be used in the creation and installation of all signage within the building and for construction and security purposes. The numbering will also be used to identify all building services and equipment for maintenance and operations purposes.