

ROOM NUMBERING SYSTEM

Each room, space, corridor, stair or plant room in each building is to be numbered according to the system set out hereunder.

Wherever practicable, the room numbers are to be allocated at sketch plan stage, amended on drawings as they progress to construction issues and finally to be reconfigured by the consultants as necessary on as built drawings, fire alarm panel plans etc.

FLOOR LEVELS

The number allocated to each floor level in new buildings starting at Level 0 for the lowest level on campus will match the number for the equivalent level on other existing buildings. The lowest level in a particular building, if it is on a higher ground level than other buildings, therefore may be level 2 or level 3 to match the number of the equivalent floor level in adjacent buildings.

Floor levels are numbered consecutively from the lowest level up to the highest level regardless of whether the highest level is a habitable floor or plant room.

ROOM NUMBERS

1. Standard Rooms

Room numbers are a 3 digit number, the first digit referring to the building level and the consecutive 2 digits being the space number. Starting from the main entrance to the building, spaces are numbered from 01 upwards moving around the building floor plan in an anti-clockwise direction.

Each space including entrance lobbies is given a number, where possible, consecutive with the room alongside it. If there is more than one main entry then the procedure is the same except for the entry numbers, eg. first entry numbers 001 to 015, with second entry numbers starting from 020. (See attached floor plan.)

2. Large Spaces such as open office areas, large rooms capable of future subdivision (but not designated teaching spaces) should be allocated a number as for other rooms, but the next room or space in sequence should skip a group of numbers (say one number per 15m² in the large space) to allow for subdivision.

3. Stairs are numbered S1, S2 etc. in anti-clockwise sequence. Stairs do not have a level number prefix.

4. Corridors (but not major circulation spaces or open galleries, balconies, mezzanines or voids which have room numbers) are allocated the number 99. Each corridor number will have the floor level number as a prefix, and A, B, C, etc as a suffix, again in an anti-clockwise sequence. The first corridor in the anti-clockwise loop on level 2 for example, would be 299A.
5. Fire Hose Reel Cabinets are not numbered but are designated FHR.
6. Services cupboard ducts or risers are not numbered but comms rooms etc are.
7. Lifts are not numbered but designated L, unless there is more than one lift, when they are designated L1, L2, etc.
8. Toilets are to be numbered as for other rooms but designated female (F), Male (M) or Disabled (D). Air locks to toilets are not usually given a separate number but sound or light locks into theatres or conference rooms are numbered.
9. External balconies or terraces (including unenclosed covered spaces) are numbered as for rooms. External uncovered paved areas and inaccessible roofs are not given room numbers.
10. Plant Rooms and plant room access stairs are treated as for other rooms and stairs.