

The University of Edinburgh – Estates Department

Room numbering convention for new buildings and refurbishments

Scope

This room numbering system is intended for use in new build projects and substantial refurbishment projects where the majority of a buildings floor area is to be upgraded.

The room codes extend to circulation and service areas to allow these areas to be integrated into the University's electronic databases. Individual rooms **including plant rooms** should be identified on site with signage, however, it is sufficient to mark circulation area, electrical ducts codes etc on drawings and services schematics only.

For small project works, the Project Leader is responsible for marking up floor plans with room codes, and to the Trades for the production of room codes, and there fitting on site.

For Major projects and New Builds, the Estate Development Manager/Project Manager is responsible for providing the external contractor/Architect with the Room Numbering convention, for room code application to the final as-built dwgs, and eventual fit out on site.

It is imperative that we now follow the Room Numbering procedure in order to meet the requirements of our Health & Safety duties, specifically relating to both fire alarm panels and even more importantly, our Asbestos records.

Failure to adequately identify areas and rooms may lead to misinformation being passed to contractors and in house staff which in turn could mean that asbestos materials are disturbed and people are exposed to asbestos. Poor or incorrect records are, in the eyes of the enforcing authorities, equal to, if not worse than, having no records at all and is an offence under the Control of Asbestos regulations. Please also be aware that under these regulations everyone has a duty to cooperate with the management of asbestos, that duty includes providing accurate information.

Room Coding System

1.0 Prefix

Each room number should be pre-fixed by a floor code as follows:

Basement	B
Ground	G
First	1
Second	2
Third	3
Fourth	4

For buildings with sub-basements, the prefix should read B1 for basement and then B2, B3 etc. for each successive sub-basement. For half levels, where the

change in level is more than 50% of the building footprint, we would set these as Mezzanine levels i.e. ground floor would be called level 'G', ground floor mezzanine would be 'G.M', first floor is level 1 and first floor mezzanine 01M etc.

A few exceptions to this general rule exist within the Core Record Drawings where floors have been numbered starting from the lowest level being named being named level 1. As a result the First floor could end up being named as level 3 instead of level 1. These buildings should be treated in the same way but can be advised upon on a building by building basis.

2.0 Room Nos.

2.1 Assignable (occupied rooms comparable to lettable space)

Rooms to be numbered from 01 upwards on each floor starting at the main point of arrival and running anti-clockwise around the floor.

2.2 Non-assignable (e.g. circulation, toilets and plant comparable to non lettable space)

Rooms to be pre-fixed by the letter Z (following the floor prefix) and numbered from 1 upwards on each floor starting at the main point of arrival and running anticlockwise.

2.3 Rooms such as switchgear cupboards i.e. any rooms containing plant and areas such as lift shafts should be given a non-assignable room number. Where possible a lift should be allocated G.Z01 at base/station level and the shaft access at the upper floors, should be allocated the same numeric code, but hold the prefix D for duct as under point 2.4 below. Stairwells should be given the comparative code per floor level, i.e. G.Z01, 1.Z01, 2.Z01 where possible.

2.4 Ducts should include a 'D' within the room code, and be comparative per floor level, i.e. G.D05, 1.D05, 2.D05 etc.

2.5 Any Licensed areas should have an 'L' within the room code, to denote home office legislation attached to these rooms, therefore the room codes cannot be changed once the building is handed over to the users, without the necessary paperwork.

2.6 Voids should be set as Room Cat – VERT / Room Type – VERT / Room Standard code 1400- Room Standard Description VOID

2.7 Garages – both underground and/or part of a physical building. These areas should be allocated the appropriate '6000' building code reference which would include the 'building code' for the physical building they are situated in, under, or to the side of. These room codes will be displayed on all Record drawing references but NOT attached to any Room records or m2 areas under a Polyline Drawing.

3.0 Examples

3.1 An office on the second floor for example might read 2.04.

A corridor section on the ground floor might read G.Z03.

A corridor section within a sub-basement might read B2.Z03.

A lift at 'ground floor level' might read G.Z01 and access from floors above would read 1.D01, 2.D01, 3.D01.

A licensed area might read G.L02

A car park (i.e. the car park in the basement of the business School) would be allocated Building code 6226, and the existing 'room code' would be amended to read B.GZ20.

4.0 Naming of Stairwells

4.1 Stair wells should be marked on drawings alphabetically. The principle stairwell being A. There after other stairs within a building should be marked B, C, D accordingly in a clockwise order. These letters should follow the stair well as it goes up within a building.

4.2 As noted above in 2.0 Room Nos, each stair should have the same numerical number as it rises up the building. If a stair is name G.Z09 on the ground floor it should be 1.Z09 on the first floor, 2.Z09 on the second and so on.

5.0 Temporary Waiting Spaces

5.1 Where a defined TWS has been created this should be marked and noted using the following coding. Building Initials / Stairwell Letter / Floor. An example of this being a refuge within Old College in its principle stairwell on the first floor would simply be OC/A/01. This should be marked on the drawing and the sign within the TWS. Please note that this is in addition to actual space number as noted in 4.02.