

**EP ROOM NUMBERING PROCEDURE**

**1.0 BACKGROUND**

Room numbering is managed by the Space Management Team within the Estates & Facilities Management Division (EFMD). It maintains the MICAD Intranet Property Register (IPR) system which contains the definitive record of room numbers. There are more than twenty thousand spaces within the estate and these must be numbered carefully for the following reasons:

- Identification of spaces must be clear and unambiguous.
- Navigation around buildings must be as clear and as simple as possible.
- Definitive, accurate and consistent space data must be available for other Corporate Services divisions, particularly for the Finance Office.
- Accurate estates data must be supplied to HEFCE and other bodies at regular intervals. Increasingly, estates data influence funding.
- Room numbers must be synchronised across multiple systems, including:
  - the EFMD Help Desk
  - electronic (CAD) floor plans
  - the MICAD IPR property information system
  - building maintenance systems, including building manuals and Health & Safety files
  - drawings supplied to Leicestershire Fire and Rescue Services
- Numerous systems must be updated and new signage ordered whenever room numbers change; changing room numbers too frequently causes confusion and incurs excessive cost.

Therefore the standard method described below must be used for all new room numbering schemes. Some non-standard schemes may remain in older buildings.

**2.0 NUMBERING METHOD**

**2.1 Existing Room Numbers**

Room numbers held by The Space Management Team within the MICAD IPR information system shall be deferred to rather than numbers displayed on doors or held elsewhere. Requests for alterations to room numbers will be considered only where:

- The new room number is compatible with other estates systems.
- There is a valid and critical operational reason.

A rolling programme to update room numbering across the estate is under way. The aim is to identify and correct any discrepancies between existing door signage and data held within the MICAD IPR system. Departments can inform us of discrepancies at any time by using the Space Use Survey form which remains live throughout the year.

## 2.2 New Room Numbers

New room numbers shall take the following format:

x.y

where x is the **floor code** and y is the **room code**.

Every room number must be unique when combined with a unique building code and (for balance areas) a floor code that is unique within the building. New room numbers must not be introduced without the consent of the Space Management Team.

## 2.3 Floor Codes

Floor codes in buildings containing less than ten stories shall consist of a single digit (-1, 0, 1, 2, 3... etc.).

Floor codes in buildings containing ten or more stories shall consist of two digits (-01, 00, 01, 02, 03... etc.).

## 2.4 Room Codes

Room codes in buildings where all floors contain less than one hundred rooms (excluding balance areas) shall consist of two digits.

Room codes in buildings where any one floor contains one hundred or more rooms (excluding balance areas) shall consist of three digits.

## 2.5 Balance Areas

Balance areas are those spaces within a building which must exist in order for the building to function (corridors, toilets, plant rooms, etc.) but which are not 'usable' and therefore cannot be allocated to a department. Room codes for balance areas shall consist of the prefix 'Z' followed by two or three digits (three digits where there are one hundred or more balance areas on any one floor, otherwise two digits). On each floor the room code for balance areas shall commence at Z01 or Z001 as appropriate. Balance area room numbers are not displayed on doors or on building signage.

Historically, the floor code was omitted for balance area spaces. In certain buildings, therefore, it is necessary to state both the room number and the floor in order to refer to a particular balance area.

## 2.6 Sequence of Room Codes

Where possible, each corridor should be numbered in a single sequence. Therefore the first room code encountered by a visitor to a particular floor may not be 01 (or 001) if the point of entry is mid-way along a corridor. However, the sequence of room codes shall otherwise correspond as closely as possible to the sequence in which a visitor to the building would encounter the rooms. This is likely to mean that the sequence will alternate from one side of a corridor to the other (see Figure 1), but door

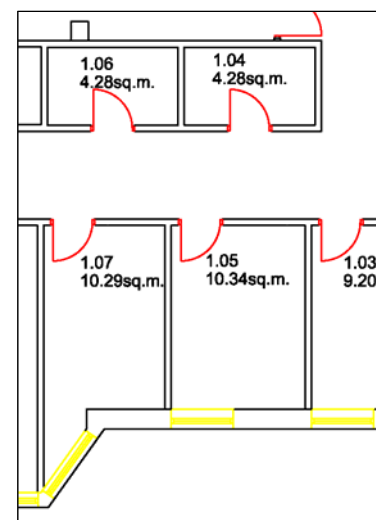


Figure 1

positions may dictate a mix of odd and even numbers along one or both sides of a corridor. The correct sequence is likely to be different to what may appear to be a 'tidy' order on a floor plan, so care must be taken.

## 2.7 Internal Rooms

For internal rooms the room number shall consist of the room number of the 'parent' room appended with an alphabetic character. For example, where room 3.12 contains two other rooms then those two rooms shall be numbered 3.12A and 3.12B (see Figure 2). This practice prevents a jump in the room number sequence along the corridor outside the rooms.

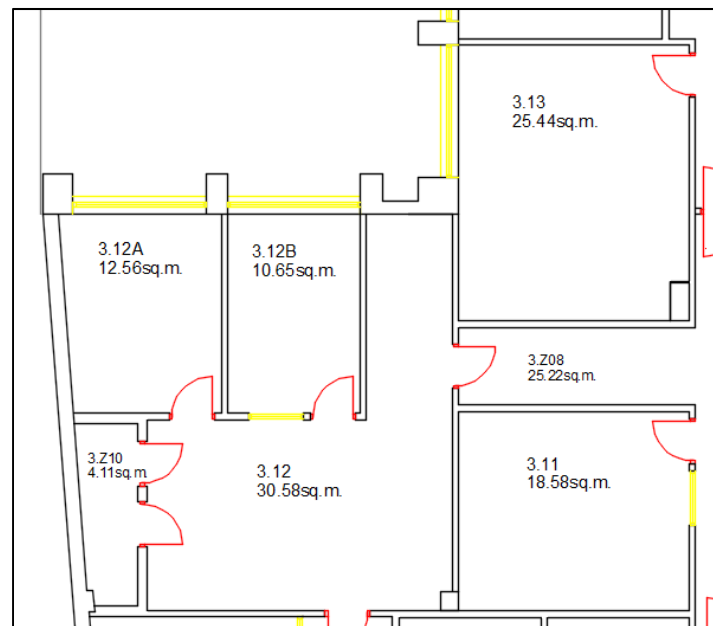


Figure 2

## 2.8 Multi-Function Spaces

Occasionally spaces contain two or more areas that serve discrete and clearly identifiable functions – for example, where a corridor opens out into a staffed reception area (see Figure 3). In such cases those areas shall be recorded as separate spaces and numbered accordingly. This practice provides for space management and other operational requirements.

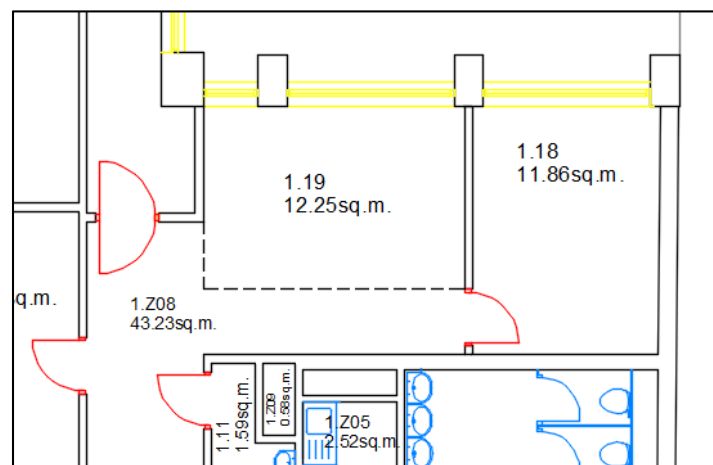


Figure 3

## 2.9 Sub-Divided Rooms

Where a room is subdivided and one or more additional room numbers are required then both the reduced original room and the new room(s) shall be appended with alphabetic characters. For example, where room 6.02 is divided into two then room numbers 6.02A and 6.02B should be used and the old room number withdrawn from use (see Figure 4). This practice ensures that visitors to the building are presented with a logical sequence of room numbers.

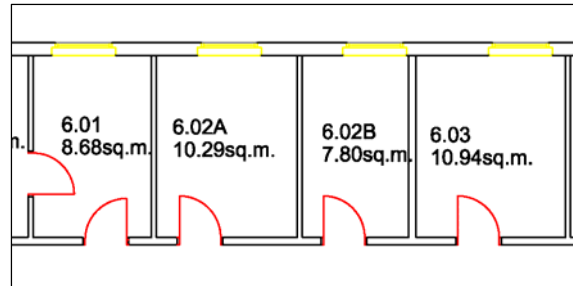


Figure 4

## 2.10 Signage

Signage must comply with the University of Leicester corporate identity. For this reason signage is managed by the Interiors Team and it must not be altered without their consent. Interiors design and order signage and arrange installation. To contact Interiors, e-mail [interior@le.ac.uk](mailto:interior@le.ac.uk).

## 2.11 Project Completion

Room numbers must comply with the procedure at project completion. On a large project this may mean that one set of room numbers is required during the design and construction phases and another set must be in place at handover.

Procedure ends.

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