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

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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.

2. GOALS

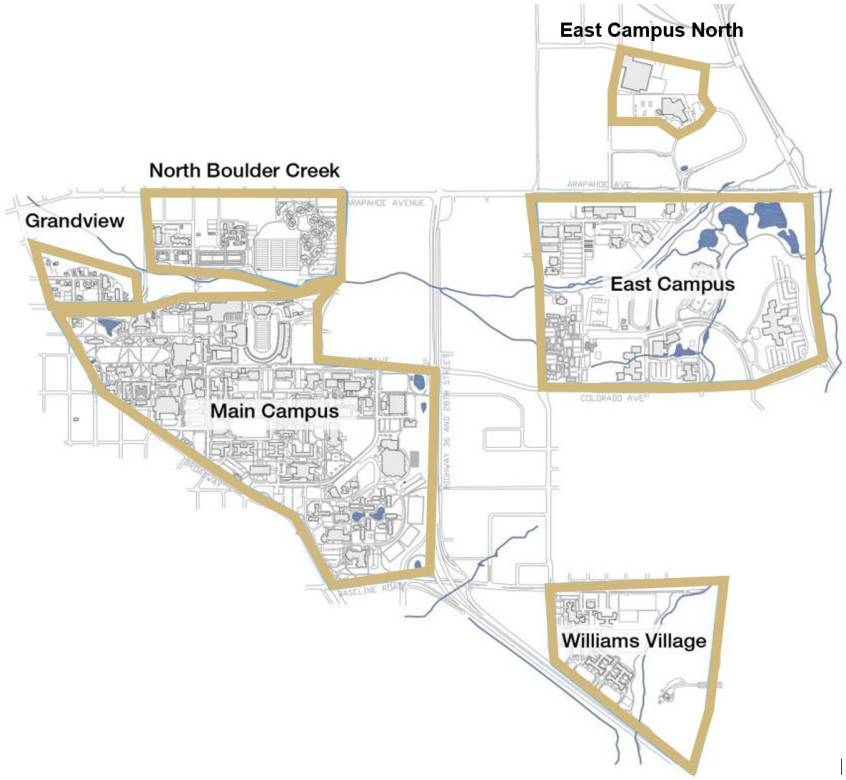
The numbering system has been purposefully designed with two goals in mind: **standardization** and **flexibility**.

Standardization
The 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.

3. 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	100
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
Exterior to Building Assets (ex – Tunnels)	900

4. FLOOR NUMBERING

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

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

**NOTE: Roof plans are treated differently. They include all building roofs, regardless of floor.*

5. ROOM NUMBERING

Considerations

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

System Elements

- Floor designation
- Number zones
- Rooms within rooms
- Wing identification
- Room identifiers
    - Circulation
    - Restrooms
    - Shafts
    - Structural Areas
    - Roofs

5.1. Floor Designation

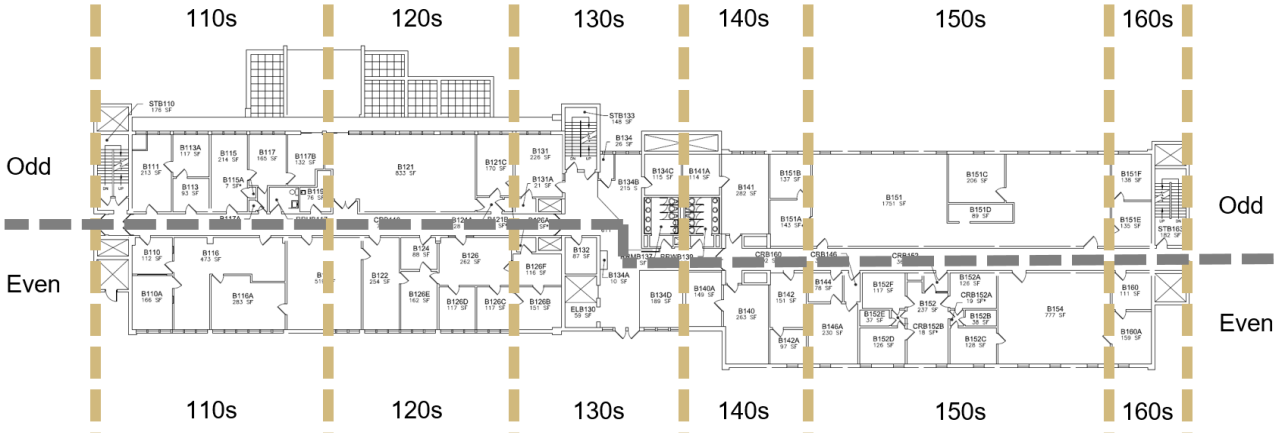
Each room number contains a prefix indicating its floor.

Floor Name	*Floor Code*	*Room Prefix*	*Room Examples*	
Roof*	Roof	RF	**RF4**33, **RF3**55	
Third	03	3	**3**33, **3**55	
Second	02	2	**2**33, **2**55	
First Mezzanine	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	2BM	2BM	**2BM**33, **2BM**55	
Second Basement	2B	2B	**2B**33, **2B**55	

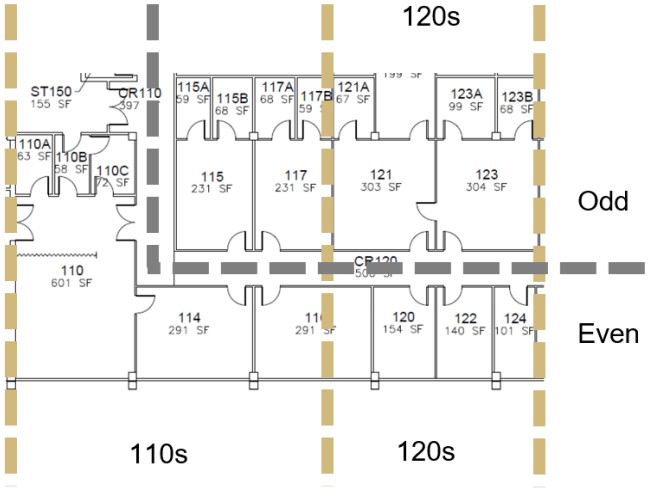
**NOTE: Roof plans are treated differently. They include all building roofs, regardless of floor. Roof spaces receive a number based on the highest floor crossed and are prefixed with "RF".*

5.2. Number Zones

Floors should be subdivided into groupings of tens to create room number zones. These zones form the general structure. Which zone a room falls within is defined by the placement of the primary entrance. 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.



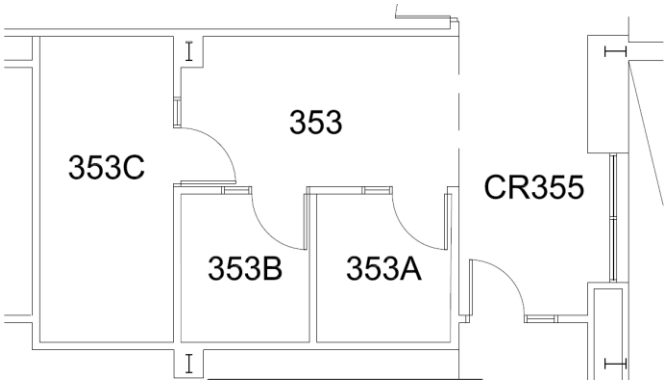
Example 1



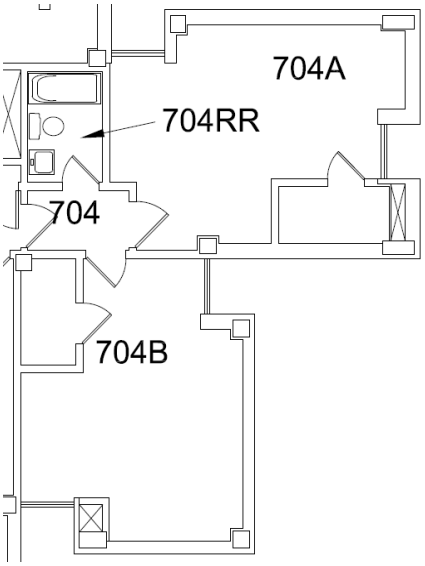
Example 2

5.3. Rooms Within Rooms

Rooms within rooms are spaces accessed through a primary or entrance space. These spaces are identified with an alpha-character* suffix. Multiple rooms shall be lettered sequentially starting left-of-entrance moving in a clockwise direction.



Typical Office Suite

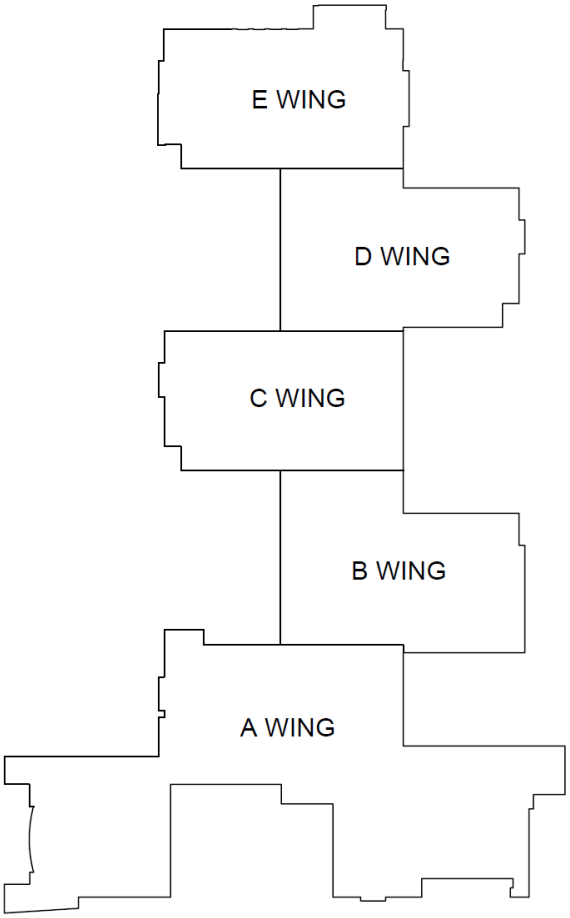


Typical Housing Suite

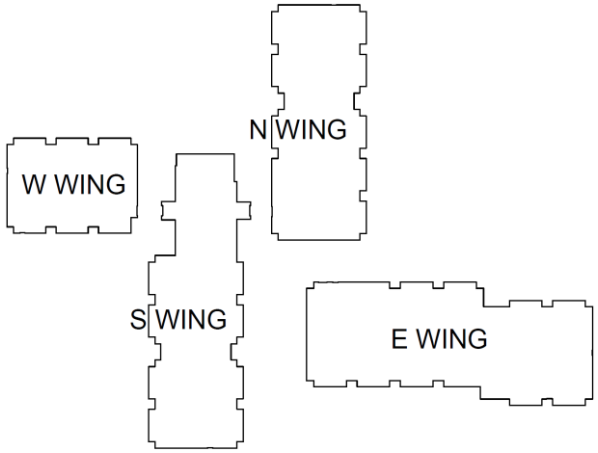
**NOTE: Certain letters should not be included in suffixes to avoid confusion with numbers, such as: I, 0, and Q.*

5.4. 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.



Example 1



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

5.5. 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.

5.5.1. 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 areas that might not be considered public or are in an enclosed suite of offices for example, should still use the prefixes below.

Circulation Area	*Room Prefix*	*Room Examples*
Corridor	CR	**CR**130, **CR**230
Stairwell	ST	**ST**130, **ST**230
Elevator	EL	**EL**IB30, **EL**I30
Loading Dock	LD	**LD**130, **LD**W1B30

5.5.2. 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/Gender Neutral/All User	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**

5.5.3. Shafts

Ventilation shafts, as defined by the Postsecondary Education Facilities Inventory and Classification Manual (FICM), should receive a “Y” prefix. No signage is 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.

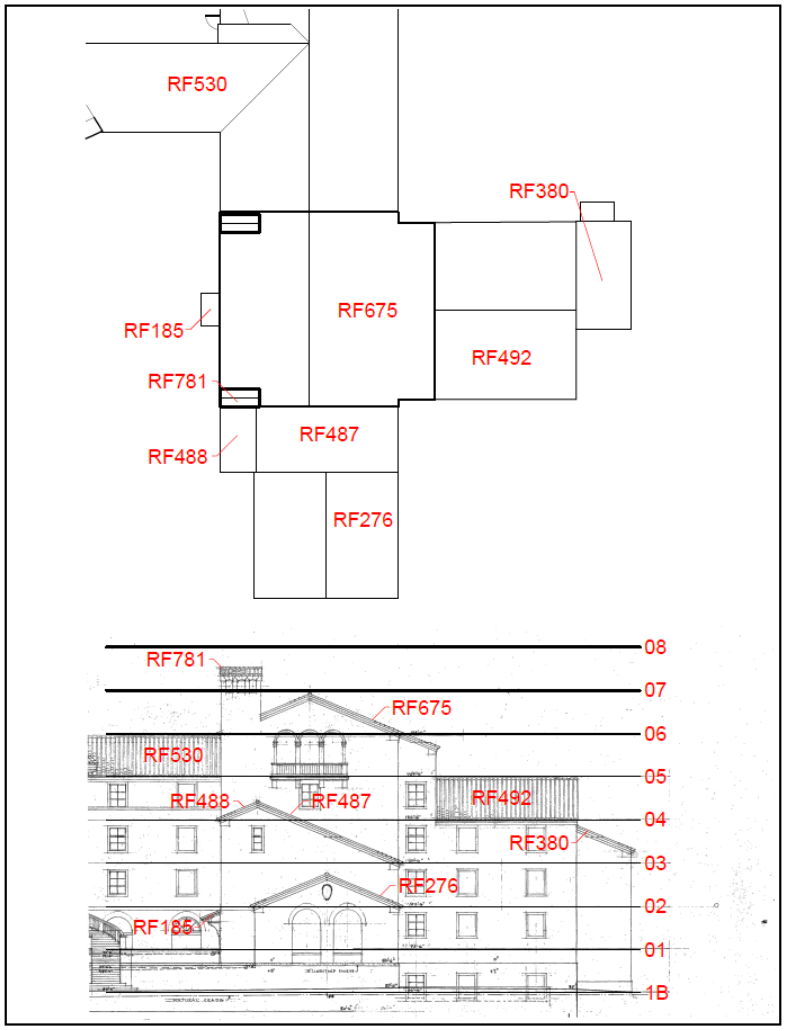
Floor	*Shaft Room Prefix*	*Room Examples*
Fourth	Y	**Y**401
Third	Y	**Y**301
Second	Y	**Y**201

5.5.4. 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 <=3’ vertical space, c) exterior spaces as needed. No signage is necessary for these types of spaces.

5.5.5. Roofs

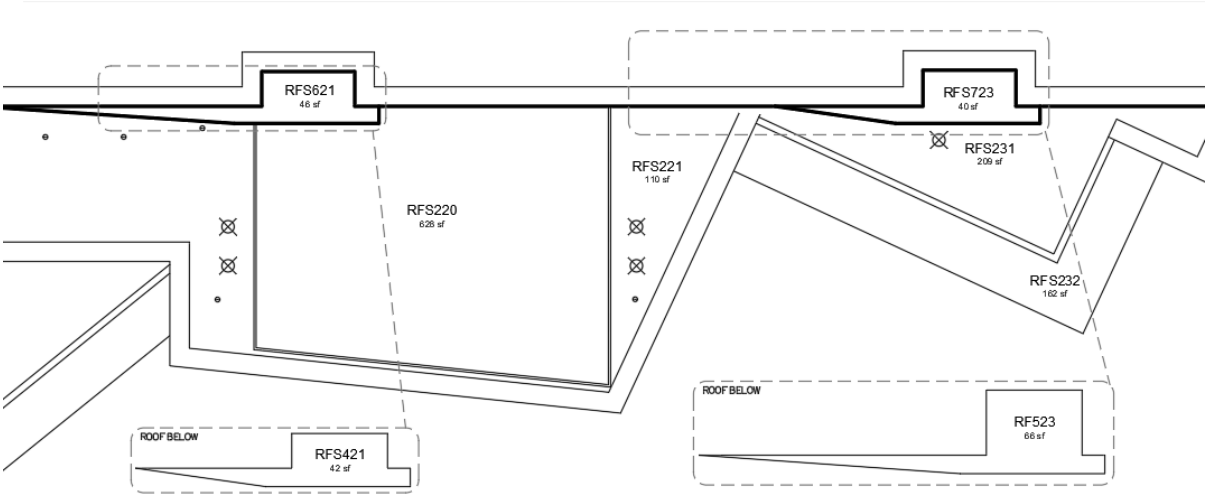
Roof areas receive an ‘RF’ prefix and are numbered according to the highest floor crossed. Roof plans include all building roofs, regardless of floor. See plan, elevation, and chart below. Open air spaces (with building below), such as mechanical spaces, terraces, etc. should receive a roof prefix and number. Numbering should follow the numbers from the rooms below if possible and sensible (RF550 above room number 450). This includes carrying up any wing pre-fixes. Otherwise, use of the Number Zones (5.2) strategy shown in “Floor Plan -Example 1” is recommended



Roof Crossed	*Roof Prefix*	*Room Examples*
Sixth	RF	**RF**675
Third	RF	**RF**380

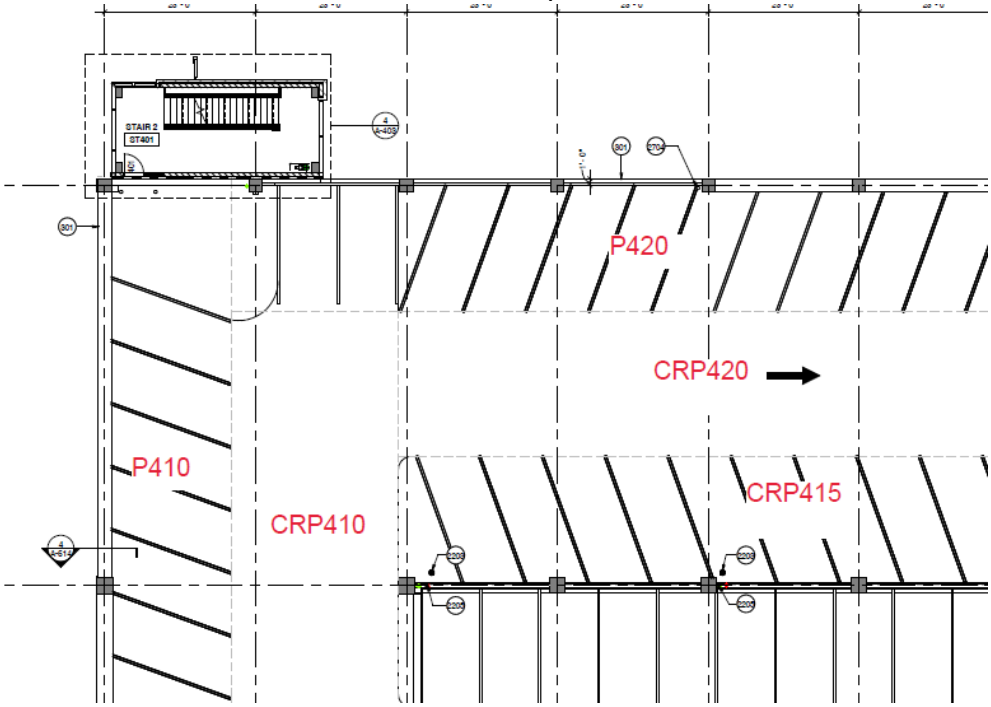
Some flat roofs contain area dividers that separate roof planes into smaller sections. Each distinct area shall receive its own identification number. The section with the largest square footage receives a typical roof number (e.g. RF350). Any other area within the same roof plane, but separated by an area divider, receives the primary roof number and an alpha character suffix (e.g. RF350A). Multiple areas within a single roof plane should be lettered sequentially in a clockwise direction. Area dividers shall be represented with a dashed line.

When one roof is directly above another (occluding it in plan view) the occluded roof shall be drawn nearby on the plan and referenced with a leader. (RES1 example below)



5.5.6. Parking Structures

Parking garages and other covered (or top floor) parking is considered assignable space. Parking space areas should have a ‘P’ prefix, and can be grouped together into one room where they are continuously touching. Parking drive lanes are denoted like corridors and should have a ‘CRP’ prefix.



5.6. Master Format Summary

Master format summary featuring room number components and examples.

Room Identifier Type	*Room Identifier +*	*Wing +*	*Floor +*	*Room Number =*	*Result*
-	-	-	2	65	265
-	-	A	1B	87	A1B87
Corridor	CR	N	1	55	CRN155
Restroom	RRU	-	3	76	RRU376
Shaft	Y	-	4	07	Y407
Structural & Exterior Space	Z	-	5	01	Z501
Roof Space	RF	W	6	05	RFW605
Vertical Penetration	VERT	-	1	01	VERT01 (floor ignored)
Parking Spaces	P	-	1B	09	P1B09
Parking drive lanes	CRP		3	12	CRP312