Dalhousie University Design Guidelines provide assistance to consultants during the planning, and design phases of the University's expansion and renovations. The Guidelines do not relieve a consultant from any professional responsibility, duty or due diligence to design elegant, functional, efficient and low maintenance facilities.

Facility owners have preferred materials and requirements that make the task of maintaining facilities less costly. Dalhousie understands this is a balance between capital and operating cost. The Guidelines are not intended to be the only acceptable solution. Dalhousie expects consultants to bring modern and innovative ideas, materials and methods to the University. If these Guidelines do not allow these new ideas then the consultant is to make a request in writing to the Dalhousie Project Manager for an exception to the guidelines. Necessary reasoning and or calculations shall accompany the request. The exception request will be reviewed internally and either rejected or accepted. The consultant will document this rational and/or justification for each exception in the Basis of Design. The University Guidelines may be updated subsequently.

These documents provide design guidelines only, and are not intended for use, in whole or in part, as a specification. Do not copy the guidelines verbatim in specifications or in notes on drawings. Refer questions and comments regarding the content and use of these documents to the Dalhousie University Project Manager. The Guidelines are intended to be read in conjunction with the local codes and regulations, and in no way are to be considered as a code replacement. The codes and regulations represent the minimum acceptable standard. Where the technical design requirements differ from the building codes and other applicable codes and standards, the more stringent of the codes shall be applied.

REVISION HISTORY	
REVISION NUMBER	DATE PUBLISHED
0	Jan 26, 2021

Consultant's Signature: _____

Consultant's Name (print): _____

Date: _____

Floor & Room Numbering Process

The Floor & Room Numbering Process should be part of the discussion at the preliminary project meeting stage. This includes any project involving new building construction, renovations and additions which reconfigure rooms.

For all projects requiring new room numbering or re-numbering (renovations & alterations), consultants must provide floor plans via the Project Manager to the Space Management Unit within Facilities Management. These room numbers shall not be shared with sub-consultants without prior approval from Facilities Management.

After initial review by Facilities Management any room number changes require subsequent approval via the Project Manager to the Space Management Unit.

Please submit not only room numbering but functional information such as room use type and occupant names (if available) via the Project Manager to the Space Management for review and approval.

In the case of conflicts or questions, contact the Project Manager to have a Space Management consultation.

Building Numbering

Dalhousie University is responsible for the assignment of all building numbers. This is a shared responsibility of the Space Management Unit within Facilities Management in conjunction with the Finance Department. These numbers always have an alphabetical prefix followed by three digits. Once a building number is established it remains permanent and does not change. All property assets will be numbered. Small structures such as sheds, pavilions, parking lots, parking decks etc. also warrant numbering. Building numbers shall be referenced on all documentation.

Floor Numbering Standard

The Floor Numbering Standards listed below should be used for new construction or comprehensive building renovations. Smaller projects within a building or projects where a building is part of a complex of interconnected floors should continue to use the existing floor numbering set within the building.

Standard Floors

Floors are numbered using a two digit standard starting with '01' for the First Floor or Ground Floor as defined as the uppermost story having its floor level not more than 2 m above grade. Numbers to continue up for every floor above (ie: 02 = second floor, 03 = third floor).

Basement / Sub-basement Floors

A basement is defined as levels or level of a building located below the first floor can use the character "B" (basement) or "SB" (sub-basement) depending upon the arrangement and number of these floors.

Mezzanines Floors

A mezzanine as defined as an intermediate floor assembly between the floor and ceiling of any room or story and includes an interior balcony. Mezzanines are assigned a three character standard floor code. Starting with the 2 digit numeric value of the number of the floor below followed by the alphabetical suffix of 'M'.

Attic Floors

An attic area is defined as the space between the roof and the ceiling of the top storey or between a dwarf wall and a sloping roof. Attics are assigned a two character standard numerical floor code, continuing from the top floor (ie: 05).

Penthouse Floors

Penthouse areas are a two character standard floor code of 'PH' (Penthouse) only if there are usable/enclosed rooms on that level.

Parking Floors

Standalone parking decks are considered independent buildings and will have a building number, floor number and room numbers to cover all usable space within the structure. This also includes the top uncovered level as well as underground parking within a building. The floor numbers start with the alphabetical prefix of 'PK', followed by a 1 digit numeric value representing floor number. The floor number is to begin at grade level with the numeric value of '1' and will climb as you go up. In the event that the parking levels are underground the floor number is to begin at grade level with the numeric value of '1' and will climb as you go down.
Note: If a structure contains both circumstances contact space management for floor number assignment.

Room Numbering Standard

The guidelines in this section should be followed as closely as possible when assigning numbers to individual rooms. Each room number shall be unique within a building. Each room should have only one number regardless of the number of doors opening into it.

In addition to rooms, all interior spaces that can be directly accessed, such as corridors, vestibules and stairwells shall be numbered in a manner as consistent as possible with the guidelines.

Alterations, Renovations & Additions:

As far as possible, room numbers for additions or modifications to existing buildings should be logical and consistent to allow for efficient everyday building usage, and for emergency personnel to quickly and easily find their way to any area of a building while taking into consideration the pattern of the original building. Where any alteration or renovation takes place room numbers for existing buildings shall be submitted to and re-evaluated by the Space Management Unit within Facilities Management to ensure guidelines are met.
Note: Where the existing building uses 3 digit room numbering system the Planner must discuss with the Space Management Unit the scope of renovation to determine the viability of moving to a 4 digit room numbering system.

New Buildings:

Each room within a building is to be assigned a group of 4-digit numbers. The first digit will indicate the floor of the building; the second may indicate the wing (see *Figure 1*). The third and fourth will indicate the room number in that wing. The use of the second number as wing indicator is optional and can be substituted with "0".

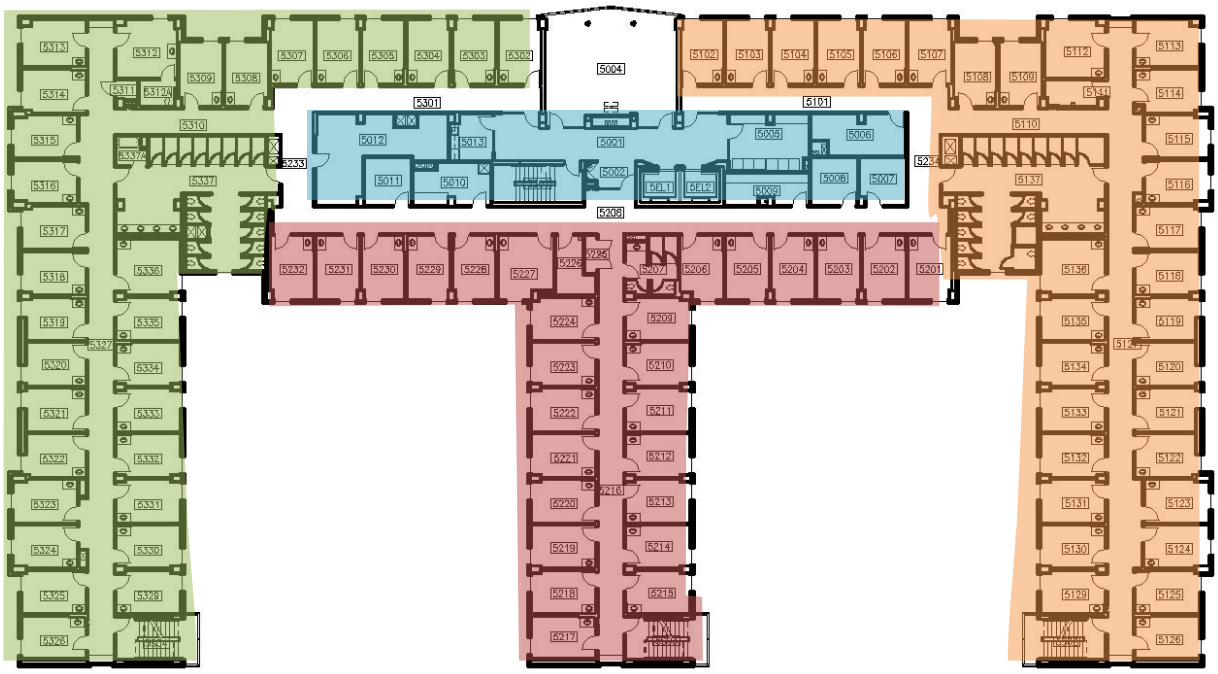

Figure 1

In a building with only one dividing corridor, room numbers should flow in ascending order from one end of the building to the other. In a building with a more complex corridor system, numbers should flow in ascending order in a clockwise direction through the corridors from the main entrance, or similar location such as elevator lobby, with even numbered rooms on one side and odd numbered rooms on the opposite side. *See Figure 2*

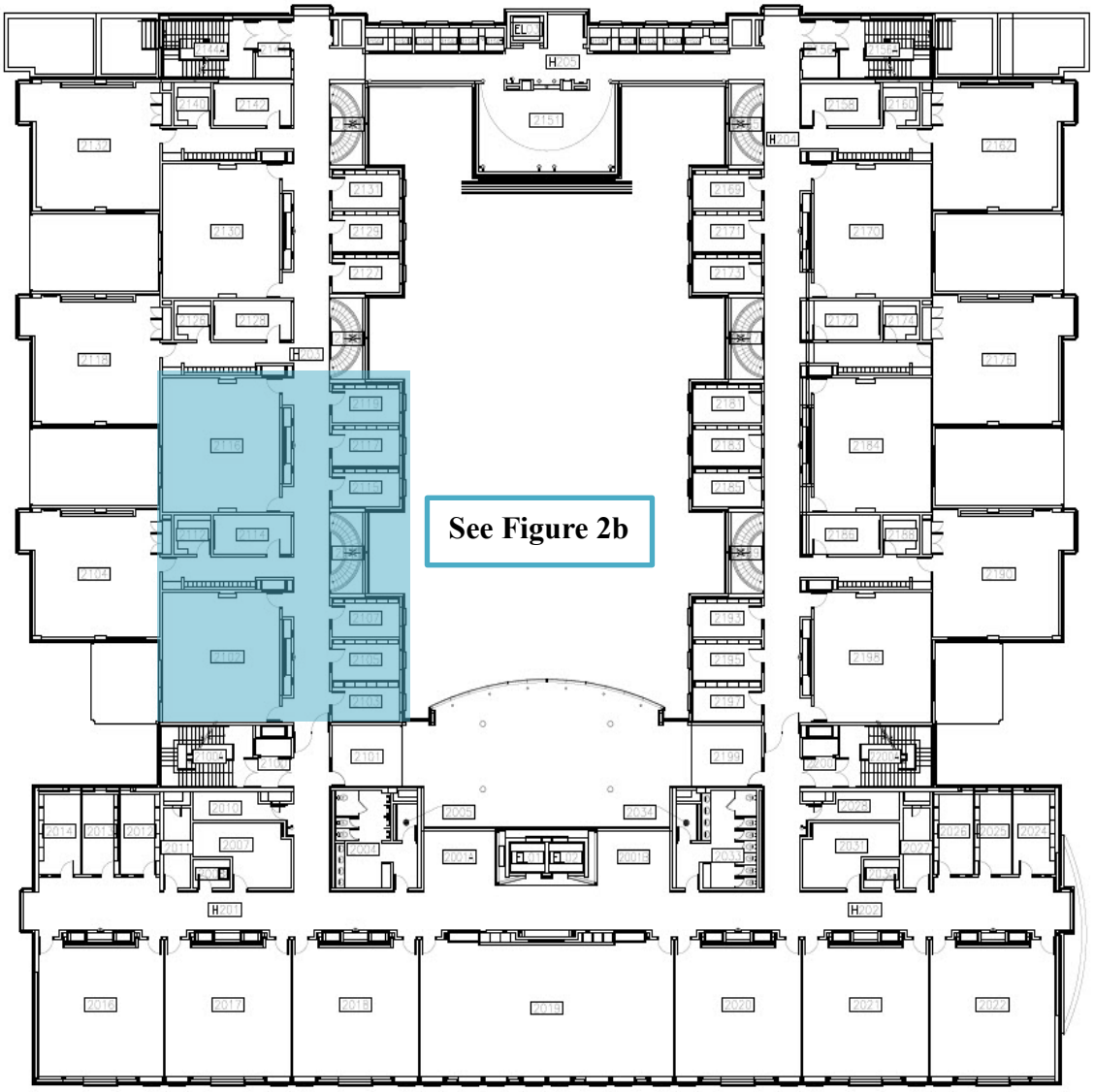

Figure 2a

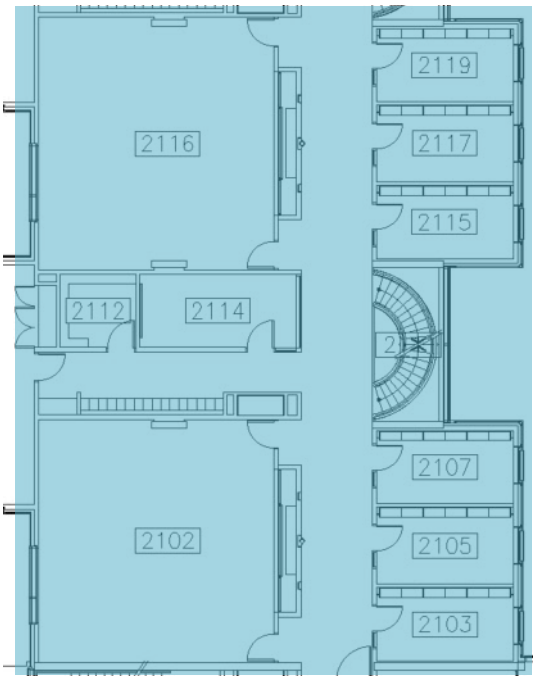

Figure 2b

Each room entered from a public corridor will have a separate room number. Rooms with more than one door opening into the corridor will have the same number plate. Where spaces are not entered from a corridor, but from another space, they will be assigned the same room number with an alpha suffix. An alpha suffix should be used to identify a room within a suite (ie: 1234A) as seen in Figure 3 below.

Note: In the alpha suffix system, letters "I" and "O" are not assigned to avoid numeric confusion. When the letter "Z" is passed, continue with AA, BB, etc. Room number suffixes will be assigned in a clockwise direction with even numbered rooms on one side and odd numbered rooms on the opposite side. (In more complex designs, or where the availability of numbers is limited, the odd-even format can be abandoned if consecutive numbering results in a more logical scheme.)

Figure 3

The 4-digit number may also have an alpha prefix indicating a sub-basement (ie: SB0123), basement (B0123) or mezzanine (M1123).

The room numbering system must be flexible enough to accommodate physical changes which may occur during the life of the building. The most frequent changes will be the subdivision of larger rooms into smaller rooms. In cases where long rooms run parallel with the corridor, a block of numbers will be reserved so that if future subdivisions do occur, numbers will be available for the spaces without renumbering the entire wing.

A room number value should be skipped for each 60 square feet of room space or 2% of usable space on the corridor or wing, whichever is greater. When numbers are reserved for future room divisions, the room numbers on both sides will increment as appropriate so rooms across from each other have matched order numbers, even and odd. Having numbers in reserve will avoid the need to renumber an entire level.

The numbering system should reflect a general location within the building. This can be done most easily by "stacking" room numbers as much as possible. For instance, rooms 5011, 5012 and 5013 should be in the same relative position in the building as room 6011, 6012 and 6013(see *Figure 4*).

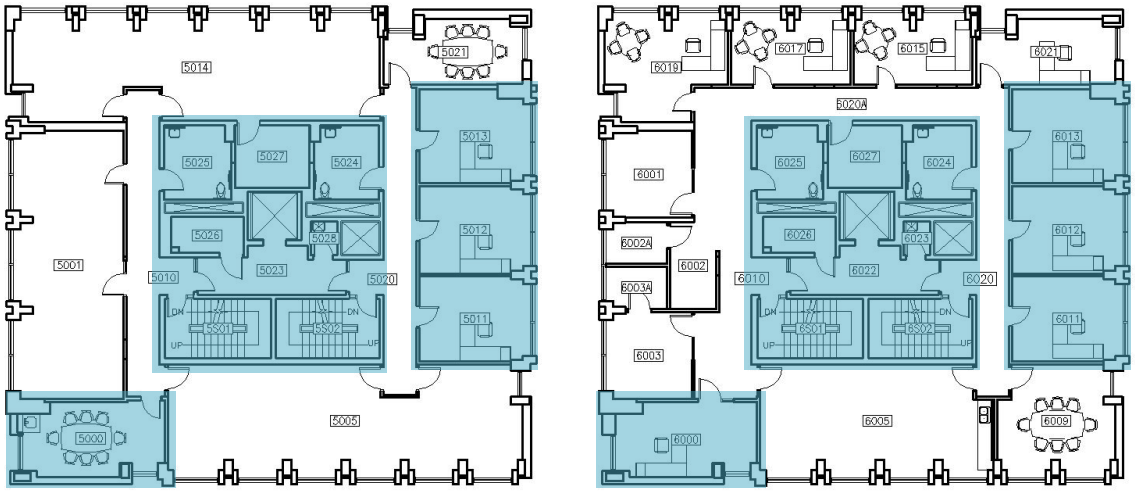

Figure 4

a) <u>Corridors and other required egress-ways</u>

Corridors and other required egress-ways will be numbered on plans and for space management. These numbers are not normally posted for use.

Hallways shall be numbered on each floor as follows numerical floor value prefix, followed by H (representing hallway) suffixed by the 2 digit assigned hallway number, example 1H01.

Entryways, vestibules and airlocks shall be numbered on each floor as follows numerical floor value prefix, followed by E (representing entry) suffixed by the 2 digit assigned entry number, example 1E01.

b) <u>Elevators:</u>

Elevator shafts shall be numbered on each floor as follows; numerical floor value prefix, followed by EL (representing elevator) suffixed by the 2 digit assigned elevator number, example 1EL01. *Note: Area count is only taken on the fire recall (main) floor.*

c) <u>Stairs:</u>

Interior stairwells shall be numbered on each floor as follows; numerical floor value prefix, followed by S (representing stair) suffixed by the 2 digit assigned stair number, example 1S01.

d) <u>Exterior Stairs:</u>

Exterior stairwells shall be numbered as follows; numerical floor value prefix, followed by XS (representing exterior stair) suffixed by the 2 digit assigned stair number, example 1XS01.

e) <u>Balconies</u>

To be determined.

f) <u>Terraces</u>

To be determined.

g) Podiums

To be determined.

h) Ramps:

Interior ramps shall be numbered on each floor as follows; numerical floor value prefix, followed by R (representing ramp) suffixed by the 2 digit assigned ramp number, example 1R01.

i) Shafts:

Vertical shafts, excluding elevator shafts, are not numbered.

j) Washrooms:

Washrooms are not assigned a special room number, they are to continue the standard room numbering assignments.

k) Electrical/Mechanical/Telecommunications:

Electrical, Mechanical and Telecommunications Rooms are not assigned a special room number, they are to continue the standard room numbering assignments.

l) Custodial Rooms/Closets:

Custodial Rooms are not assigned a special room number, they are to continue the standard room numbering assignments.

m) Workstations/Cubicles:

Workstations use the suite (or open area) room number followed by a period ('.'), then a 2-digit number starting with 01, example 2205.01. Workstation numbers should be in consecutive order and follow a clockwise pattern when possible. Start numbering at the point closest to the main entrance to the area. These numbers do not need to be posted.

n) Loading Docks:

A Loading Dock or Loading Bay is a raised horizontal surface / platform where goods can be loaded or unloaded. If the loading dock is an interior room it is not assigned a special room number, it is to continue the standard room numbering assignment. If the loading dock is an exterior platform; it shall be numbered with a numerical floor value prefix, followed by XD (representing Exterior Dock) suffixed by the 2 digit assigned number, example 1XD01.

End of Section
Quick Reference Guide

Floor Numbering

	Floor Name	Floor Code		
Above Grade	Penthouse	PH		
	Attic	06		
	Fifth Floor	05		
	Fourth Floor	04		
	Third Floor	03		
	First Floor Mezzanine	01M		
	Second Floor	02	Parking Level 3	PK3
	First Floor Mezzanine	01M	Parking Level 2	PK2
	First Floor	01	Parking Level 1	PK1
Below Grade	Basement	B	Parking Level 2	PK2
	Sub Basement	SB	Parking Level 3	PK3

Room Numbering

Room Name	Room Code Example
Corridors/Hallways	1H01
Entryways / Vestibules	1E01
Elevators	1EL01
Stairs	1S01
Exterior Stairs	1XS01
Balconies	To Be Determined
Terraces	To Be Determined
Podiums	To Be Determined
Ramps	1R01
Shafts	Not Numbered
Washrooms	Standard Numbering
Electrical/Mechanical/Telecommunication Rooms	Standard Numbering
Custodial Rooms	Standard Numbering
Workstations/Cubicles	Room Number + .01
Loading Dock	1XD01