PANS

Property Asset Numbering System

University of Colorado Boulder

Facilities Management - Planning, Design & Construction
Developed and implemented by
the Office of Space Optimization and
the CAD/GIS and Document Management Office

Appendix A0021.2 to UCB PD&C Standards

TABLE OF CONTENTS

1. PURPOSE

The numbering of buildings, floors, and rooms is an important part of the University's built environment allowing students, faculty, staff and visitors to effectively navigate their way around campus. The numbering system is the framework that creates consistency across campus. Authority for the numbering of buildings, floors, and rooms lies with UCB Planning, Design & Construction. Design teams may use these guidelines to create initial floor and room numbering for a project.

1.1. GOALS

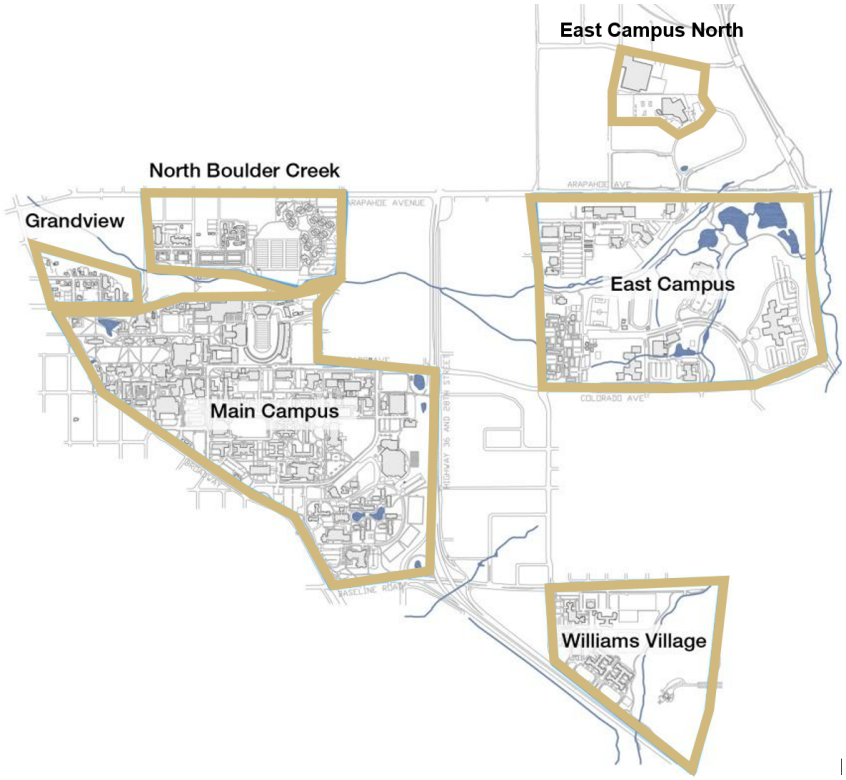
The numbering system has been purposefully designed with two goals in mind: standardization and flexibility.

Standardization
A primary goal of the system is to develop a means by which a person will be able to find their way through buildings on campus. These guidelines will also help when numbering buildings, floors, and rooms.

Flexibility
The numbering system is flexible enough to accommodate renovations and additions.

2. BUILDING NUMBERING

The Boulder real estate portfolio is divided into geographic zones. Once a building number is established it remains permanent and does not change. There may be instances where a name or code change is required. CU policies will be followed for these cases. All property assets will be numbered. Some structures such as sheds, pavilions, etc. may warrant numbering. The 900 series is reserved for infrastructure entities.



Zone	*Number Series*
Main Campus	200, 300 & 400
Grandview	200
North of Boulder Creek	I00
East Campus	500
East Campus North	500
Williams Village	600

Zone (not shown)	*Number Series*
South Campus	700
Mountain Research Station	000
Off Campus	800

3. FLOOR NUMBERING

Floors are numbered as shown below. The building's primary entrance is generally the first floor.

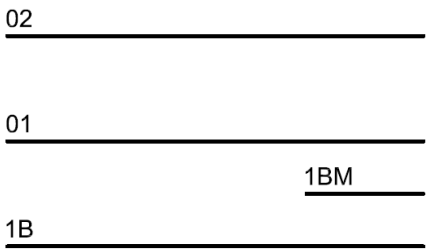
Floor Name	*Floor Code*	
Roof[1]	**Roof**	
Fifth	**05**	
Fourth	**04**	
Third	**03**	
Second Mezzanine[2]	**2M**	
Second	**02**	
First Mezzanine[2]	**1M**	
First	**01**	Above Grade
First Basement	**1B**	Below Grade
Second Basement Mezzanine[2]	**2BM**	
Second Basement	**2B**	
Third Basement	**3B**	

[1]Roof plans are treated differently. They include all building roofs, regardless of floor. See Room Numbering System Elements 4.7.5.

[2]Mezzanines are not full floors. See Room Numbering System Elements 3.1.

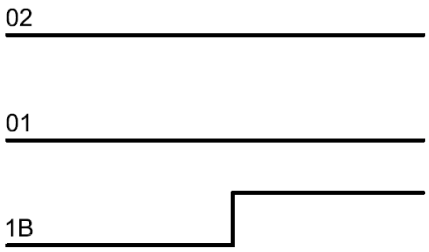
3.1. Mezzanines

Make mezzanines only when absolutely necessary. By definition, a mezzanine is an intermediate floor in a building which is either partly open to a double-height space of the floor below or which does not extend over the whole floorspace of the floor below. If these conditions are met and there is no other way to show spaces below use a mezzanine to capture that space.



Elevation - Mezzanine Illustration

However, if a section of a floor is a few feet above or below the main floor's elevation and there is no space occluded by that same floor it shall be included on the same floor.



Elevation - No-Mezzanine Illustration

4. ROOM NUMBERING

4.1. Considerations

- ➔ Floor identification
- ➔ Main entrance/exit points
- ➔ Potential traffic flow paths
- ➔ General floor configuration
- ➔ Any unique features

4.2. System Elements

4.3 Floor designation

4.4 Number zones

4.5 Rooms within rooms

- 4.5.1. Offices
- 4.5.2. Workstations
- 4.5.3. Housing

4.6. Wing identification

4.7. Room identifiers

- 4.7.1. Circulation
- 4.7.2. Restrooms
- 4.7.3. Shafts
- 4.7.4. Structural Areas
- 4.7.5. Roofs

4.3. Floor Designation

Each room number contains a prefix indicating its floor.

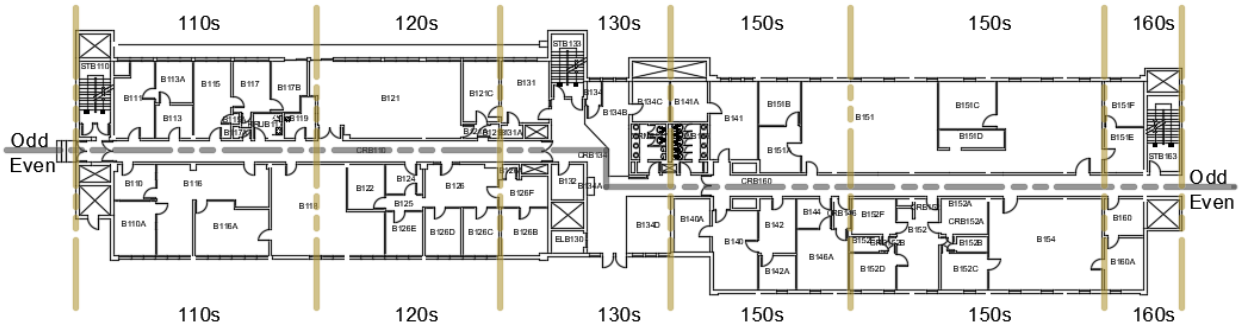
Floor Name	*Floor Code*	*Room Prefix*	*Room Examples*	
Roof[1]	Roof	RF	**RF4**33, **RF3**55	
Fifth	05	5	**5**33, **5**55	
Fourth	04	4	**4**33, **4**55	
Third	03	3	**3**33, **3**55	
Second Mezzanine[2]	2M	2M	**2M**33, **2M**55	
Second	02	2	**2**33, **2**55	
First Mezzanine[2]	1M	1M	**1M**33, **1M**55	
First	01	1	**1**33, **1**55	Above Grade
First Basement	1B	1B	**1B**33, **1B**55	Below Grade
Second Basement Mezzanine[2]	2BM	2BM	**2BM**33, **2BM**55	
Second Basement	2B	2B	**2B**33, **2B**55	
Third Basement	3B	3B	**3B**33, **3B**55	

[1]Roof plans are treated differently. They include all building roofs, regardless of floor. Roof spaces receive a number based on the highest floor crossed and are prefixed with "RF". See Room Numbering System Elements 4.7.5.

[2]Mezzanines are not full floors. See Room Numbering System Elements 3.1.

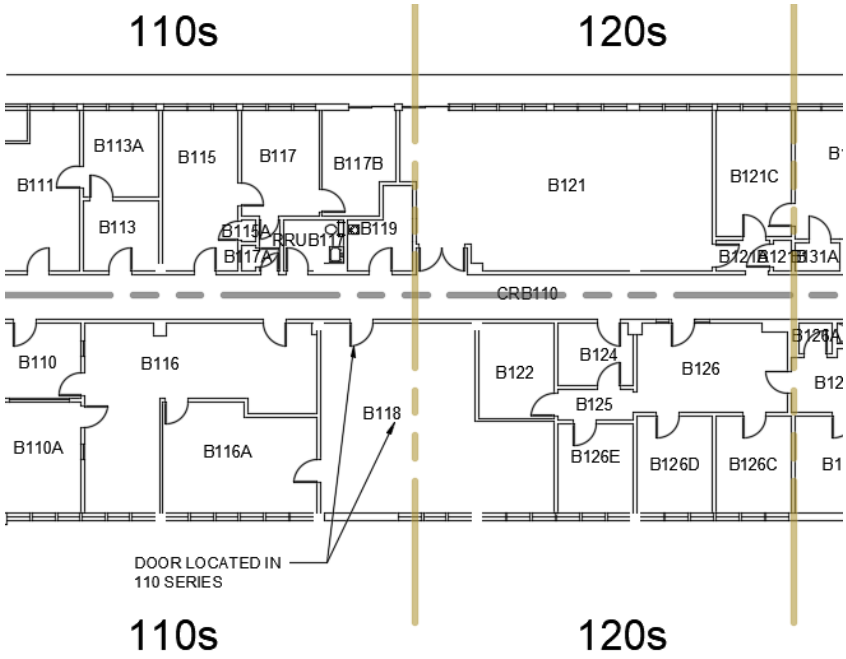
4.4. Number Zones

Floors should be subdivided into groupings of tens to create room number zones. These zones form the general pattern. Use this strategy to provide sufficient capacity to add additional rooms. Use even numbers on one side of the corridor and use odd numbers on the other.



Floor Plan- Example 1

Which zone a room falls within is defined by the placement of the room's primary entrance, not necessarily where the bulk of the room's square footage lies.

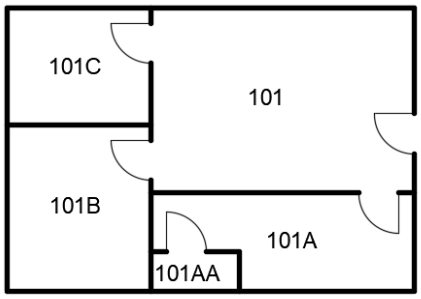


Floor Plan- Example 2

4.5. Rooms Within Rooms

Rooms within rooms are spaces accessed through a primary or entrance space. These spaces are identified with an alpha-character suffix. Certain letters should not be included in suffixes to avoid confusion with numbers, such as: I, O, and Q. Multiple rooms shall be lettered sequentially starting left-of-entrance moving in a clockwise direction when appropriate. If there are more suffixes needed after “Z” is reached, resort to “AA”, “AB”, “AC”, etc.

4.5.1. Offices

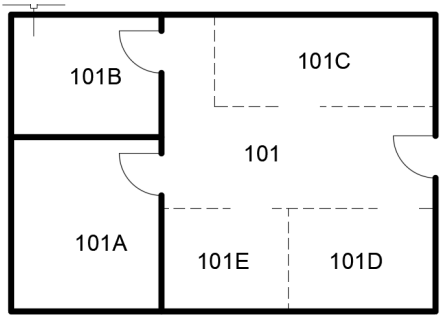


OFFICE SUITE

Floor Plan- Office Illustration

4.5.2. Workstations

Workstations are denoted with a dashed line and similarly labeled with alpha character suffixes. Note that hard walled rooms within rooms should take lettering priority over workstation spaces.

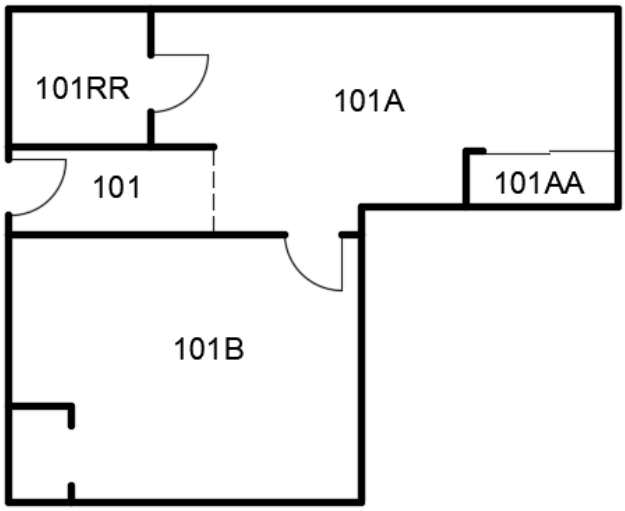


OFFICE SUITE WITH
WORKSTATIONS

Floor Plan- Workstation Illustration

4.5.3. Housing

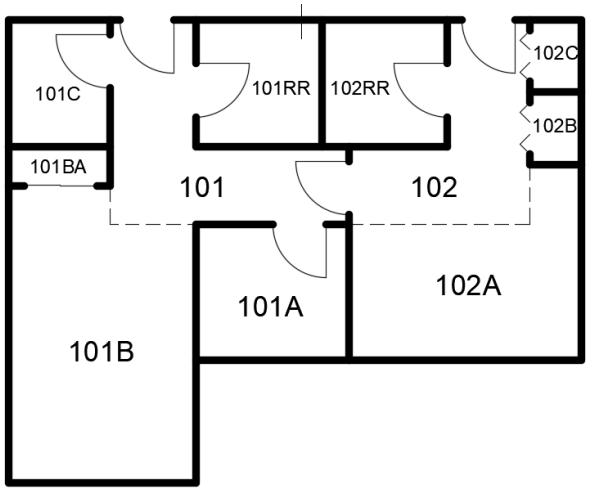
Closets with doors get numbers. Closets w/o doors do not get numbers.



HOUSING SUITE

Floor Plan - Housing Suite Example 1

Rooms with suffixes start with largest room to smallest room. Smaller rooms text to be half size.

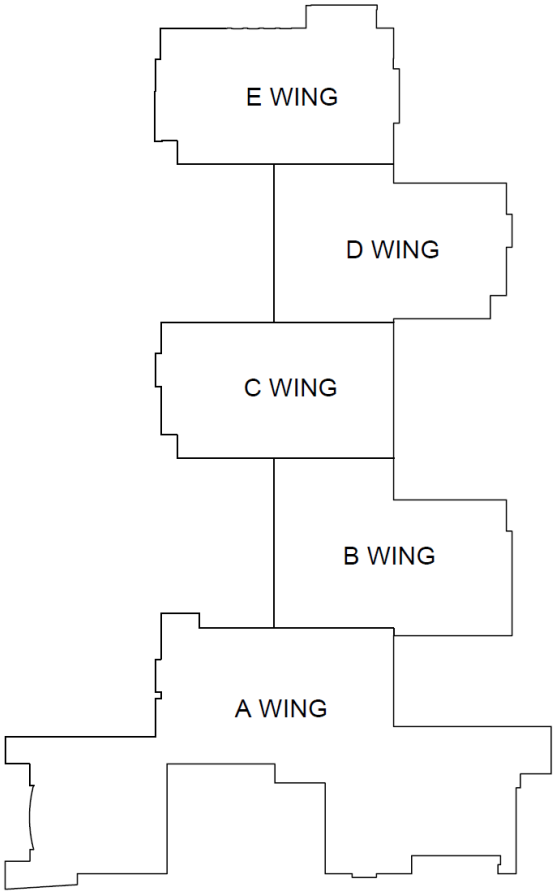


HOUSING SUITE WITH TWO ENTRIES
FROM CORRIDOR

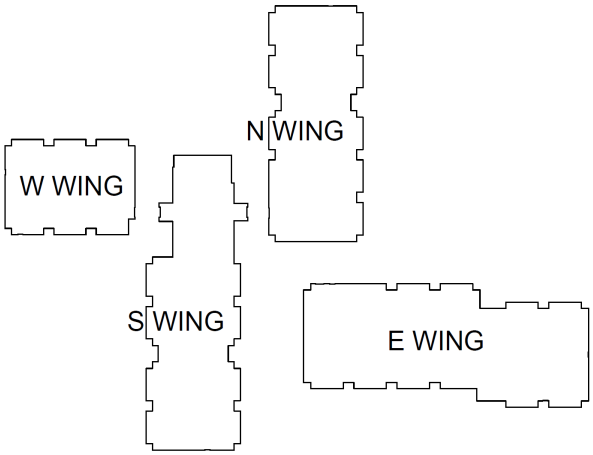
Floor Plan - Housing Suite Example 2

4.6. Wing Identification

Wing identification may be necessary in large buildings or to accommodate an addition. An alpha-character prefix is added to each room number within the wing.



Floor Plan- Example 1



Floor Plan- Example 2

Wing	*Room Prefix*	*Room Examples*
North	N	**N**133, **N**155A, CR**N**130, RRM**N**125
West	W	**W**233, **W**255A, CR**W**250, RRW**W**225
A	A	**A**312, **A**354A, CR**A**395, RRU**A**360
B	B	**B**415, **B**423B, CR**B**468, RRM**B**433

4.7. Room Identifiers

Room identifiers exist to identify service rooms and spaces. Several of these space types are described below; a) circulation, b) restrooms, c) shafts, d) structural areas, and e) roofs.

4.7.1. Circulation Areas

Rooms such as public corridors, stairs, and elevators are considered to be circulation areas. Room numbers for these spaces should be vertically stacked within a building.

Circulation Area	*Room Prefix*	*Room Examples*
Corridor	CR	**CR**130, **CR**230
Stairwell	ST	**ST**130, **ST**230
Elevator	EL	**EL**1B30, **EL**130
Loading Dock	LD	**LD**130, **LD**W1B30

4.7.2. Restrooms

Each type of restroom receives a unique prefix.

Restroom Type	*Restroom Prefix*	*Room Examples*
Men's	RRM	**RRM**133, **RRM**155
Women's	RRW	**RRW**233, **RRW**255
Unspecified	RRU	**RRU**1B33, **RRU**1B55

Residence hall restrooms are treated differently. Resident-only restrooms entered from a corridor receive a room identifier prefix. Dorm suite restrooms receive a room identifier suffix.

Residence Hall Restroom Type	*Restroom Prefix*	*Restroom Suffix*	*Room Examples*
Unspecified Restrooms	RR	-	**RR**325, **RR**467
Dorm Suite Restroom	-	RR	349**RR**, 462**RR**

4.7.3. Shafts

Ventilation shafts, as defined by the Postsecondary Education Facilities Inventory and Classification Manual (FICM), should receive a “Y” prefix. No signage necessary for these types of spaces. Numbers for these spaces should be vertically stacked within a building. These spaces can be numbered sequentially rather than related to nearby room numbers.

Floor	*Shaft Prefix*	*Room Examples*
Second	Y	**Y**201
First	Y	**Y**101

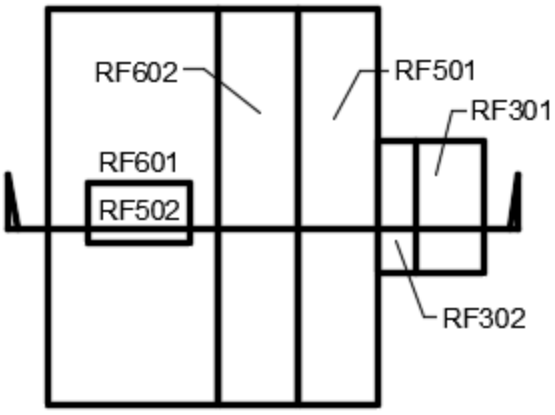
4.7.4. Structural Areas

Structural areas receive a “Z” prefix. These space numbers are used for tracking data only. Examples include a) unexcavated spaces, b) all spaces with less than or equal to 3’ vertical space, c) exterior spaces as needed. No signage necessary for these types of spaces.

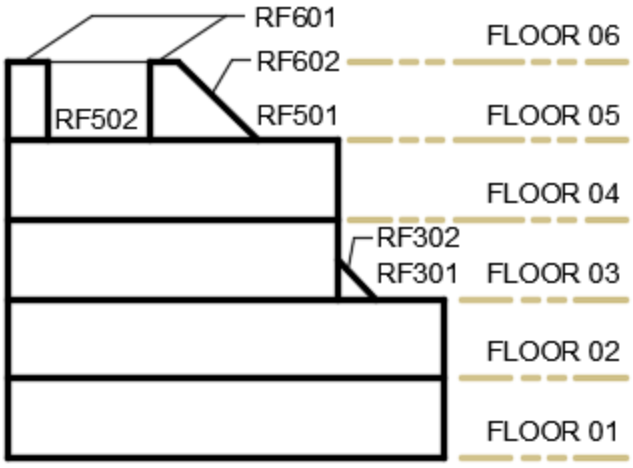
Floor	*Structural Prefix*	*Room Examples*
Second	Z	**Z**201
First	Z	**Z**101

4.7.5. Roofs

Roof areas receive an ‘RF’ prefix and are numbered according to the highest floor crossed. Roof plans include all building roofs, regardless of floor. See plan, section, and chart below. Open air spaces (with building below), such as mechanical spaces, terraces, etc. should receive a roof prefix and number.



ROOF PLAN



BUILDING SECTION

Roof Crossed	*Roof Prefix*	*Room Examples*
Sixth	RF	**RF**602
Third	RF	**RF**301

4.8. Room Number Format Summary

Room number format summary featuring room number components and examples.

Room Identifier +	*Wing +*	*Floor +*	*Room Number =*	*Result*
RF	W	6 (highest crossed)	08	RFW608
Z	-	5	01	Z501
Y	-	4	07	Y407
RRU	-	3	76	RRU376
-	S	2M	42	S2M42
-	-	2	65	265
-	-	1M	93	1M93
LD	N	1	55	LDN155
-	A	1B	87	A1B87
CR	-	2BM	29	CR2BM29
-	-	2B	06	2B06
Z	W	3B	03	ZW3B03