

## Policy and Procedures Manual

### ROOM NUMBERING SYSTEM/STANDARD

#### Purpose

- To make Project Managers and Professional Service Providers aware of room numbering standards.

#### Objective

- To ensure correct room numbering in all University of Texas at Austin buildings.

### Project Team Responsibilities

#### Project Manager

- The Project Manager shall receive all documents and deliver those documents for review and action by the CADD Supervisor.

#### CADD Supervisor

- The CADD Supervisor shall assign appropriate room numbers to all new projects, and to any room newly created by a renovation project.

### Actions by Phase

#### Design Development Phase

- The Project Manager (PM) shall deliver a review set of drawings to the CADD Supervisor to review and/or assign room numbers.
- CADD Supervisor shall assign appropriate room numbers using the Room Numbering System outlined on Page Two of this Standard Operating Procedure.

#### Pre-Construction Phase

- CADD Supervisor shall review final drawings for correct room numbers previously assigned.

# Room Number Floor Plan Example

## Room Numbering System/Standard

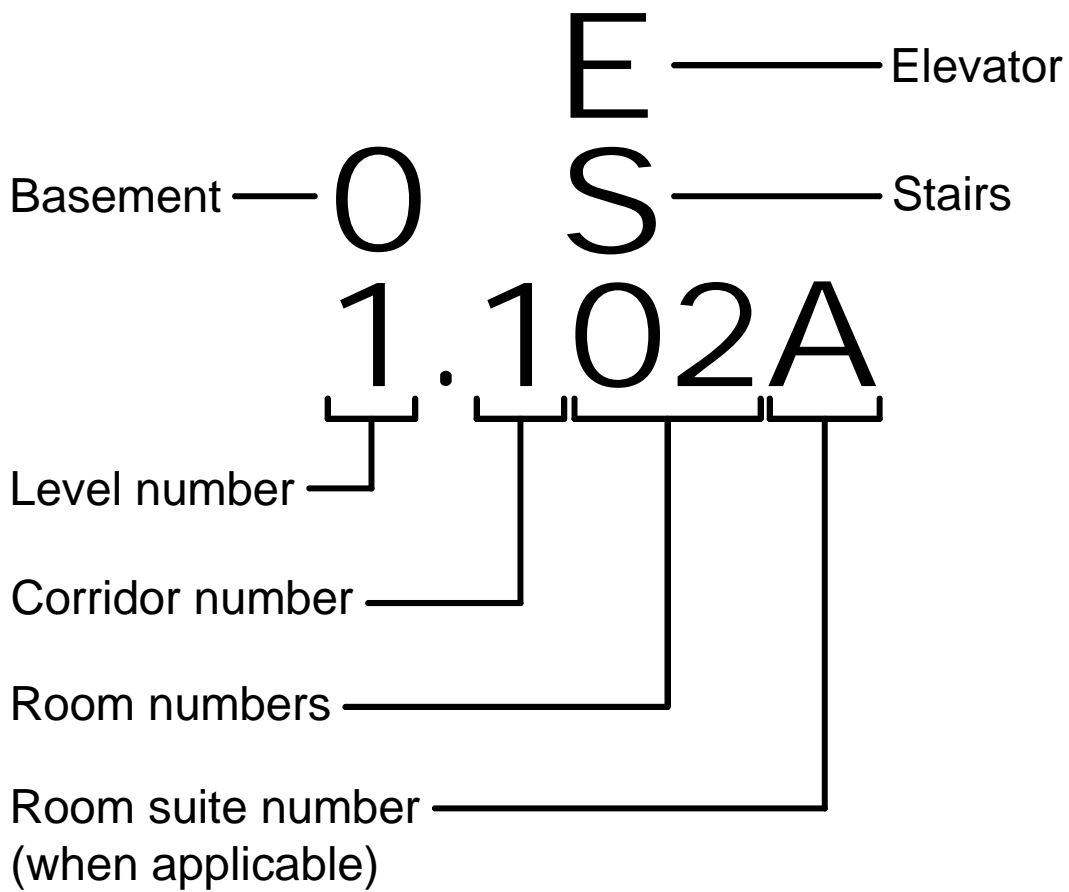
The floors in a building are referred to as levels except for the basement. They are labeled as Basement, First Floor, Second Floor, Third Floor, Fourth Floor, etc. The basement is considered the lowest floor in a building unless a building does not have a basement then the lowest floor is the First Floor, the next floor up is the Second Floor and so on.

Typical room numbers consist of four digits but can have up to six digits. The first digit designates the basement or floor level and is separated by a period from the rest of the digits. All room numbers are given even numbers only.

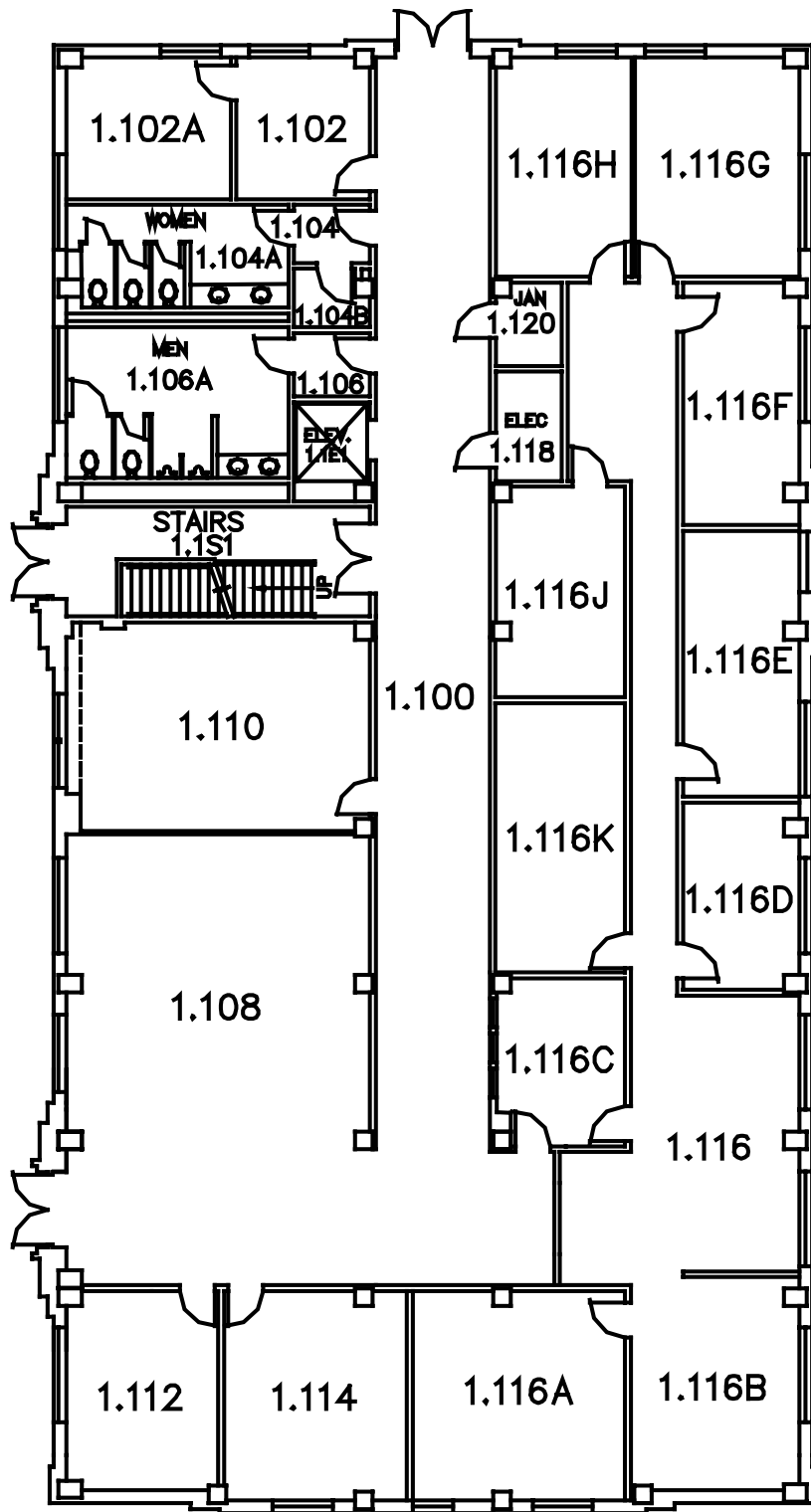
In the first example below, the first digit is the basement or floor number followed by a period, the second digit is the corridor number in which the room resides, and the third and fourth digits are the actual room numbers.

When numbering stairs, the third digit contains the letter S. Elevators are similar to stairs and use the letter E as the third digit.

A letter is used at the end of the four digit number if the room is a suite inside of an existing room. Sometimes there is more than one suite in a given room. The group of suites connected to a particular room will be lettered in a systematic manner (1.102A, 1.102B, 1.102C, etc.). If there is a suite within a suite, the room number will have an extra letter. For example, a suite room inside a suite room with the room number of 1.102A would have the room number of 1.102AA. If there is more than one suite room inside the initial suite room, the room numbers will be lettered in a systematic manner (1.102AA, 1.102AB, 1.102AC, etc.).



## Room Number Example



## Room Number Floor Plan Example