

Approval Date: March 14, 2003

Most Recent Editorial Date: September 9, 2014

Parent Policy: [Facilities Floor and Room Numbering Policy](#)

Facilities Floor and Room Numbering Procedure

Office of Administrative Responsibility:	Office of the Associate Vice-President (Planning & Project Delivery)
Approver:	Vice-President (Facilities & Operations)
Scope:	Compliance with this University procedure extends to all Academic Staff and Colleagues and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B) in addition to third party contractors.

Overview

For all new construction and major renovations of University facilities, consistent floor and room numbering is essential and is to be coordinated through a central administrative department to ensure consistency.

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.

PROCEDURE

Key personnel within Planning & Project Delivery (PPD) will undertake the tasks associated with floor and room numbering assignments.

PPD will follow established convention when assigning numbering (internal guidelines and internal processes are on file with PPD)

For all numbering requirements, the Project Management Office (PMO) or **User Groups** are required to submit a request to PPD.

For new construction:

- Requests are to be submitted during the schematic design phase so that design consultants can coordinate drawings with ultimate room and floor numbering conventions. PPD will work with the assigned project manager and design consultants, and with user groups as may be defined during the process.
- 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 PPD for approval.

For capital renovations:

- A single request submission for each renovation project that results in the need for room numbering or floor numbering should be submitted to PPD 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.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [[▲Top](#)]

User Groups	Occupant of the specified space.
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FORMS

There are no forms for this Procedure. [[▲Top](#)]

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