



UNIVERSITY OF MANITOBA POLICY

Policy:	ASSIGNMENT OF ROOM NUMBERS
Effective Date:	November 18, 1996
Revised Date:	
Review Date:	June 15, 2015
Approving Body:	Vice-President (Administration)
Authority:	
Responsible Executive Officer:	
Delegate: (If applicable)	
Contact:	Director of Space Management
Application:	Deans, Directors and Heads of Administrative Units

Preamble

Room number changes generally result from renovation of existing space, new construction or from correction of a perceived illogical existing numbering scheme. Changes in room numbers can not only affect the tenants but also many other departments on campus including, but not limited, Campus Police, Communication Systems, Computer Services, Human Resources, Physical Plant, Purchasing, Special Functions and Student Records. It is, therefore, critical that any room numbering changes are properly coordinated and communicated to the affected departments.

The following summarizes the necessary procedures to be followed under the three possible scenarios:

1. Renovations:

e.g. one room is divided into two or more; an area is completely reconfigured.

1.1 Architectural drawings with proposed new room numbers are created by Architectural and Engineering Services using established practices (see appendix).

1.2 During renovation, all affected parties are informed of room number changes by the Director of Space Management. This allows time for the planning of any required document changes (i.e. business cards, letterheads, etc.) And posting of notices of room number changes. Near completion, preliminary small scale floor plans are made available by Architectural and Engineering Services on request.

2. New Construction:

e.g. a wing is added to a building requiring that existing room numbers be synchronized to the new construction.

2.1 The Director of Space Management, Architectural and Engineering Services and tenants coordinate to determine the most logical room numbering scheme using established practices (see appendix).

2.2 New room numbers are incorporated into architectural drawings and construction begins. During construction, all affected parties are informed of changes by the Director of Space Management. This allows time for the planning of any required document changes (i.e. business cards, letterheads, etc.) And posting of notices of room number changes. Near completion, preliminary small scale floor plans are made available by Architectural and Engineering Services on request.

3. Changing of Existing Room Numbers to Correct a Perceived Illogical Pattern:

3.1 The Director of Space Management receives the request and through consultation with tenants determines what action, if any, should be taken.

3.2 If renumbering of existing rooms is deemed necessary, the Director of Space Management consults with Architectural and Engineering Services and tenants to find a more appropriate numbering scheme.

Dissemination of Room Numbering Changes

Upon completion of renovation, new construction or room renumbering, Architectural and Engineering Services forwards final change information with updated small scale floor plans to the Director of Space Management. The Director of Space Management updates the Space Inventory Database and forwards to all parties new floor plans with change information.

Appendix

Established Practice for Room Numbering:

- Floor levels are numbered 000 or B00 for basement, 100 for ground level and 200, 300, 400 etc. for levels above ground.

- Floor areas are divided into blocks of room numbers with the block sequence starting at one end of the building increasing in value through the building. Blocks of room numbers are continued vertically on each level resulting in the same series of numbers above those of the lower level (i.e. rooms 200-225 directly above rooms 100-125).
- Room number sequence: odd on one side and even on the other side of a corridor providing that the corridor is less than 12 feet wide. Exception: a dead end corridor off the main corridor - number sequence follows along one side of the corridor and back out the other side.
- Renumbering - select numbers to fit within the existing block of numbers while maintaining the sequence order of numbers. A letter suffix is used where required.