Standard Room & Space Numbering procedure

Document Number

ES / 030

Revision Index.

		Revised by	Revision Made
01/03/2012	A		Issued
08/04/2013	B	C Hurle	Addition of Flat numbering system for Halls
14/12/15	C	C Hurle	Additional numbering for self-contained WC spaces

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Southampton

Document Title
Standard Room & Space Numbering Procedure

Reference Number	ES - 030
Version	C
Date	16/12/2015
Process Owner Job Title	C Hurle Estate Planning Administrator
Status	Approved
Summary	This document provides the standard procedure for numbering the University Rooms and Spaces.

Approval List		
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1.0   INTRODUCTION

This document provides the standard procedure for the numbering of rooms and spaces in University buildings.

Any numbering of a new building or space must be approved by the Estate Planning Team and carried out in accordance with these guidelines. In all cases any space number (in each building) must be unique.

Any new numbers and/or re-numbering of existing buildings if there have been changes to rooms or layouts on single floors, must first be approved by the Estate Planning Team.

2.0   ROOM AND SPACE NUMBERING IN NON RESIDENTIAL BUILDINGS

1. Standard University numbers comprise of 4 digits where possible. The first digit represents the floor level. At NOCS, the floor level is the third digit.

2. Only odd numbers are used (3001, 3003, 3005 etc.). Even numbers are used only for future space additions/ sub-divisions.

3. Floor levels are to be numbered Level 1, Level 2, Level 3 etc. No reference should be made to Ground Floor, First floor, Second floor etc. Floor levels will be shown as x in examples throughout this document. The lowest occupied level is always Level 1.

4. Where the space is not a room, for example lobbies, the second digit of the 4 digit space number represents the following space types:

    a. Ducts   x501, x502, x503 (where x is the floor level)
        i. *Note that ducts are spaces that pass between floors*
    b. Lobbies   x601, x602, x603
    c. Corridors   x701, x702, x703
    d. Stairs   x801, x802, x803
    e. Lifts   x901, x902, x903

    These space types will be referred to as Balance Area spaces throughout this document.

5. Voids are not allocated a space number. They are labelled on drawings as Voids.

6. Spaces are numbered according to how they are accessed within a building as follows.

    The process is dependent on the layout of the floor. Numbers commence in a clockwise direction from the point of entry to the floor level.

    a. Numbering on a standard floor with straight corridors should run up a corridor and back down the other side.
    b. Numbering may zigzag along a corridor when the circulation is a continuous route (such as a hollow square building), so that each corridor is numbered sequentially.

    The same method should be used when numbering spaces that are accessed through other spaces (sub-divided rooms etc.).

7.

a. WC partitioned cubicles within a designated WC space are NOT to be given a separate space number as they are not self-contained and the walls are not solid or full height.
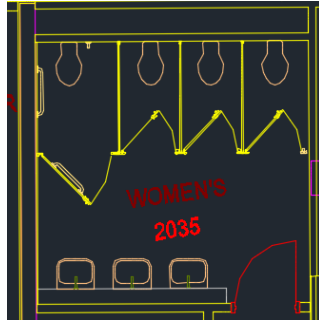
In this example, the whole space is given one space number of 2035.

b. Where WC's are self-contained with solid full-height walls (and with own washbasin, hand dryer etc) and are accessed from a corridor or lobby space, they should be separately identified within the main space with a letter suffix per self-contained cubicle
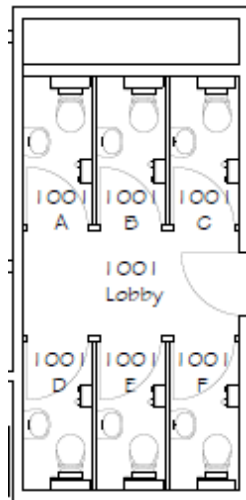
In this example, main space is 1001 and cubicles are 1001A, 1001B etc.

## 3.0   FLAT, ROOM AND SPACE NUMBERING IN RESIDENTIAL BUILDINGS

Any new residential buildings should be numbered in accordance with the University procedure below:

Residential room numbering uses sequential numbering (both odd and even numbers) unlike Non Residential building numbering, shown above.

i.   Flats

- ### Lettering

a) Flats, should be assigned letters (alpha references) based on a stacking principle by letter suffix, wherever possible. For example, Flat A Level 2 should be directly above Flat A Level 1.

b) Flats should be lettered in a sequential pattern from the point of entry. If the building has a regular pattern across all floors then the lettering can be stacked to allow easy recognition of the layout on each floor. If the Flat layouts between floors are different then Flat A should be made to stack if possible.
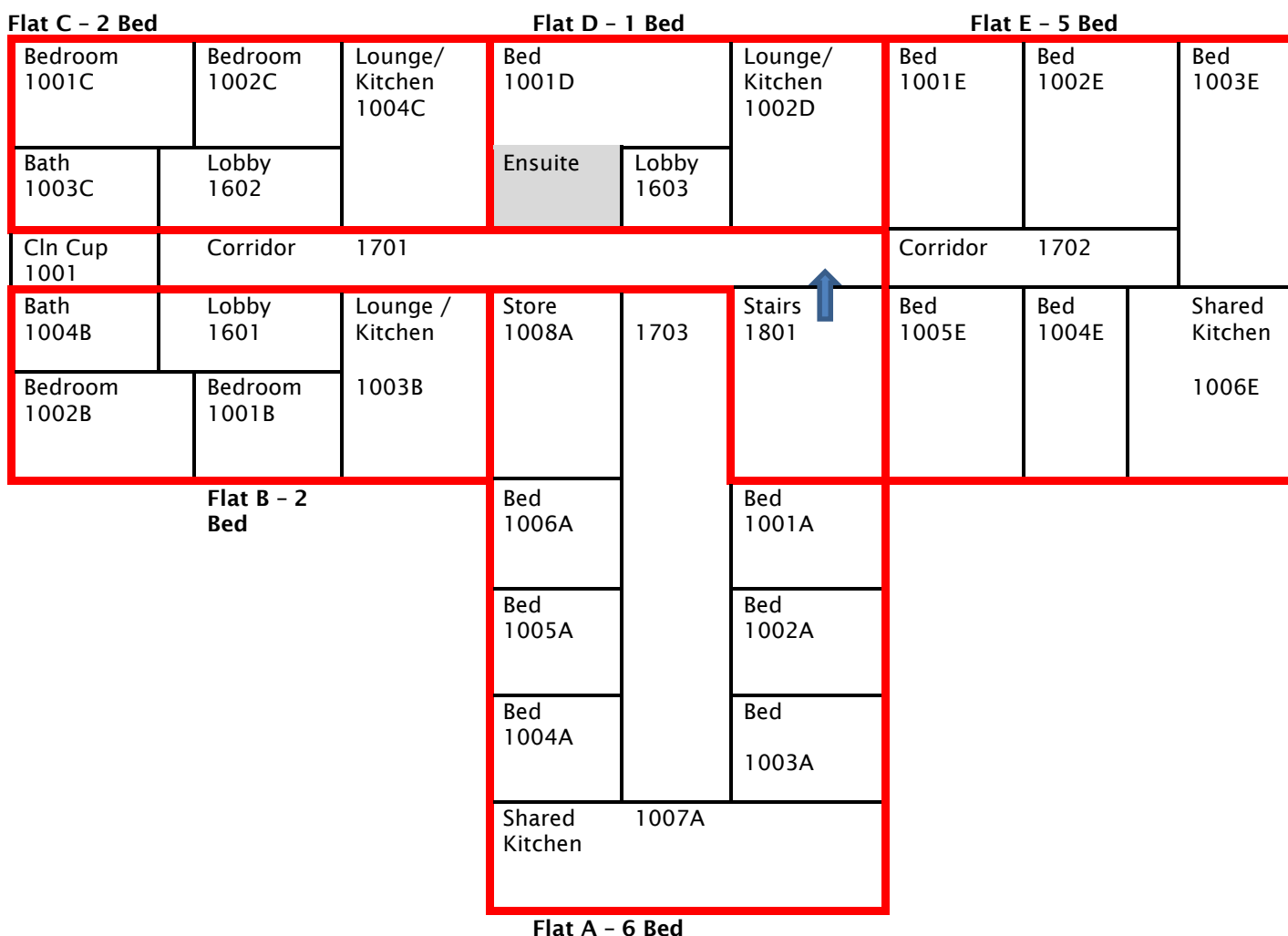
Level 1

Flat A	Lobby
	Flat B

Level 2

Flat A	Lobby	Flat C
	Flat B	

Level 3

Flat A	Lobby	Flat C
	Flat B	
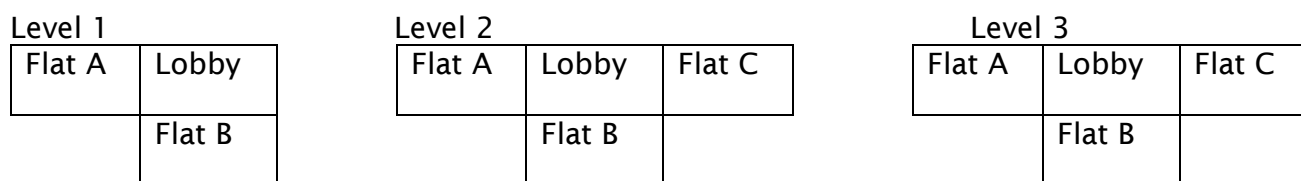
N.B   Studio Flats do not require Flat letters (for numbering please see iii).

- ### Numbering

a) Balance area space numbering should be applied across the whole floor using the same system as for Non Residential (see above)

b) Rooms within flats are numbered, alpha numerically and sequentially starting with bedrooms and clockwise from the point of entry. The format being Level, Room No, Flat Letter.

   i.   The first bedroom in Flat A on Level x would be x001A. For example the first bedroom on Level 1 in Flat A would be 1001A.

c) The remaining rooms within Flats (e.g. kitchens, store cupboards, cleaners' cupboards, bathrooms) are then numbered after the bedrooms using the same room number system above.

d) Any other rooms on a Level not within Flats and not covered by (a) should be numbered using the same system as for Non Residential (see above)
with no alphabetical suffix.

N.B Ensuites and kitchenettes are not given separate space numbers as these are not distinct spaces.

Example flat layout

Flat C – 2 Bed **Flat D – 1 Bed** **Flat E – 5 Bed**

Bedroom 1001C	Bedroom 1002C	Lounge/ Kitchen 1004C	Bed 1001D		Lounge/ Kitchen 1002D	Bed 1001E	Bed 1002E	Bed 1003E
Bath 1003C	Lobby 1602		Ensuite	Lobby 1603				
Cln Cup 1001	Corridor 1701					Corridor 1702		
Bath 1004B	Lobby 1601	Lounge / Kitchen 1003B	Store 1008A	1703	Stairs 1801	Bed 1005E	Bed 1004E	Shared Kitchen 1006E
Bedroom 1002B	Bedroom 1001B							

Flat B – 2 Bed

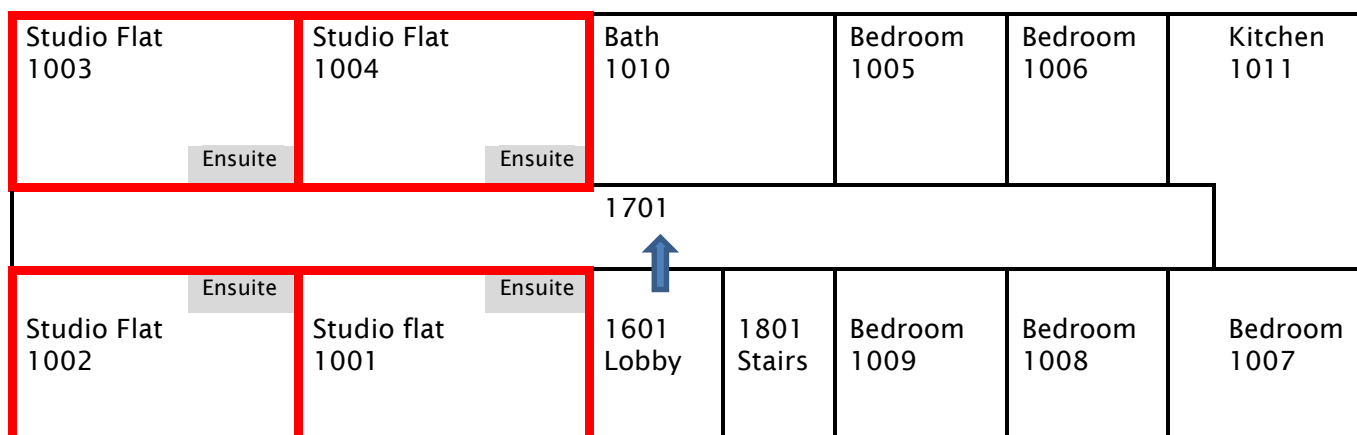|	
Bed 1006A	Bed 1001A
Bed 1005A	Bed 1002A
Bed 1004A	Bed 1003A
Shared Kitchen	1007A

Flat A – 6 Bed

ii. Room numbering of Corridor Layout (either Bedrooms or Studio Flats) within Halls of Residence

a) Balance area space numbering should be applied across the whole floor using the same system as for Non Residential (see above)

b) Rooms are numbered sequentially, starting with bedrooms and clockwise from the point of entry.

    i. The first bedroom /Studio flat on level x would be x001. For example the first bedroom on level 1 would be 1001.

c) The remaining rooms (e.g. Shared kitchens, store cupboards, cleaners cupboards, shared bathrooms) are then numbered after the bedrooms using the same room number system above.
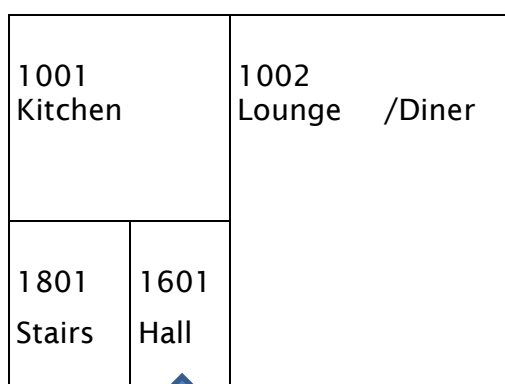
Example corridor layout with studio flats:

Studio Flat 1003	Studio Flat 1004	Bath 1010	Bedroom 1005	Bedroom 1006	Kitchen 1011
Ensuite	Ensuite				

1701

Ensuite	Ensuite					
Studio Flat 1002	Studio flat 1001	1601 Lobby	1801 Stairs	Bedroom 1009	Bedroom 1008	Bedroom 1007

iii. Room numbering of Residential Houses

a) Balance area space numbering should be applied across the whole floor using the same system as for Non Residential (see above)

b) Rooms are numbered sequentially, starting with bedrooms and clockwise from the point of entry.

   i. The first bedroom on level x would be x001. For example the first bedroom on level 2 would be 2001

c) All other rooms that are not covered by (a) are then numbered after the bedrooms

d) Where there are no bedrooms on a level, the standard room numbering conventions follow in a sequential order clockwise from the entrance

Example House layout:

Level 1

1001 Kitchen	1002 Lounge /Diner
1801 Stairs / 1601 Hall	

Level 2

2001 Bedroom	2002 Bedroom
2801 Stairs / 2601 Hall	2003 Bedroom
2004 Bathroom	