APPENDIX 1

Room and Door Numbering Policy

Room numbers shall consist of floor number and a 2 or 3 character identifier. In general, the 'most important' room on the floor will be room 01, with other rooms being numbered clockwise from there. In buildings with a center hallway, rooms on the left should be odd numbered and rooms on the right should be even numbered.

Certain rooms should usually follow the following naming convention: floor # - Special Alpha – sequential number, with the Special Alphas being the following:

Special Alpha	Description	Example
E	Elevator	1E1
EL	Electrical Room	1EL1
EM	Elevator Machine Room	1EM1
GL	Gallery	1GL1
H	Hallway	1H1
J	Custodial Closet	1J1
L	Lobby or Lounge	1L1
LD	Loading Dock	1LD1
M	Mechanical Rooms	1M1
R	Bathrooms	1R1
S	Stairwell	1S1
SL	Sound & Light Lock	1SL1
TC	Telecommunications	1TC1
TL	Tech Ledge	1TL1
V	Vestibule	1V1

Closets within rooms should be numbered with the room number followed by an alpha character, starting with 'A'. For example, a closet in CUB room 107 should be CUB107A. If there is a second closet in that room, it should be numbered CUB107B. Multiple closets will be lettered in a clock-wise direction.

There has been an attempt to number floors so that basements (below ground level) are floor '0' and the first floor is floor '1'. There are buildings where this has not always been followed, but should be the standard from here forward.

All room numbers for new buildings will be assigned by the architectural designer sufficiently early in the design process. A facilities representative, typically the design project manager, will coordinate with

an appropriate building user of the room numbers prior to disseminating this information.   Designs that add or remove rooms in existing facilities will be reviewed by the Architectural Designer who will assign the new rooms numbers that are consistent with the above procedures. Any changes to the number of existing rooms will be coordinated with the Registrar's office, the Ad-Astra point of contact and Facilities Work Management System manager. Any deviation from the above naming procedures will require the approval of the Director of Facilities prior to implementation.

Door numbers will also be assigned by the Architectural Designer sufficiently early in the design process. . Door numbers shall be numbered the same as the room number followed by a decimal ".x", where x is a number assigned. For example, if a room has one door the door number is "room number.1"; if a room has two doors entering into it, its number is "room number .2"; etc. Additional doors in a room are number similarly. Door numbers for rooms with more than two doors are assigned clockwise, with the main entry into the room being the "room number .1" door.