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Room Numbering Procedure

General Information	
Process Title: Room Numbering Procedure	**Effective Date:** March 1st 2025
Department: Facilities Services	**Last Revision Date:** March 1st 2025
Contact Info: aaron.thien@kpu.ca	**Revision By:** Aaron Thien

Overview

Objective:

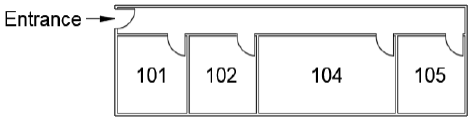
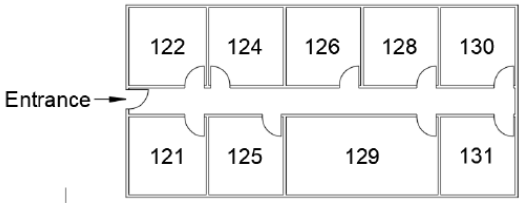
This procedure outlines the room numbering system for new buildings, ensuring consistency across all campuses and adherence to both government guidelines and existing building standards. The goal is to create an intuitive, scalable, and easy-to-navigate numbering system for all rooms, corridors, stairwells, and other spaces in the building.

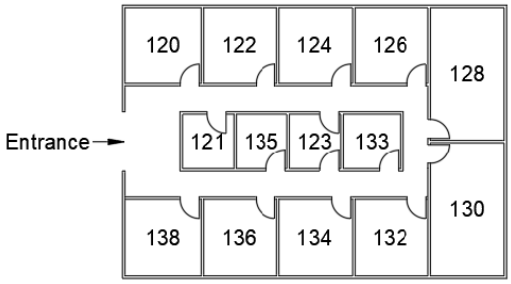
General Guidelines:

- **Consistency:** Follow the general room numbering format used in existing buildings across campuses, adhering to government standards for ease of wayfinding.
- **Unique Room Numbers:** Ensure that all room numbers are unique within the building, including any rooms within larger spaces (e.g., storage rooms, offices). Use letter suffixes (e.g., 250A, 250B) to differentiate rooms inside other rooms.
- **Avoid Renumbering:** Do not renumber rooms unless absolutely necessary. This avoids confusion and reduces the risk of maintenance errors.

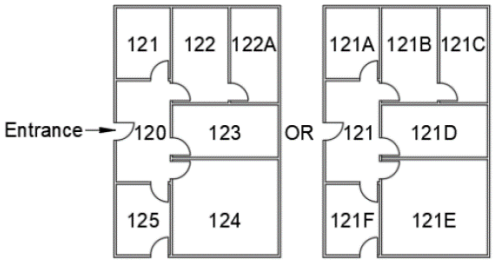
Review Process:

Before finalizing the room numbering, it should be reviewed by a Capital Project manager and a Space Administration Manager to ensure the system is both practical and in alignment with existing standards. Any changes or updates to the plan should be documented to ensure future clarity and consistency.

Room Number Format	
Step	Task
1	**Floor Number Prefix:** • The first digit represents the floor number. ○ Example: **1XX** for the 1st floor, **2XX** for the 2nd floor. • For parking floors, use the prefix **P** (e.g., **P1** for parking level 1).
2	**Room Number Sequence:** • The remaining digits (XX) indicate the room number on that floor. ○ Example: **101** for Room 101 on the 1st floor, **205** for Room 205 on the 2nd floor. • Parking spaces follow the same format (e.g., **P101**).
3	**Single-Loaded Corridors:** • Number rooms sequentially from the entrance (e.g., **101, 102, 103**). • Leave gaps for potential room divisions (e.g., **105**, **107**, leaving **106** open). 
4	**Double-Loaded Corridors:** • Number rooms starting from the main entrance. ○ Odd-numbered rooms on the right, even-numbered rooms on the left. • Leave gaps for future room divisions. 
5	**Racetrack Corridors:**

	• Number rooms clockwise, starting from the main entrance. ○ Odd-numbered rooms on the right, even-numbered rooms on the left. 

6	**Space Type Designation:**
	• To clearly identify the type of space, the specific name of the space should be included before the room number. This helps distinguish between different types of rooms and ensures clarity in wayfinding.
	  ○ **Example:**
	  ▪ **Office 101** for an office on the 1st floor.
	  ▪ **Meeting Room 102** for a meeting room on the 1st floor.
	  ▪ **Lab 201** for a laboratory on the 2nd floor.

Special Room Format	
Step	Task
1	**Rooms Within Rooms:** • Rooms inside larger spaces will have a letter suffix (e.g., **250A**, **250B**, etc.). • Number rooms sequentially from the main door. 

2	**Public Spaces:** • Open atriums and other public spaces will be numbered based on the floor and main space (e.g., **ATR200** for an atrium on the 2nd floor in space 200).
3	**Corridors, Stairwells, and Elevators:** • **Corridors:** Numbered as **FloorCode-CORR-XX** (e.g., **2-CORR-05** for corridor #5 on the 2nd floor). • **Stairwells:** Numbered as **FloorCode-STR-XX** (e.g., **3-STR-02** for stairwell #2 on the 3rd floor). • **Elevators:** Numbered as **FloorCode-ELV-XX** (e.g., **1-ELV-01** for elevator #1 on the 1st floor).
4	**Storage Rooms:** • Storage rooms will share the same number as the main room, using a letter suffix (e.g., **250A**, **250B**). • If storage rooms are converted into offices or meeting rooms, they should be renumbered to reflect their new purpose (e.g., **Office 250A**, **Meeting Room 250B**).