University Services Building
110 Maintenance Road
Saskatoon, SK S7N 5C5

USE OF GUIDELINES

The University of Saskatchewan (USask) Design Guidelines are intended to provide information on systems and design components that must be followed for projects on campus. The information provided herein is considered minimum design standards for any system component noted. Designers are required to meet applicable Codes and standards for all systems and components not specifically mentioned within this document.

The Design Guidelines are living documents and as such, consultants are encouraged to engage the USask PD&C team to suggest updates or clarifications to the guidelines as necessary to ensure USask procedures and specifications stay up to date with industry practices. These guidelines should be read in conjunction with the specific technical sections of USask Building Design Guidelines and Technical Standards. It is the Consultant's responsibility to ensure they are using the most up to date version of each section of the Guidelines for any new projects undertaken.

ROOM NUMBERING

1.1 General

.1 The Room Numbering Guidelines provide direction on the protocol to be followed in numbering floors, rooms and spaces in USask facilities.

.2 The Consultant shall provide room numbering for major capital projects in accordance with the USask Building Design Guidelines and Technical Standards. The PD&C Planner will provide guidance and review to ensure compliance.

.3 Initial room numbering is to be provided at the 33% construction documentation. Room numbering may require revision as plans evolve. The Consultant shall confirm numbers with the PD&C Planner at every revision to ensure compliance to the guidelines. The PD&C Planner shall also review the numbering prior to tender and stay on top of any changes that may occur during tendering for "lost" or "floating" room numbers that are not compliant to the room numbering layout.

1.2 Floor Levels

.1 For new buildings and major renovation projects where the PD&C Planner has determined that the existing floor level names should be replaced, floors shall be named as follows:

At and Above Grade:		**Below Grade:**	
Level	**Name**	**Level**	**Name**
1	First Floor	B1	Basement Level 1
2	Second Floor	B2	Basement Level 2
3	Third Floor	B3	Basement Level 3
4	Fourth Floor	Etc.	
Etc.			

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.2 Avoid the use of 'Main Floor', 'Ground Floor', 'Penthouse' and 'Mezzanine'. Historically, these names have been used, and still exist in a few buildings. These historical names will remain as it is too costly to change to the current standards. However, for major renovation projects, consideration shall be given to revise room numbering to match current guidelines. The PD&C Planner will make this determination.

1.3 Room & Space Numbering: New Buildings

.1 Begin room numbering at the main entrance (lobby), moving along the primary path of circulation through the building. Where no obvious 'primary' path exists, move clock-wise through the plan. Potential future expansions should be taken into consideration in the room numbering layout. The main entrance (lobby) is usually given room number 100, or 1000.

.2 The main corridor (usually off the main entrance or lobby) should be designated a number one up from main entrance, for example: Lobby 100, Corridor 101. Consider if additional corridors at every directional change require a room number. Generally this applies to large and more complicated plans. If required, give additional corridors a decimal number off the main corridor. For example: 101.1, 101.2, 101.3, etc. The flow of these sub-corridor room numbers depends on the path of circulation through the building.

.3 Room numbers should progress in one of two ways:

.4 In sequence along the corridor, with even numbers on one side, odd on the other.

.5 Progressing in sequence as doors occur along the corridor.

.6 Prefix all room numbers with the floor level. For example: Rm 123, where 1 is the first floor, B101 where B1 is the first basement level.

.7 All rooms with doors are to be numbered, including lobbies, stairwells, corridors, vestibules and accessible service spaces. No room numbers are required for service shafts.

.8 Number stairs in sequence, beginning with the stairway nearest the main entrance, moving clockwise through the plan. Stairs room numbers are prefixed with the floor level. For example: 1S1 where 1 is the first floor and S1 is the first stair in sequence, 1S2 where 1 is the first floor and S2 is the second stair located clockwise from the first stair. The stair number is consistent in additional floors and the floor level prefix changes. For example: 1S1, 2S1, 3S1. Stair used as exits and contained in a fire separation shall be numbered. Feature stairs not contained in fire separations also require a stair number. Stairs or ramps for correction of minor differences in floor elevations do not require numbering as they are considered part of the corridor.

.9 Number elevators similarly to stairs: 1E1, 2E1, 3E1, etc. Or 1E2, 2E2, 3E3, etc.

.10 Consider that a large room may be sub-divided into smaller rooms in the future; therefore, provision for additional numbers should be allowed in the numbering sequence. In these instances, reserve a few numbers in the sequence to allow for future use.

.11 If there are more than 100 rooms per floor, the building might be numbered in a 1000 series. Consider potential building expansions when using 3 digit room numbers: wings could possibly be used for expansions.

.12 Where plans are stacked, it is best to stack the numbers. For example: Corridor 101, Corridor

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201, Corridor 301, etc.

.13 Rooms located off other rooms are given the primary room's number plus a decimal number. For example: Rm 123.1 is located in Rm 123, Rm 123.1.1 is located in Rm 123.1, etc.

.14 Service rooms must be numbered to allow them to be located easily by following room number flows through the plan. They must not be hidden. Note service rooms tend to be added very late in the construction drawings phase. In this case, it is acceptable to use a decimal reference off the Corridor number to minimalize impact of room numbers for the room number layout. For example: Corridor 103, Electrical Closet 103.1.

1.4 Room & Space Numbering: Additions

.1 **Review existing room numbers and consider options:**

- .1 Is there sufficient room within the existing numbering layout to include the additional rooms from the addition?
- .2 If there is not sufficient room within the exiting numbering layout to include the additional rooms for the addition, consider using a wing designation. The Wing is a letter in the second-place holder for the room number. For example: 1A10 where A is reference to a wing.

1.5 Room & Space Numbering: Renovations

.1 The PD&C Planner is responsible for working with the consultant to have room numbers assigned to the project that will follow the guidelines.

.2 When assigning room numbers for renovations, consideration must be given to using unused room numbers on the floor that are in close proximity to the renovation. Existing room numbers should remain where possible as assets and transactional data are linked to existing rooms. Changing them could result in loss of historical records.

.3 When a room gets sub-divided and entrance doors are from the corridor, if there are no available numbers, the room number will be given a letter suffix. For example: where Rm 123 is divided into two, with no unused numbers available, 123 can become 123A and 123B.

.4 Rooms located off other rooms are given the primary room number plus a decimal number. For example: Rm 123.1 is located in Rm 123, Rm 123.1.1 is located in Rm 123.1.

.5 Not all existing room number layouts follow the existing guidelines. Consideration is required if the scale of the renovation is sufficient to "clean-up" and reorganize the room number layout. This is to be done as a last resort due to the amount of transactional data and assets that are attached to the current room numbers in information databases.

.6 Changing a room number without a physical change to the space has cost implications. Room numbers are tracked in various university systems (control, keyshop, space, etc.) and affect changes in the field (signage, electrical panels, communications, etc.) Seek out current costs associated from the Estimating Office Manager.