SPACE REFERENCING AND ROOM NUMBERING PROCEDURE v2

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1. INTRODUCTION

1.1 Room numbering at the University of Liverpool has, historically, been carried out by departmental administrators.

1.2 Although a basic ‘common sense’ system is in place at the moment, it is recognised that a visible universal standard should be adopted across the Estate.

1.3 The space reference is an important reference point for not just staff and students, but also for the various facilities management based systems such as the Asbestos Register and the Maintenance Helpdesk.

1.4 All internal signage text is Helvetica. The standard will comprise of two key components:

   a) SPACE REFERENCES (located at the top of the door – on hinge side)
   b) ROOM NUMBERS (located in the centre of the door or underneath space reference)

1.5 Example:

![Diagram of a door with space reference and room number]

1.6 Note that where there are multiple doorways into a room, the space reference affixed to the door will be identical.

1.7 Note that if major refurbishment works are taking place, i.e. an entire floor is reconfigured the room numbering and space references can be reassigned.
2. SPACE REFERENCES

2.1 SUMMARY

2.1.1 This will be a unique reference applied to every space within the University. This identifier will be the link between the room as it stands and the Planon Estate Management System.

2.1.2 However, for the purposes of simplicity, the entire Space Reference (including building identifier) will not be visible on each door or on the electronic floor plans; only the floor level and space number, i.e. G/001.

2.1.3 The floor prefix is as follows:

- B/xxx - Basement
- LG/xxx - Lower Ground
- #M/xxx - Mezzanine (i.e. 1M/xxx, 2M/xxx etc depending where it is)
- G/xxx - Ground
- 1/xxx - First
- R/xxx - Roof

2.1.4 Please note: The ground level is at the same level as the main entrance. If a floor level below the ground level has teaching or office space it should be known as the lower ground level, otherwise if mainly plant area etc it should be known as the basement.

2.1.5 Individual space references should begin clockwise from the first space located next to the main entrance, usually a lobby area or a foyer, starting G/001 (on the ground floor) and upwards, G/002, G/003 etc.

2.1.6 All internal spaces within a floor must be referenced (excluding voids) including lift shafts, stairwells, corridors, lobby’s and risers.

2.1.7 No letters should be used as suffixes to space references, i.e. G/001A.
2.2 NEW BUILD PROJECTS

2.2.1 Example 1: Space references added during design stage and annotated on drawing plans as per the guidelines on the previous page.
2.3 REFURBISHMENT PROJECTS

2.3.1 Example 2: the partition wall between G/003 and G/004 is removed. Consequently the space reference G/004 is removed from the floor plan and **no** alterations are made to **existing** space references.

2.3.2 Example 3: A partition wall is built within G/014, splitting the room into two. A new space reference, which is next in sequence, i.e. G/020 is assigned to this newly created space. **No** alterations are made to **existing** space references.
3. **ROOM NUMBERS**

3.1 **SUMMARY**

3.1.1 A room number should be used where necessary, i.e. for teaching rooms, meeting rooms, offices and social spaces such as halls and libraries.

3.1.2 There is no need to number balance spaces (toilets and circulation) or support spaces such as stores. The room number is purely used by staff and students for way finding.

3.1.3 The key difference between the space reference and room number is the use of the ‘/’.

3.1.4 For Room Numbers the floor prefix is as follows:

- B - Basement
- LG - Lower Ground
- M - Mezzanine
- G - Ground
- 1 - First etc

3.1.5 Each room is then numbered as follows:

- B01
- LG01
- G01
- 101 etc

3.1.6 Room numbering is carried out clockwise from the main entrance.

3.1.7 If a room contains additional doors, letters are added to its number, for example, G11a, G11b.

3.1.8 If the basement area only contains a plant room this will continue to be known as the basement. However if it is occupied with offices, workshops or teaching areas it will be known as the Lower Ground Floor.

3.1.9 On upper floors, three digit numbers will be used – e.g. on the first floor, room numbers will start from 101; on the second floor, they will begin 201, and so on.

3.1.10 All door number signs will be attached at the top of the door on the hinged side, unless other arrangements have been agreed or it is impossible to fit the sign in that position.

3.1.11 For further room numbering information please refer to:

http://www.liv.ac.uk/media/livacuk/facilities-management/policies-and-procedures/UoL_Int_Signs_Issue1.pdf

3.2 NEW BUILD PROJECTS

3.2.1 Example 1: Room numbers added during design stage and annotated on drawing plans as per the guidelines on the previous page.
3.3 REFURBISHMENT PROJECTS

3.3.1 Example 2: the partition wall between room 03 and 04 is removed. Consequently the door numbers 03 and 04 are removed and replaced with 03a and 03b respectively, as two doors now lead into the same room.

![Diagram of room layout before and after refurbishment example 2](image1)

3.3.2 Example 3: A partition wall is built within room 12, splitting the room into two. Consequently the door number on room 12 is removed replaced with 12a and 12b (for the new room) respectively. This ensures that the room numbering sequence is maintained throughout the floor.

![Diagram of room layout before and after refurbishment example 3](image2)
4. **OUTPUTS**

The expected outputs are as follows:

1. A set of as-built AutoCAD floor plans that conform to UoL standards (see Code of Practice for the Production of Electronically Drawn Information)

2. A room data sheet to include the following:
   a. Building Name
   b. Floor
   c. Space Reference
   d. Door Number
   e. Description
   f. Net Internal Area