

**PDC PROJECT MANAGEMENT GUIDE**

**PMG-E14: BUILDING NUMBERS, STREET ADDRESSES, AND ROOM NUMBERS**

**PURPOSE:** To communicate guidelines and procedures for numbering facilities, establishing street addresses, and assigning space/room numbers.

**A. Introduction**

Planning Design and Construction (PDC) is responsible for numbering, tracking, and reporting facilities-related information for the University. PDC utilizes CAD/BIM technology in the data-basing of facilities information, so a meaningful numbering and CAD/BIM standard must be followed. Additionally, PDC is required to annually submit the Physical Facilities Space File to the Board of Governors and must take necessary actions to ensure the incorporation of required data elements into its operating database. Data elements are based on the Postsecondary Education Facilities Inventory and Classification Manual, 2006.

**B. Street Addresses**

A request for a street address should be made by the PDC Project Manager (PM) once a project's physical locale has been established and before site work begins. At a minimum, the building footprint and major entry doors should be settled to establish an appropriate address. Requests for a new address will be coordinated through PDC Space Management & Analysis (SMA) staff. Upon assignment of the street address, the new address will be entered in UF-STARS for local notification to PeopleSoft, Purchasing, EH&S, and the UF community. The Alachua County E911 office will be responsible for notification to the Alachua County Call Center, USPS, major package carriers, and other external entities.

New addresses outside of Alachua County should be requested by the PDC PM through PDC SMA, which will work with the appropriate local authorities.

**C. Building Numbering**

All owned, shared, and leased buildings, both permanent and temporary, are required to be numbered, tracked, and reported to the BOG annually. Building numbers consist of a four digit code. New facilities shall be assigned a building number once funding is appropriated. Other acquisitions, purchases, leases, or donations, shall be numbered at point of acquisition.

A request for a building number should be made by the PDC Project Manager (PM) in the Schematic Design phase.

It is required that buildings with construction contracts prior to June 30 be reported and included in the annual Physical Facilities Space File submission.

**D. Floor Numbering**

Stand-alone buildings shall have floor numbers starting at the main entrance with floor "01 – First Floor" and proceed upward. If the building has multiple level entries the main entrance shall be floor "01 – First Floor" and the lower level labeled "G – Ground Floor." Floors located predominantly below grade and below the building's entrance level(s) should be designated with "B – Basement." In large complexes, e.g. Health Science Center, new buildings shall have floors labeled consistent with adjoining buildings.

## E. Room Numbering

Room numbering standards are to be followed in all new construction and renovations unless exceptions are approved by PDC SMA. It is intended that the numbering standard be specific enough to accomplish standardization, but general enough to allow for existing spaces and special circumstances.

Room numbering for new and renovated facilities shall occur during the design process to ensure that bid documents and as-built drawings display University-approved room numbering. To accomplish this, the Project A/E or other appropriate entity, shall create room numbers consistent with the conventions listed below at or prior to the Design Development stage. Upon completion of room numbering, DWG floor plans or the Revit model shall be submitted to PDC SMA for review. The University will respond with any needed changes in room numbering as assigned. Changes shall be integrated prior to production of the bid documents and beginning construction. Any subsequent design changes shall be submitted to PDC SMA for review and approval.

Renovations that impact the flow of room numbers as determined by PDC SMA will be responsible for re-signing adjacent rooms to maintain numbering consistency.

The University's room numbering conventions are generally as follows:

- 1) A three (3) or four (4)-digit number is to be used to represent the room number. The first and second digits generally represent the floor level, while the third and fourth digits represent the rooms' number within the floor. For buildings with larger floors (90 or more rooms on any floor), the first digit will be the floor level and the second, third, and fourth digits will represent the rooms' number within the floor. A letter prefix may be added as the first digit of the room number to designate an area or wing of the building.
- 2) On buildings designed with a central corridor layout, even numbers are used on one side of the corridor, odd numbers on the other. On more complex designs, the "odd-even" format should be abandoned if consecutive numbering will result in a more logical "user-friendly" scheme.
- 3) Numbers should be skipped to allow for future partitioning of rooms and to keep rooms on opposite sides of a corridor in approximate sequence.
- 4) Rooms that are accessed only through another room (not through circulation space) are given the same room number as the room they are accessed through, plus a letter suffix. The first such room (reading from left to right from within the primary room) is assigned the suffix "A"; with subsequent rooms being assigned the suffixes "B," "C," and so on (e.g., a room that is accessed only through room 101 is designated as room 101A).
- 5) Non-assignable spaces such as corridors, stairs, elevators, exterior spaces, mechanical, electrical and telecommunication rooms shall be numbered with an identifying prefix, floor level, standard number, and unique suffix (see table below). Where rooms are stacked, an effort should be made to maintain the same suffix throughout the stack.

Identity Type	Prefix	Number	Example
Corridor	C	99	CG99A,B,C, ... C199A,B,C, ... C299A,B,C, ...
Stair	S	98	SG98A,B,C, ... S198A,B,C, ... S298A,B,C, ...
Elevator	E	97	EG97A,B,C, ... E197A,B,C, ... E297A,B,C, ...

Exterior	X	96	X096A,B,C, ... X196A,B,C, ...
Mechanical	M	95	MG95A,B,C, ... M195A,B,C, ... M295A,B,C, ...
Electrical	EL	95	ELG95A,B,C, ... EL195A,B,C, ... EL295A,B,C, ...
Telecommunications	TR0	(none)	TR0GA,B,C, ... TR01A,B,C, ... TR02A,B,C, ...