1.0   GENERAL

   .1   Coordination Requirements

      .1   BCIT Campus Development.

   .2   Design Requirements

      .1   Campus Development approves room numbering.

      .2   Architectural floor plans issued for tender shall have proposed room and door numbers for Campus Development approval.

      .3   Once approved, any further changes to numbering (rooms, doors) must be re-submitted for approval.

      .4   Approved room numbers must be incorporated in drawings issued for construction.

   .3   Methodology

      .1   Room numbers are assigned to:

         .1   Every corridor that changes direction from the adjacent corridor.

         .2   Every lobby space that might be considered as a separate space from the adjacent corridor.

         .3   Every room is to be numbered separately.

      .2   Guidelines:

         .1   Level 1 use 100s etc. in smaller buildings and 1000s etc. in larger buildings.

         .2   Level 2 use 200s etc. in smaller buildings and 2000s etc. in larger buildings, and so forth up the building.

         .3   Stairs are identified as S, the level number, and then the "room" number, example S105 or S1050.

         .4   Mechanical shafts are identified as M, the level number, and then the "room" number; example M220 or M2200.

         .5   Basement labelling is B, and then the room number; example B010.

      .3   Typical all floors:

         .1   Keep numbering pattern of each floor consistent within the same building.

         .2   Lobbies and corridors have the 100s, for example, 100 or 1000; 200 or 2000, etc.

         .3   Label odd numbers on one side of the corridor (north and west), and even on the other (south and east).

         .4   It is acceptable to skip numbers to allow for future renovations.

.5 Where a room is accessed only from another room (a "sub-room"), the intent is that each room shall have its own number. If there is a lack of numbers available, for example with a renovation, then label the sub-room by adding a capital letter; example: 1550A.

.6 In open office areas, cubicles are numbered by labelling each cubicle with its room number and a small letter; examples: 1550a, 1550b.

.4 Doors:

.1 Doors are labelled with its room number followed by decimal point and 1. Any additional doors are labelled with the next number. Example: 1550.1 (main entry door) and 1550.2 (alternate entry door).

.5 Elevators, Elevator Call Buttons, Fire alarm Annunciator Panels, and Exit Stairs:

.1 Denote floor numbers on signs as follows:

.1 Level 1 (first or main floor) is to be shown as "1".

.2 Level 2 (second floor) is to be shown as "2", and so forth up the building.

*** END OF **ROOM NUMBERING** SECTION ***