1.1 **GENERAL**

1.2 **Related SFU Technical Requirements**

   .1 SFU Floor and Room Numbering Instructions (latest edition)
   .2 SFU Door numbering and Labeling Requirements (latest edition)

1.3 **Coordination Requirements**

   .1 Coordinate with SFU Facilities

1.4 **Authority and Approvals**

   The task of room numbering is **coordinated through Records Management**. No additions to or changes in building names, floor or room numbers, or signage changes in the sign standards may be completed without approval from Facilities Services.

1.5 **Intent**

   The These standards provide a consistent identification system for building floor levels and room identification. Standardizing floor and room identification is critical for the University's administrative systems, campus way finding systems and supports university wide space management.

   These standards apply to SFU Burnaby campus, and recognize the interconnectedness of the terraced buildings and the interrelated infrastructure on a sloped site.

1.6 **Methodology for Building Level Designation**

   .1 This methodology applies in stand alone, terraced or buildings that connect to other buildings;

   a) **Stand Alone Building** (See Figure 3.1.1.)

      • The lowest ground entry level is always designated as 1000 level, ascending by 1,000's i.e. 1000 level, 2000 level, etc.

      • The first level below ground is B1 level, and floors below this descending by B1’s i.e. B1 level, B2 level, B3 level.

      • The parking Level below ground is P1 level, and floors below this descending by P1’s i.e. P1 level, P2 level, P3 level.

   b) **Terraced building or Building that connect to other buildings**

      • The most central academic core campus buildings are connected either by interior pedestrian walkways or bridges (see *Appendix A - Floor Level Reference Guidelines*).

      • Floor levels connecting to another building always lead to floors of the same designated level (See *Figure 3.1.2*).
c) Exceptions

- In service or maintenance buildings, parkades and open air or slab on grade structures, etc., the ground entry level is designated as 100 level, floor levels ascending by 100's, i.e. 100 level, 200 level etc.

![Figure 3.1.1: Standalone building](image)

![Figure 3.1.2: Building that connect to other buildings](image)

See SFU Floor and Room Numbering Instructions Appendix B – Table 3.2.1 Reference Levels by Building Floors for existing buildings.

### 1.7 Methodology for Room Number Designation

.1 This methodology applies to room numbering for all buildings:

- Room numbers are 4 digits. The first digit indicates the floor level.
- Start at the main entry, with odd numbers on the right, even numbers on the left.
- Along a corridor, odd and even numbers alternate across the corridor.
- Public corridors, utility rooms and other non-assignable public circulation spaces have 4 digit numbers.
• Stairwells and elevators are designated with the prefix “S”, “E” followed by a one digit number and show the floor level (e.g. S2-1, E2, etc). Use the same one digit number for the entire shaft (all floors).

• Rooms within the main entry parent room (such as Lab support rooms except rooms within the general open space area or shared pathway) will be assigned decimal room number off the parent room, i.e. parent room, Room 1200, and interior room, Room 1200.1.

• Rooms within parkades are designated with the prefix “P” followed by two or three-digit numbers (e.g. P200). The uppermost parking level immediately below the 1000 (lowest grade entrance) building level, will be designated “P100” and progress downward to “P200” and “P300”.

• Wherever possible, stack the room numbers, so the numbers “telegraph” vertically with the floors immediately above and below it.

• Multi-story spaces: mezzanine spaces opening into an atrium space are numbered as a separate floor level, i.e. the lowest atrium floor level establishes the atrium number.

• If rooms are leased space, follow by the SFU Leasing agreement

• All numbering schemes must be assigned by Planning Support prior to final documents

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S1-2</strong></td>
<td>Stair shaft Numbers</td>
</tr>
<tr>
<td><strong>E1</strong></td>
<td>Elevator Numbers</td>
</tr>
<tr>
<td><strong>P200</strong></td>
<td>Parking Level Numbers</td>
</tr>
<tr>
<td><strong>B2000</strong></td>
<td>Ground below Level Numbers</td>
</tr>
<tr>
<td><strong>2000</strong></td>
<td>Public Corridor Numbers</td>
</tr>
<tr>
<td><strong>2000</strong></td>
<td>Room Numbers (including Utility Rooms)</td>
</tr>
<tr>
<td><strong>2000.0</strong></td>
<td>Rooms Within a suite of Room Numbers</td>
</tr>
</tbody>
</table>

.2   Room Numbering Designation for Renovation in Existing Building

• Become familiar with the building or buildings in question.

• In coordination with Records Management, determine whether the new room(s) can be coordinated with existing room numbers.

• The room number is “reserved” in Archibus space inventory for the renovated space.

.3   Floor and room designation in a building that is connected to other buildings:

• Review and become familiar with adjacent buildings connected to the new (or existing) building. Room numbers in the new building should be coordinated with the level designations at or near the same elevation.
• All floors in the adjacent building complex should ascend together, so that individuals moving from one side to another may leave the one and enter the other at the same level.

• When a new building is added to a complex of existing buildings, the floor numbering should coincide with the current floor numbers of the complex.

### 1.8 Methodology for Door Number Designation

.1 Door Numbering:
Door numbers are assigned by the project representative/consultant but must be derived from the SFU approved room number assignments and follow the standards illustrated in the examples below:

<table>
<thead>
<tr>
<th>Room ID</th>
<th>Door number example</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001 (room with single door)</td>
<td>1001</td>
<td>Apply the room number</td>
</tr>
<tr>
<td>1001 (one entryway multiple doors and Vestibule)</td>
<td>1000A, 1000B, 1001A, 1001B, etc.</td>
<td>Add sequential letter alphabet after each room number or entrance number</td>
</tr>
<tr>
<td>1001.1 (suite of rooms with multiple doors)</td>
<td>1001.1A, 1001.2A, 1001.2B, etc.</td>
<td>Add letter suffix after each room number. Continue with next letter if the interior room has multiple doors</td>
</tr>
<tr>
<td>S1-1 (stair at ground level)</td>
<td>S1-1A, S1-1B, S1-1C, etc.</td>
<td>Add letter suffix after the stairwell level number. Continue with next letter if the interior room has multiple doors</td>
</tr>
</tbody>
</table>

### 1.9 Transition and Grandfathered Identification Systems

.1 During major renovations of existing buildings, every attempt must be made to realign the room and floor level numbering systems to follow the methodology outlined. Consult with SFU Records Management.

***END OF SECTION***