



UNIVERSITY
OF TASMANIA

Policy on Space Numbering in University Owned Buildings

1. Introduction

The University has adopted the principles of total asset management with a central objective of achieving a high level of utilisation of the built infrastructure. Under the objectives of total asset management, maintenance information will be collected against individual spaces within buildings to assist in the general management of University assets. All space and asset data is recorded in the University asset management information systems, Pinnacle and Archibus.

The aim of this policy is to ensure that the numbers allocated to spaces in University owned buildings comply with the Archibus data standards (Sections 3.1.3 – 3.1.4.). The Space Planning Section will be responsible for issuing new space numbers and for the application of this policy. This is to be done prior to the completion of building works to ensure that appropriate numbers are put on doors and in key registers.

2. Policy Statement

All building spaces are to be numbered to ensure accurate asset management of the built environment at the University of Tasmania.

3. General

- 3.1 The lowest level in a building should generally be identified as Level 1, the next is Level 2, then Level 3 and so on¹. In some instances this could mean that the traditional ground floor is not Level 1 but Level 2 or 3.
- 3.2 A mezzanine will be identified as part of the level underneath.
- 3.3 Room numbers are to incorporate the appropriate level identifier. For example, the first room on Level 1 would be 101, the first on Level 2, 201. The number should not incorporate any separators.

¹ See Archibus Data Standards, Section 3.1.3 for exceptions.

- 3.4 Each room that is accessed from a corridor should have a unique number. However, where two or more rooms are constructed from one room (and a block of numbers has not been allowed for future subdivision), the new rooms should be given a unique identifier comprising the same number with the suffix A,B,C, e.g. 107A, 107B.
 - 3.5 Rooms that can only be accessed from within other rooms should be identified by the access room number and the suffix A, B, C. For example, a cool room or an office that can only be accessed from a laboratory should use the laboratory room number plus suffix, e.g. 201A.
 - 3.6 Spaces are usually numbered in a clockwise direction, starting from the main entrance to the building. However, an exception may occur when two or more buildings connect at the same floor level. In this instance numbers might flow through from one building to the next to prevent a number being repeated in different buildings but on the same corridor level.
 - 3.7 Each space is to be numbered, including corridors, stairwells, foyers, entrances and service ducts.
 - 3.8 Where a corridor turns a corner, the dog-leg should be given a separate number. The corridor space is considered to be that area which is in line of sight when moving from one space to another. Long corridors may be given separate numbers when split by smoke / fire doors.
 - 3.9 To aid the preparation of future reports regarding maintenance costs, vertical spaces should be given the same number on each level with the relevant level number as a prefix e.g. duct 92 is numbered 192; becomes 292; becomes 392 as you ascend floor levels.
 - 3.10 Where spaces are larger than a standard office or laboratory, a block of numbers should be withheld to allow for any future subdivision.
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Version Control

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Related Policies/Documents: