

Building, Address, Floor and Room Numbering Policy

These numbering conventions have been developed and should be followed throughout University controlled facilities for the purpose of standardizing building, addressing, floor and room numbering to insure continuity within the University and to maintain the integrity and uniformity of the Campus Facilities Management system.

This standard should also be utilized to assign numbers during the design development phase for renovation and new construction projects. Working drawings for renovation or new construction should conform to this standard. Furthermore, it should be provided, and discussed if necessary, at all project kick-off meetings when other University standards are also provided to consultants.

Building Numbering

The Statewide Office of Planning and Budget is responsible for assigning all building numbers. These numbers are always two alpha prefix followed by three digits. The different campuses of UAF have unique alpha prefixes as follows:

- AF: Agricultural, Forestry and Experimental Station (AFES) facilities located at UAF Main Campus and Delta
- BB: Bristol Bay Campus located in Dillingham, AK
- CC: Chukchi Campus located in Kotzebue, AK
- FL: Leased buildings under management of UAF Facilities Services Administration and Real Estate
- FS: UAF Main Campus buildings (Please note that some facilities located off-campus have the FS prefix. Also any future acquisitions for CTC are numbered with the FS designation)
- KU: Kuskokwim campus located in Bethel, AK
- PF: Poker Flat Research Range located at Mile 30 Steese Highway; Chatanika, AK
- PL: AFES facilities in Palmer, AK
- MV: AFES facilities located between Wasilla and Palmer, AK on South Trunk Rd
- NW: Northwest campus located in Nome, AK
- SE: Seward campus located in Seward, AK
- SW: Statewide facilities located at the UAF Main Campus
- TV: UAF Community and Technical College facilities located in Fairbanks, AK. These are now given the FS designation.

Requests for building numbers for new facilities go through the University Architect. The Statewide building number application form, "New Building Number Request Form", is to be completed and submitted to the Budget Analyst of Statewide Office of Planning and Budget. The essential data to be completed consists of:

1. MAU Campus
2. Suggested Building Number
3. Facility is constructed or purchased.
4. Building Name. See UA BOR Policies PO5.12.080 and PO5.14.080.
Primarily, building names are provided by a consensus of the user committee assigned by the UAF chancellor.
5. City Location
6. Gross Square Feet

The suggested building number has generally been based on number grouping designated as follows:

FS300-500 series = Lower campus buildings
FS600 = some residences, but meant for off-campus Fairbanks buildings
FS700 series = residences and upper dorms
FS800 series = Power Plant or Physical Plant buildings
FS900 series = West Ridge buildings

Building Address Assignment

A building address can be assigned after a building number has been assigned. The building address number is the same number as the new building number. The street portion of the address is determined by the direction the main pedestrian entrance of the building is facing. A new building address is determined by the University Architect of Design and Construction.

Floor Numbering

To facilitate way-finding and to uniquely identify each space within University facilities it is necessary to determine appropriate floor numbers and room numbers based on the Floor Numbering Standard and Room Numbering Standard.

Principles

1. The main or first floor of a facility is identified as the location of the major pedestrian entrance level and should be at the same level as the outside grade or one half flight above grade. For example, the main level or floor would be 100 series numbers with successive levels above assigned 200, 300, etc.
2. The first character of a room number indicates the floor level of the building and is always a 3-digit number.
3. Usable attic floor and penthouse levels should be numbered as if they are whole floors. For example, a two-story penthouse atop a three floor building will be numbered and as the fourth and fifth floors. Do not use prefixes such as "R" for roof level. Roofs are not numbered.

4. Large mezzanines shall be numbered as a whole floor. Example: When a mezzanine exists between the first floor and the next whole floor, it will be numbered as the second floor. An exception to this rule is the mezzanine level in the tower of the C. T. Elvey Building. The mezzanine is based on an older floor numbering standard and is numbered with an "M" suffix.

Table 1

General Room Numbering Scheme		
	Room Number Sequence	Room Number Layout (if possible)
▲ Continue sequence for upper floors ▲		
Fifth Floor- Level 500	Room numbers 501 to room 599	Odd numbers on north & east sides, even numbers on south & west sides.
Fourth Floor – Level 400	Room numbers 401 to room 499	Odd numbers on north & east sides, even numbers on south & west sides.
Third Floor – Level 300	Room numbers 301 to room 399	Odd numbers on north & east sides, even numbers on south & west sides.
Second Floor – Level 200	Room numbers 201 to room 299	Odd numbers on north & east sides, even numbers on south & west sides.
Ground Floor – Level 100	Room numbers 101 to room 199	Odd numbers on north & east sides, even numbers on south & west sides.
1 st Basement – Level 000	Room Numbers 001-0100	Odd numbers on north & east sides, even numbers on south & west sides.
2 nd Basement – Level 0000	Room numbers 0001-000100	Odd numbers on north & east sides, even numbers on south & west sides.
▼ Continue sequence for lower floors ▼		

Room Numbering

All buildings owned by the University require room numbers for space and equipment inventory, wayfinding, emergency response, keying, maintenance records, and other operational and financial purposes. The intention is for each facility's room numbering scheme be structured so that the numbers flow through the building in a consistent, comprehensible, and user-friendly pattern. The scheme should be clear to the users of the facility, not causing confusion for individuals attempting to locate spaces. Room numbering should facilitate pedestrian movement within the facility and provide a sense of direction or movement from one end of a building to the other. However, because of the variety of possible building designs, it is not possible to describe a system to cover all situations. Nevertheless, every effort shall be made to number spaces in accordance with this policy statement.

In cases of renovations or additions to existing buildings, the building's existing numbering system can be extended, or abandoned in order to use the following standards to renumber the entire building including the renovated and/or added space and if the project budget allows. See section, **Contact List for Complete Building Room Re-Numbering**, for the proper notification of parties in the instance of total renumbering.

The Facilities Services Design and Construction department currently operates a space inventory system which has two main components.

The first is a graphical building plan system which includes computerized architectural floor plans using AutoCAD. In addition, layering names and standards have been developed at Design and Construction and are used for our reference floor plans. We ask that consultants, who produce working construction drawings for all projects, utilize these layering standards. The layering names and standards can be downloaded: <http://www.uaf.edu/fs/resource-information/autocad-standards/>.

The second component is the Computer-Aided Facility Management (CAFM) database software used by Facilities Services: AssetWORKS. This database includes information concerning room numbers, room areas, room usage, departmental allocation and other information required by the U.S. Department of Education. Please refer to the Postsecondary Education Facilities Inventory and Classification Manual (FICM): 2006 edition: <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2006160>.

Principles

1. Each space within a facility needs a unique and associated number. This includes both assigned spaces such as offices, laboratories, classrooms, dorm rooms, etc. and unassigned spaces such as corridors, stairs, mechanical rooms, electrical closets, restrooms, janitor closets, etc. Renumbering of any space should be done in conjunction with the University Architect to ensure that duplicate room numbers are not assigned and that consistent application of this standard occurs.
2. Room numbers should flow from one end of the building to the other, proceeding with the lowest number near the principle entry to the floor. In a building with only one dividing corridor, room numbers should flow in ascending order from the main entrance end of the building to the other.
3. Where possible, rooms along a corridor should be numbered odd on one side and even on the other. Normally, odd numbers would be on the right and even on the left. Numbers on one side of the corridor shall correspond with room numbers on the opposite side (e.g. 112 across the corridor from 111 or 113). Where large rooms such as classrooms, meeting rooms, etc exist, 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 a large space to be divided into standard size office spaces, allowing for new number assignments within the normal sequence. In more complex designs, or where the availability of numbers is limited, the odd-even format can be abandoned if consecutive numbering results in a more logical scheme. The university Architect of Design and Construction who is charged with room numbering, must approve any alternative numbering scheme before it is used. The numbering sequence shall be designed to be easily extended when future additions are built.
4. In a building where there are two distinct corridors with rooms on each side, the odd-even in ascending order is still in effect. However, all of the rooms reached from both sides of the corridor on the right will have odd numbers. The rooms accessed from the left corridor would all be numbered in the even ascending order.

5. Room numbers in the Space Inventory database and on the CAD Facility Inventory plans should match those found on the room signage in the buildings whenever possible.
6. Room numbers should only consist of numbers with a numerical prefix, i.e., 101, with the first digit always referring to the floor. There should be no hyphens, commas, spaces, etc. Furthermore, room numbers should not be 0 or a single alpha character.
7. In renovation cases where two spaces are combined into one, the lower room number should be used to identify the new space.
8. Buildings which are significantly connected shall be numbered as though each building were a separate wing and have their own room numbering scheme.
9. A primary room is accessed directly from a corridor, to the exterior or a general circulation path and is not numbered with any letter suffix. When rooms are accessed from a primary room and not directly from a corridor (a "suite" of rooms), use the primary room number followed by a letter suffix. Therefore, a room opening off 101 would be 101A. When it is necessary to enter a room from another room whose number already has one suffix, a second suffix should be added to identify this interior room, such as 101A1. The first suffix must be a letter. The second suffix must be a number and so on if necessary. This scheme is applicable to both assigned and non-assigned type spaces. Interior spaces are numbered counter-clockwise about the base space with suffix 'A' being the closest to the principle entry. Large suites with many rooms can use non-suffixed numbers if it makes the numbering scheme more understandable and sufficient numbers are available for each floor, ie: 101-199. Corridors within suites are usually treated as a room (Private Circulation) in the suite and will be numbered similar to the suite.
10. Room numbers are part of a numbering sequence based on the floor number and should start at the same place on each floor whenever possible. Use the same numbering sequencing for repeated, vertically stacked rooms on every floor. For example, if on the first floor, in the lobby core area, there is a repeating unisex restroom (room 100R1) and janitor's closet (room 100J1), then on the second floor these same rooms would be labeled as rooms 200R1 and 200J1, respectively.
11. Although non-assigned spaces are numbered in sequence with the numbers on a floor, a building service suffix is added after the floor number. Spaces where numbers are not normally displayed such as lobbies, corridors, stairs, etc. must still have associated numbers. These numbers will typically only be seen on the CAD floorplans and in the Space Inventory data base. Alpha suffix characters for numbering facility service space are:

Table 2

Alpha Suffix Character	Building Service Space
C	Public Circulation Corridors
E	Elevators
J	Janitor areas
L	Lobbies
M	Men's Public lavatories
R	Unisex Lavatories

S	Stairs
U	Mechanical rooms, Shaft Spaces, Hub Rooms
V	Vestibules
W	Women's public Lavatories

Due to the unique nature of certain spaces such as elevators, stairs, shafts, etc., that extend through several floors, they are to be assigned unique numbers on each floor. For example, an elevator shaft on the first floor will have a different room number than the same shaft on the second floor. (i.e. 100E1 on the first floor and 200E1 on the second floor).

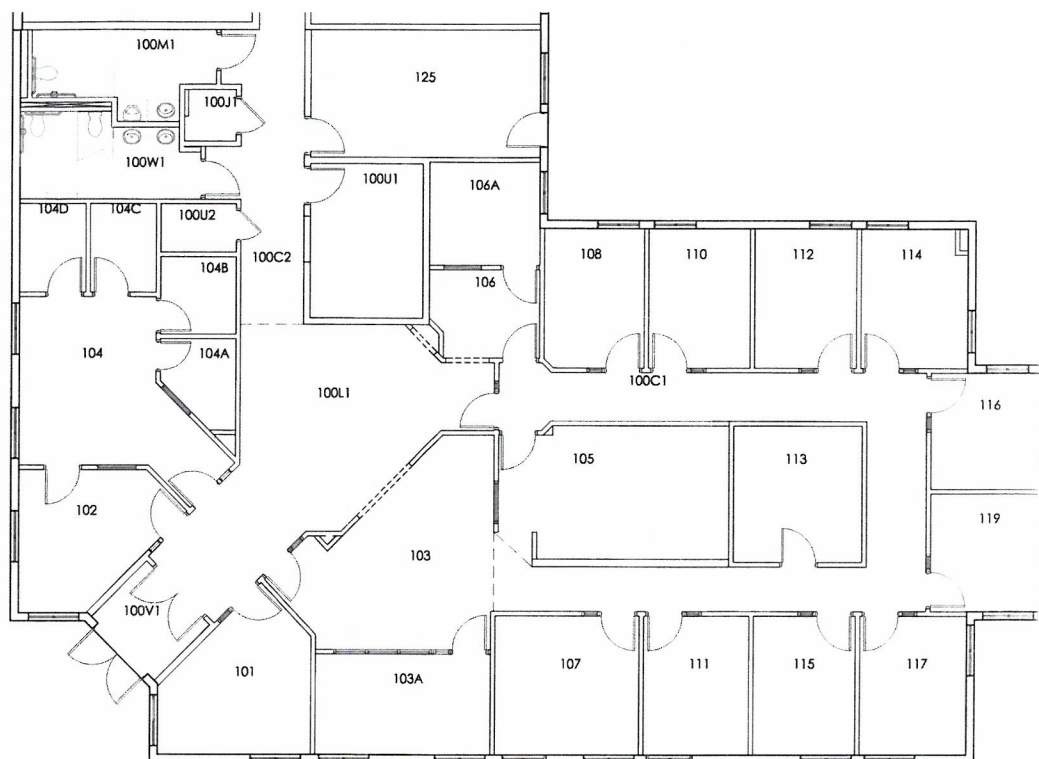
12. Non-assigned spaces do not necessarily follow the odd-even numbering as assigned rooms are. They are numbered in general ascending order starting from the main entrance end and ending at the opposite end of the building. For example, 100J1 could be at the front entrance while the only other Janitor closet, 100J2 is located at the opposite end of the building.
13. Unenclosed spaces such as alcoves, oversized lobbies, etc, sometimes have assigned spaces within, such as reception areas, student work stations, etc. These assigned areas should also receive separate room numbers. The University Architect of Design and Construction should define the boundaries of these spaces and number accordingly.
14. The door numbering scheme used in Construction Documents shall be based on the room numbering scheme. Generally, the number of the door shall be the same as the number of the room and is the primary entry into the space (example: Door 210-1). Where secondary doors occur within a room, a numerical suffix shall be added to the primary door number (example: Door 210-2). Normally, the door number is identified with (and on the lock cylinder side of) the room or area the access is to (assume stairwell-to-corridor doors have a cylinder on the stairwell side). If there is no cylinder on a door between rooms, the door will usually be identified with the inner most room, or with the room the door swings into. If a door has a locking cylinder on each side, the door will have a different door number on each side.
15. The final room numbering shall be completed and approved by the Owner during the Design Development Phase. Any changes in the final numbering in the Construction Documents, as may be generated by a change order during construction, must be approved by the Owner's Representative. The numbering system will be used for the permanent building signage.

Room Number Prefix Options

1. In the past, there have been cases where a facility was divided into wings and a one-letter prefix was added to the room number. For example, the west wing of Arctic Health Research Building was assigned an Alpha prefix because there were more than 99 assigned rooms. This unusual circumstance still exists in this building, even with new renovations and new construction.

Example of acceptable room numbering:

Figure 1:



Partial plan of Bristol Bay Campus, BB101; First Floor

Unusual Circumstances – Interstitial, Parking Garages and Houses

1. Interstitial spaces are to be numbered for location purposes only but are not to be included in the gross or assigned square feet figures. The interstitial spaces have a prefix of "I-" followed by the floor number directly below the interstitial level. Because interstitial spaces are usually a mechanical type of spaces, a "U" designated is assigned as well. A current example of a campus interstitial room number would be the first floor interstitial level of the O'Neill building which is I-100U7.
2. Standalone Parking Garages are considered buildings and will have a building number, floor numbers and room numbers to include all usable space with the structure. This also includes any uncovered top level.
3. In cases of residential houses or where former houses have been converted to official residences, there are no separate room numbers for each room. The entire facility, either one-story or multistory, is given one room number only: 101. The assigned square foot for this room number is a compilation of all floors and rooms, not including the structural space. Note that each dorm room in a dorm facility is assigned individual room numbers.

Physically Numbered Spaces

1. All major interior doors, including all lockable spaces, should receive permanent identifying numbers, including restrooms, closets, mechanical rooms, etc.
2. Room number signage should be applied to the adjacent wall such that the number is not concealed when the door is open. The signage is identified with the room or area the access is to.
3. All room number signage should comply with ADA Standards for size, height from floor, Braille lettering, etc.

Contact List for Complete Building Room Re-Numbering:

Entire buildings are rarely totally re-numbered. When they are, a major renovation/addition or remodeling project is involved. The residual costs of re-numbering of an entire building are usually borne by the project budget. Therefore, the project manager should inform the following parties of the new room numbers.

1. Facilities Services personnel:
 - a. Supervisor of Maintenance
 - b. Supervisor of Operations
 - c. HVAC Shop
 - d. Key Shop
 - e. Alarm Shop
 - f. PMI Office
2. UAF Fire Marshall
3. UA OIT Telephone Services Manager

Conflicts and Special Cases:

In the case of conflicts or questions, the Division of Design and Construction should be consulted.