

00030S01 - ROOM NUMBERING STANDARDS

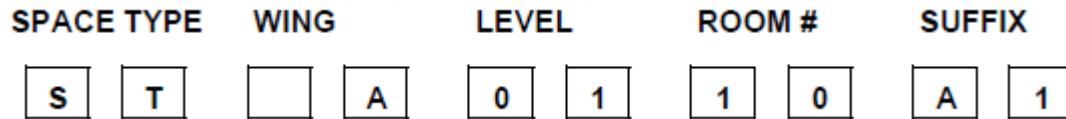
All constructed and renovated buildings owned by the University of Kentucky require room numbers for 1) emergency response, student, faculty, staff & visitor way-finding, 2) facility management & maintenance records & other operational purposes, 3) space and equipment inventory, and 4) federal, state, and financial (grants) reporting pursuant to the 'Postsecondary Education Facilities Inventory and Classification Manual (FICM): 2006 Edition. Room numbering must be patterned and relatively consistent from building to building. **If there is any deviating from these standards, it requires the approval of the PPD 'Manager of Facility Records (or his/her designated representative) and input is required from the UK Space Inventory/SAP database programmers to be sure that what's being proposed is feasible/possible from the university's space inventory/PM database side.**

Before the completion of Phase 2 – Design Development, the Consultant will provide key drawings (hard copy and digital) of the new/reconfigured space with the proposed room numbering system complying with the University's Room Numbering Standards for review and approval by the University's PPD 'Manager of Facility Records'. The approved key drawing, then determines the room numbers to be used for the room finish schedule, hardware schedule, equipment schedule, etc., for the Phase 3 – Construction Contract documents. And upon substantial completion of the facility, facilitates the inventorying of furnishings and equipment assigned to that room/space via a room ID bar code affixed to the middle hinge jamb of the door or other appropriate location.

Building Modifications: During renovation, all re-numbering of renovated rooms shall be consistent with the above standards and existing numbering in adjacent spaces. In cases where the existing room numbering system will not permit consistent application of the standards, consult with the PPD 'Manager of Facility Records' for further direction and approval of a proposed numbering plan. Partial renovations on a floor may not be justification for renumbering the entire floor as building controls, door keying, electrical panels, fire alarm panels, interior room signage, Space Inventory, Preventive Maintenance, Equipment Inventory etc. for the remaining spaces are impacted. Consult the PPD 'Manager of Facility Records.'

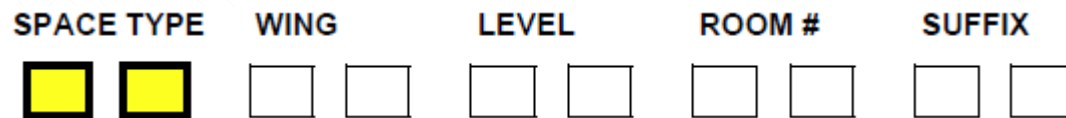
Room numbers can be up to 10 characters organized in the following sequence however there is no requirement that all characters be used on the drawings or room numbers affixed to the wall outside the space.

DEDICATED PREFIX'S



Listed below in Paragraphs 1.0 and 2.0 are dedicated Prefix's that are recognized and reserved for use by the University's Space Inventory database for the spaces listed.

1.0 SPACE TYPE



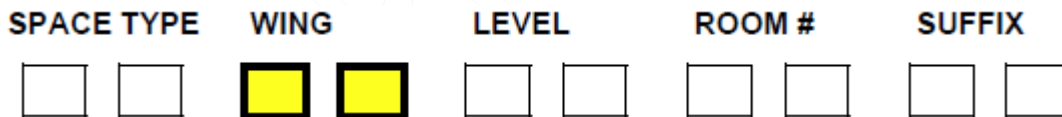
Prefixes listed first in a room ID typically interfere with sorting the rooms by floor number if they are listed later. The following Prefixes can only be used for the items noted in the table below otherwise the 'Prefix' is left blank or left available for use by the 'Suffix' if there are sub-rooms within suites. See Article 6.0 below for examples.

| Space Type | Use |
|------------|---------------------------------------|
| CH | Service Chutes (trash, laundry, etc.) |
| DT | Air Ducts |

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| | |
|----|---|
| DW | Dumb Waiter |
| EL | Elevators |
| I | The letter 'I' is not allowed in Prefixes/ Wings / Suffixes |
| LB | Lab Bench |
| LV | Parking Garage / Structure Levels |
| NR | Mechanical Interstitial spaces |
| O | The letter 'O' is not allowed in Prefixes/ Wings / Suffixes |
| PC | Pipe Chase |
| PH | Penthouse |
| RF | Roof |
| SH | Mechanical service shafts |
| ST | Stairs, whether interior or exterior, that are within the buildings drip line, or if covered within the covers drip line. |
| TL | Tunnels |
| XA | Exterior areas, whether walled or not, that are within the buildings drip line, or if covered within the covers drip line. Counts towards GSF of building. |
| XB | Exterior stairs attached / adjacent to a building that provide access to said building, but are outside of the buildings drip line. Does not count towards GSF of building. |
| XC | Exterior ramps attached / adjacent to a building that provide access to said building, but are outside of the buildings drip line. Does not count towards GSF of building. |
| XD | Areaways for windows / doors that fall beneath exterior grade that are attached to a building, but are predominately outside of the buildings drip line. Does not count towards GSF of building. |
| XE | Exterior Courtyards / Plazas / Patio, whether wrapped entirely by a building or not, that are outside of a buildings drip line. Does not count towards GSF of building. |
| XF | Exterior Amphitheater attached/adjacent to a building, but outside of the buildings drip line. Does not count towards GSF of building. |
| XG | Load docks attached/adjacent to a building, but outside of the buildings drip line. Does not count towards GSF of building. |
| XH | Exterior Sculptures |
| ZZ | Undocumented Space |

2.0 WINGS (for Floors Exceeding 99 Rooms)



In new buildings where more than 99 numbered rooms exist on any floor, prefixes shall be used in accordance with the building layout (ie. wings A, B, C, D, E, etc.). **(The letters 'I' and 'O' shall not be used for Wing designations.)** If a wing or an addition of a multi-story building is assigned a prefix then the same prefix shall be used on all floors. Wing Prefixes may also be used where there are multiple related buildings in a complex (sports complex, etc.), either separated or attached, that are administered by a common department/administrative unit.

| Use | Key Drawing | KD Excel | eBars Data | SAP Functional Location | Room Signage | Floor | Floor Level |
|-----|-------------|----------|------------|-------------------------|--------------|-----------------------|-------------|
| | A3B01 | A3B01 | A3B01 | A3B01 | A-3B01 | Bsmt. Level 3 | 3B |
| | A2B01 | A2B01 | A2B01 | A2B01 | A-2B01 | Bsmt. Level 2 | 2B |
| | A1B01 | A1B01 | A1B01 | A1B01 | A-1B01 | Bsmt. Level 1 | 1B |
| | A101 | A0101 | A0101 | A0101 | A-101 | 1 st Floor | 01 |
| | A1M01 | A1M01 | A1M01 | A1M01 | A-1M01 | Mezzanine (exist.) | 1M |

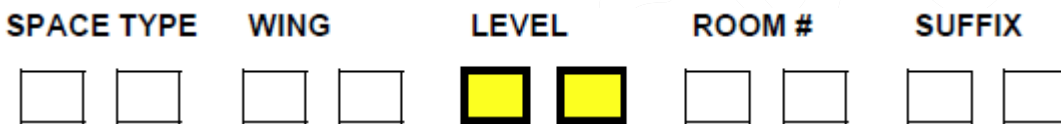
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| | | | | | | | |
|--|-------|-------|-------|-------|--------|------------------------|----|
| | | | | | | only) | |
| | A0201 | A0201 | A0201 | A0201 | A-201 | 2 nd Floor | 02 |
| | A1001 | A1001 | A1001 | A1001 | A-1001 | 10 th Floor | 10 |
| | A2001 | A2001 | A2001 | A2001 | A-2001 | 20 th Floor | 20 |

Building Addition Example: An addition is constructed to an existing multi-story building and the expanded floor has over 99 rooms. The prefix “A” is assigned to the addition. All spaces on the first floor shall be numbered using the prefix (i.e. A101, A102, A103, etc.). All spaces on the second and above floors shall use the same prefix (i.e. A-201, A-202, A-203, etc.). A hyphen **shall be** used between the wing and room number only on the room signage and drawings. Spreadsheets and databases drop the hyphen. If the addition has more than 99 numbered space on any floor, the building shall be divided into additional wings” and numbers can be repeated (i.e. A-101, B-101, etc.). Additional prefixes may be used as necessary if the building has a design that clearly “zones” the facility into well-defined areas. If a building is divided into several wings then a prefix may be assigned to each wing (i.e. the north wing may use the prefix “N” or N-101, N-201, etc. and the south wing use the prefix “S” or S-101, S-201, etc.).

In cases where the prefixes used appear to be alphabetical as one moves through the main corridor, care must be taken to adhere to this normal alphabetical order.

3.0 FLOOR LEVEL NUMBERING:



Floors in a building shall be indicated as

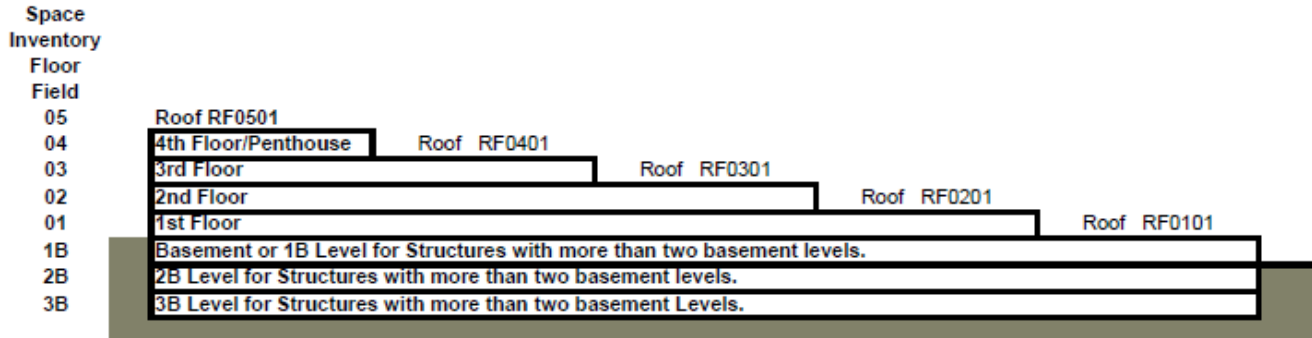


Figure 3.1

Standard Floors

Standard floors are main levels or stories. Most floors in University buildings will fall in this category. Standard floors should be numbered in ascending order starting with the main or “walk-in” floor and moving upward. Space database codes for these floors should use the leading zero for floors 1 through 9 (ie. 01, 02...09, 10, 11, etc.), however drawing plan room numbers, key drawings & rooms signage for way finding purposes on the 1st through 9th floors should drop the leading zero for the floor level. (ie. 1, 28, & 9). The titles for the Floor Plans should read - 1st Floor, 2nd Floor, etc.

Ground Floors

Except for existing facilities and/or an addition to an existing facility, the term ‘Ground Floor’ is not to be used. Where Ground Floors do exist, then their floor level is listed as ‘00’ in lieu of ‘1B’ as defined below. Any levels below the Ground Floor then becomes 1B, 2B, 3B, etc... as defined below.

Basement Floors

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Basement floors refer to levels below grade or below the main “walk-in” floor. Basement floors in University buildings should be numbered in ascending order starting with the floor just below the first floor and moving downward. In cases where there is only one Basement level, the Basement floor number 1B should be used and the label ‘Basement’ will suffice.

In cases where there is more than one basement level the following standard should be used. Plan Room numbers and Space database codes for these floors should be 1B, 2B, 3B, etc. followed by the room number with no hyphen between the level and the room number. Drawing Titles for these floors should be Basement Level 1, Basement Level 2, etc.. Elevator buttons shall use “1B” for single basements; or ‘1B’, ‘2B’, ‘3B’ for multiple basement levels to coordinate with the use of GIS way finding.

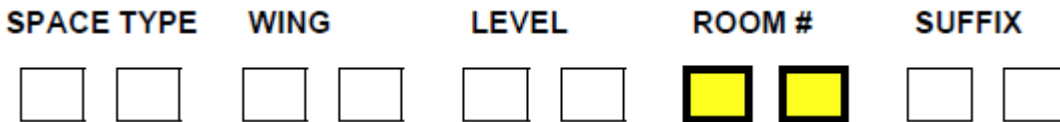
Mezzanines

If a building has a partial floor mezzanine above the 1st floor, then the mezzanine is the 2nd floor and the floor above shall be the 3rd floor. In existing buildings where the prescribed standard was not followed, the Mezzanine shall be designated with a floor level of M preceded by the floor level that it is over (i.e. 1M for the mezzanine at POT).

Roofs

The ‘RF’ prefix is reserved for Roofs on buildings. Where roofs at one elevation are divided by expansion joints or different sides of a building, then they shall be numbered sequentially. (ie RF0201, RF0202, RF0230, etc..) Where a multi-story building has roofs at multiple levels, then the roofs shall be numbered as shown on the above Figure 3.1.

4.0 ROOM NUMBERING:



4.1 - Room Numbering: A room numbering system for a building shall use the Floor Level as described in 3.0 above, the room number (00-99) plus applicable prefixes and suffixes. Room number 00 is reserved for the main unassignable public corridors in a building. Corridors within a suite are assignable spaces and shall not use century numbers for their numbering but be subsets of the door leading into the suite. (See 6.1 for examples)

Interior Spaces – Include all floored areas except for those with less than a 3 foot ceiling height. Also include within the room numbering scheme any fully excavated basement areas, interstitial space (i.e., mechanical floor or walkways) mezzanines, penthouses and floored attics meeting the 3 foot minimum ceiling height requirement. Do not include unexcavated basement areas.

-Exterior Spaces – four digit number sequence based upon the floor (i.e. XA0101, XA0102, XA0201, XA0202, etc...) for covered areas, whether walled or not, provided they are either within the outside face lines of the buildings to the extent of the roof drip line, or if covered, to the extent of their cover’s drip line. (walkways, pedestrian bridges, porches, porte-cocheres, loading docks, inner or outer balconies to the extent of a drip line from a roof or balcony immediately above and patio’s beneath building overhangs. The prefix “XA” is to be used only for the exterior covered spaces.

NOTE: Exterior spaces as defined above count as part of the Gross Square Footage (GSF) of the facility and as part of the unassignable area of the facility for University space inventory purposes. But does not count towards GSF used by Kentucky Building Code for code review.

4.2 Organization:

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Each facility's room numbering system shall be structured so that the numbers flow through the building in a consistent and comprehensible pattern. The patterns shall be clear to the users of the facility, not causing confusion for individuals attempting to locate spaces.

On multi-level buildings, use "stackable" numbering schemes where the logic of the room numbers from one floor matches that of the room numbers on the floors above and below. **An effort shall be made to maintain consistent room numbers for similar elements on each floor** (i.e., if restrooms, electrical closets, communication closets, etc. are located in same area of each floor they should share common room numbers (i.e. 0010, 110, 210, 310, 410, etc...))

Consult the PPD 'Manager of Facility Records' for designs with irregular patterns or designs not listed above.

4.3 Odd, Even, and Skipped Numbers:

Room numbers shall be coordinated such that even numbers are on one side of a corridor and odd numbers are on the other side. Buildings with a north/south main corridor orientation shall have the even numbers on the east side and odd number rooms on the west side of the corridors. Buildings with an east/west main corridor orientation shall have the even numbers on the south side and odd number rooms on the north side of the corridor. In buildings with a circular corridor or race track design, the lowest numbers shall start at an obvious point, such as the elevators or front entrance, and progress in a clockwise direction.

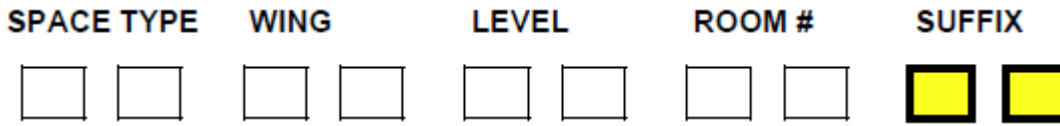
Depending upon the footprint of the floor consider jumping four to six room numbers per column bay on each side of the corridor to allow for future division of large rooms into smaller rooms. In most instances, room numbers on one side of a corridor shall be skipped in order to maintain succession with the room numbers on the opposite side of the corridor. This may occur, for example, when a suite of rooms or large space enters through a single door and there are no other doors on that same side until further down the corridor. Skipped numbers allow for future renovations that may convert suites or large spaces into separate or small rooms with additional corridor doors (i.e., spread the numbering system out so that infill numbers are available, based on available space).

When a corridor contains large rooms such as classrooms, conference rooms, etc. on both sides of the corridor, room numbers shall be skipped on both sides of the corridor to allow for future renovation of a large space into smaller spaces. Sufficient numbers shall be reserved to allow for the large spaces to be divided into standard size office spaces.

Consult the PPD 'Manager of Facility Records' for designs with irregular patterns or designs not listed above.

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5.0 – SUFFIXS



5.1 Suite of Rooms or Cubicles (*) within a large Room:

In situations where a suite of rooms exists, or rooms have inner rooms, or a room is further subdivided by open landscape office systems or partial height walls, the room numbering shall be such that one number is used for the main room of the space and the interior rooms will use the main number with an uppercase suffix letter. DO NOT USE alphabetical suffix's 'I' and 'O' as they will be confused with numerical ones and zeros.

Example: 101 for a room whose entry is made from the corridor into the suite. 101A, 101B, 101C, etc. for rooms that are inside the suite and their entrance door is not on the main public corridor. A hyphen **is not** used between the number and the suffix. If 101A has a sub-room(s), then its room number would be 101A1, 101A2, etc..If the number of rooms exceeds the 24 allowed characters, then continue with 101AA, 101AB, 101AC, etc..

* - "Cubicles are defined as areas separated by partial height walls and or prefabricated systems furniture panels. The use of book cases and desks do not make up a cubicle." The determining factors as to whether to assign a room number to open landscape office cubicles or not is whether they're hard wired for electrical and communications; AND whether they're for one FTE (*) person as their normal working space equaling or exceeding 80 NASF; AND whether the open landscape office cubicle's walls (soft or hard surface) are 42" tall or higher. If all three conditions are met, then room numbers shall be assigned. Other situations will be reviewed on a case by case basis.

* - Per the Provost's Office Standards, 80 NASF is what a Faculty (Consulting, Visiting or active Emeritus); a Lecturer, Fellow, Research Assoc.; a Manager; or a Professional Technical Support Staff would have if they were assigned an Open Workstation.

Corridors within a lockable/secure suite are assignable spaces and shall not use public corridor century numbers (100, 200, 300, etc.) for their numbering but be subsets of the door leading into the suite.

Consult the PPD 'Manager of Facility Records' for designs with irregular patterns or designs not listed above.

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6.0 NUMBERING CONVENTIONS FOR SPECIFIC SPACES:

6.01 Corridors: All public unassignable corridors shall be identified using the century numbers 000, 100, 200, 300, etc. with 000 being used for the basement (1B-000 & 2B-000 if more than one basement level), 100 for the first floor, 200 for the second and so on for the remaining upper floors. A suffix shall be used for floors with multiple corridors (i.e. 100A, 100B, 100C, etc.) and suffixes may be used to identify location of the corridors (i.e. 100W for the west corridor and 100E for the east corridor. If a building is divided into zones, such as a wing or a large facility with more than 100 numbered spaces, both a suffix and a prefix may be used to identify the corridors (i.e. a wing of an addition has been assigned a prefix of "F" then the west corridor shall be F-100W). Corridors within a suite are assignable spaces and shall not use century numbers for their numbering but be subsets of the door leading into the suite.

6.02 Ducts: Noted on Key Drawings, KD Excel file, eBARs / SAP as defined below. No signage required.

| Use | Key Drawing | KD Excel | eBars Data | SAP Functional Location | Room Signage | Floor | Floor Level |
|-----|-------------|----------|------------|-------------------------|--------------|-------------------------|-------------|
| YYY | DT1 | DT1 | DT3B01 | DT3B01 | None | Bsmt. Level 3 | 3B |
| | DT1 | DT1 | DT2B01 | DT2B01 | None | Bsmt. Level 2 | 2B |
| | DT1 | DT1 | DT1B01 | DT1B01 | None | Bsmt. Level 1 | 1B |
| | DT1 | DT1 | DT0101 | DT0101 | None | 1 st Floor | 01 |
| | DT1 | DT1 | DT1M01 | DT1M01 | None | Mezzanine (exist. only) | 1M |
| | DT1 | DT1 | DT0201 | DT0201 | None | 2 nd Floor | 02 |
| | DT1 | DT1 | DT1001 | DT1001 | None | 10 th Floor | 10 |
| | DT1 | DT1 | DT2001 | DT2001 | None | 20 th Floor | 20 |

6.03 Dumbwaiters: Noted on Key Drawings, KD Excel file, eBARs / SAP as defined below. Signage should be at each opening to dumbwaiter.

| Use | Key Drawing | KD Excel | eBars Data | SAP Functional Location | Room Signage | Floor | Floor Level |
|-----|-------------|----------|------------|-------------------------|--------------|-------------------------|-------------|
| YYY | DW1 | DW1 | DW3B01 | DW3B01 | DW #1 | Bsmt. Level 3 | 3B |
| | DW1 | DW1 | DW2B01 | DW2B01 | DW #1 | Bsmt. Level 2 | 2B |
| | DW1 | DW1 | DW1B01 | DW1B01 | DW #1 | Bsmt. Level 1 | 1B |
| | DW1 | DW1 | DW0101 | DW0101 | DW #1 | 1 st Floor | 01 |
| | DW1 | DW1 | DW1M01 | DW1M01 | DW #1 | Mezzanine (exist. only) | 1M |
| | DW1 | DW1 | DW0201 | DW0201 | DW #1 | 2 nd Floor | 02 |
| | DW1 | DW1 | DW1001 | DW1001 | DW #1 | 10 th Floor | 10 |
| | DW1 | DW1 | DW2001 | DW2001 | DW #1 | 20 th Floor | 20 |

6.04 Elevators: All elevators for drawings and database purposes shall be identified with the prefix abbreviation "EL" followed by level and a numerical room number and a single alphabetical character suffix. For databases, the Level portion of the elevator room number shall be expanded to four digits using a leading zero for floor levels 01 to 09. The room number is to match the corridor room number (typically 00). However they may be located off of a Departmental Corridor, in which case the elevator room number shall match the departmental corridor room number. Signage showing the Elevator Prefix and alphabetical character should be adjacent to each elevator door opening.

(NOTE: The below UK elevator shaft numerical number is different than the one required by the Elevator Standard which is number coded by the elevator installer into the elevator emergency phone to

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automatically identify a caller's building and elevator location if an elevator user becomes stuck or needs emergency assistance. Elevator Standard Example 0045A where the first four digits are the assigned UK building number (in this example McVey Hall) and 'A' represents elevator A.)

| Use | Key Drawing | KD Excel | eBars Data | SAP Functional Location | Room Signage | Floor | Floor Level |
|-----|-------------|----------|------------|-------------------------|--------------|-------------------------|-------------|
| WWW | EL-A | ELA | EL3B00A | EL3B00A | Elev-A | Bsmt. Level 3 | 3B |
| | EL-A | ELA | EL2B00A | EL2B00A | Elev-A | Bsmt. Level 2 | 2B |
| | EL-A | ELA | EL1B00A | EL1B00A | Elev-A | Bsmt. Level 1 | 1B |
| | EL-A | ELA | EL0100A | EL0100A | Elev-A | 1 st Floor | 01 |
| | EL-A | ELA | EL1M00A | EL1M00A | Elev-A | Mezzanine (exist. only) | 1M |
| | EL-A | ELA | EL0200A | EL0200A | Elev-A | 2 nd Floor | 02 |
| | EL-A | ELA | EL1000A | EL1000A | Elev-A | 10 th Floor | 10 |
| | EL-A | ELA | EL2000A | EL2000A | Elev-A | 20 th Floor | 20 |

6.05 Exterior Rooms: **Exterior Rooms** are covered areas, whether walled or not, provided they are either within the outside face lines of the buildings to the extent of the roof drip line, or if covered, to the extent of their cover's drip line. (ie. walkways, pedestrian bridges, porches, porte-cocheres, loading docks, inner or outer balconies to the extent of a drip line from a roof or balcony immediately above and patio's beneath building overhangs. No signage required.

| Use | Key Drawing | KD Excel | eBars Data | SAP Functional Location | Room Signage | Floor | Floor Level |
|-----|-------------|----------|------------|-------------------------|--------------|------------------------|-------------|
| WWW | XA01 | XA01 | XA1B01 | | None | Bsmt Level 1 | 1B |
| | XA100 | XA100 | XA0100 | | None | 1 st Floor | 01 |
| | XA1M01 | XA1M01 | XA1M01 | | None | Mezzanine | 1M |
| | XA200 | XA200 | XA0200 | | None | 2 nd Floor | 02 |
| | XA1000 | XA1000 | XA1000 | | None | 10 th Floor | 10 |
| | XA2000 | XA2000 | XA2000 | | None | 20 th Floor | 20 |

6.06 Interstitial Mechanical Spaces: If a building has interstitial mechanical areas that have floors or catwalks, then the floored spaces in the interstitial space shall have a prefix of 'NR' and be numbered so as to assist wayfinding to that location (ie. A catwalk above room 316 and accessed from room 316 would be NR0316, whereas if the catwalk was above room 316, but accessed from 416, then it would be NR0416 for wayfinding purposes.) Note that floored interstitial spaces/catwalks count as part of the Gross Square Footage of a facility as well as are part of the un-assignable areas of the facility. (See also 6.13 Tunnel.)

NOTE: Signage only required adjacent to a regular door accessing interstitial space. Otherwise UK Space Inventory's eBars Bar Code on the hinge side of the jamb will suffice.

| Use | Key Drawing | KD Excel | eBars Data | SAP Functional Location | Room Signage | Floor | Floor Level |
|-----|-------------|----------|------------|-------------------------|--------------|------------------------|-------------|
| YYY | NR01 | NR01 | NR3B01 | | See Note: | Bsmt. Level 3 | 3B |
| | NR01 | NR01 | NR2B01 | | See Note: | Bsmt. Level 2 | 2B |
| | NR01 | NR01 | NR1B01 | | See Note: | Bsmt. Level 1 | 1B |
| | NR01 | NR01 | NR0101 | | See Note: | 1 st Floor | 01 |
| | NR01 | NR01 | NR0201 | | See Note: | 2 nd Floor | 02 |
| | NR01 | NR01 | NR1001 | | See Note: | 10 th Floor | 10 |
| | NR01 | NR01 | NR2001 | | See Note: | 20 th Floor | 20 |

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6.07 Lab Benches

Confirm with the Project Manager whether individual lab benches in large Open Plan Labs (for example Biological Biomedical Sciences Research Building (BBSRB)) need to be numbered with the Prefix LB and a 2 digit number. The bench numbers are separate from the room numbers. (ie LBB0206-01 where LB is the prefix, B is the wing, 02 is the level, 06 is the room number, a hyphen, then the bench number) Lab Bench signage is to be provided for each open plan lab bench.

| Use | Key Drawing | KD Excel | eBars Data | SAP Functional Location | Room Signage | Floor | Floor Level |
|-----|-------------|----------|------------|-------------------------|--------------|------------------------|-------------|
| | LB3B01-01 | LB3B0101 | LB3B0101 | LB3B0101 | LB3B01-01 | Bsmt. Level 3 | 3B |
| | LB2B01-01 | LB2B0101 | LB2B0101 | LB2B0101 | LB2B01-01 | Bsmt. Level 2 | 2B |
| | LB1B01-01 | LB1B0101 | LB1B0101 | LB1B0101 | LB1B01-01 | Bsmt. Level 1 | 1B |
| | LB0101-01 | LB010101 | LB010101 | LB010101 | LB101-01 | 1 st Floor | 01 |
| | LB0201-01 | LB020101 | LB020101 | LB020101 | LB201-01 | 2 nd Floor | 02 |
| | LB1001-01 | LB100101 | LB100101 | LB100101 | LB1001-01 | 10 th Floor | 10 |
| | LB2001-01 | LB200101 | LB200101 | LB200101 | LB2001-01 | 20 th Floor | 20 |

6.08 Penthouses

| Use | Key Drawing | KD Excel | eBars Data | SAP Functional Location | Room Signage | Floor | Floor Level |
|-----|-------------|----------|------------|-------------------------|--------------|-----------------------|-------------|
| YYY | PH400 | PH400 | PH0400 | PH400 | PH400 | 4 th Floor | 04 |

6.09 Pipe Chase

Pipe chases should be numbered based upon what room they're adjacent to. Unless there is a full size door accessing the space no signage required.

| Use | Key Drawing | KD Excel | eBars Data | SAP Functional Location | Room Signage | Floor | Floor Level |
|-----|-------------|----------|------------|-------------------------|--------------|------------------------|-------------|
| YYY | PC1 | PC1 | PC3B01 | | None | Bsmt. Level 3 | 3B |
| | PC1 | PC1 | PC2B01 | | None | Bsmt. Level 2 | 2B |
| | PC1 | PC1 | PC1B01 | | None | Bsmt. Level 1 | 1B |
| | PC1 | PC1 | PC0101 | | None | 1 st Floor | 01 |
| | PC1 | PC1 | PC1M01 | | None | Mezzanine | M1 |
| | PC1 | PC1 | PC0201 | | None | 2 nd Floor | 02 |
| | PC1 | PC1 | PC1001 | | None | 10 th Floor | 10 |
| | PC1 | PC1 | PC2001 | | None | 20 th Floor | 20 |

6.10 Shafts

Shafts should be numbered based upon what room they're adjacent to. Unless there is a full size door accessing the space no signage required.

| Use | Key Drawing | KD Excel | eBars Data | SAP Functional Location | Room Signage | Floor | Floor Level |
|-----|-------------|----------|------------|-------------------------|--------------|-----------------------|-------------|
| YYY | SH1 | SH1 | SH3B01 | | None | Bsmt. Level 3 | 3B |
| | SH1 | SH1 | SH2B01 | | None | Bsmt. Level 2 | 2B |
| | SH1 | SH1 | SH1B01 | | None | Bsmt. Level 1 | 1B |
| | SH1 | SH1 | SH0101 | | None | 1 st Floor | 01 |

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|--|-----|-----|--------|--|------|------------------------|----|
| | SH1 | SH1 | SH1M01 | | None | Mezzanine (exist.only) | M1 |
| | SH1 | SH1 | SH0201 | | None | 2 nd Floor | 02 |
| | SH1 | SH1 | SH1001 | | None | 10 th Floor | 10 |
| | SH1 | SH1 | SH2001 | | None | 20 th Floor | 20 |

6.11 Stairs: All stairs for drawings and database purposes shall be identified with a prefix abbreviation “ST” followed by a numerical floor number followed by a numerical room number and a single uppercase letter starting with the letter A (i.e. A, B, C, D, E, etc.). Only one letter shall be used for the entire height of the stairwell. For databases, the number portion of the stair room number shall be expanded to two digits for the Level and ‘00’ as the two digits for the room number.

| Use | Key Drawing | KD Excel | eBars Data | SAP Functional Location | Room Signage | Floor | Floor Level |
|-----|-------------|----------|------------|-------------------------|--------------|-------------------------|-------------|
| WWW | ST-A | STA | ST3B00A | ST3B00A | Stair-A | Bsmt. Level 3 | 3B |
| | ST-A | STA | ST2B00A | ST2B00A | Stair-A | Bsmt.Level 2 | 2B |
| | ST-A | STA | ST1B00A | ST1B00A | Stair-A | Bsmt. Level 1 | 1B |
| | ST-A | STA | ST0100A | ST0100A | Stair-A | 1 st Floor | 01 |
| | ST-A | STA | ST1M01A | ST1M01A | Stair-A | Mezzanine (exist. only) | 1M |
| | ST-A | STA | ST0200A | ST0200A | Stair-A | 2 nd Floor | 02 |
| | ST-A | STA | ST1000A | ST1000A | Stair-A | 10 th Floor | 10 |
| | ST-A | STA | ST2000A | ST2000A | Stair-A | 20 th Floor | 20 |

6.12 Trash Chutes

Trash Chutes should be numbered based upon what room they’re adjacent to. Unless there is a full size door accessing the space no signage required.

| Use | Key Drawing | KD Excel | eBars Data | SAP Functional Location | Room Signage | Floor | Floor Level |
|-----|-------------|----------|------------|-------------------------|--------------|-------------------------|-------------|
| YYY | CH1 | CH1 | CH3B01 | CH3B01 | None | Bsmt Level 3 | 3B |
| | CH1 | CH1 | CH2B01 | CH2B01 | None | Bsmt Level 2 | 2B |
| | CH1 | CH1 | CH1B01 | CH1B01 | None | Bsmtt Level 1 | 1B |
| | CH1 | CH1 | CH0100 | CH0100 | None | 1 st Floor | 01 |
| | CH1 | CH1 | CH1M01 | CH1M01 | None | Mezzanine (exist. only) | 1M |
| | CH1 | CH1 | CH0200 | CH0200 | None | 2 nd Floor | 02 |
| | CH1 | CH1 | CH1000 | CH1000 | None | 10 th Floor | 10 |
| | CH1 | CH1 | CH2000 | CH2000 | None | 20 th Floor | 20 |

6.13 Tunnels

Note that where a new building’s basement ties into a tunnel that’s at a lower level, and that tunnel is already at the basement level of other buildings that it ties to, then the new buildings connection to the tunnel should be numbered as if it was at the basement level similar to wayfinding to an interstitial space..i.e. TL01B01.

| Use | Key Drawing | KD Excel | eBars Data | SAP Functional Location | Room Signage | Floor | Floor Level |
|-----|-------------|----------|------------|-------------------------|--------------|-----------------------|-------------|
| YYY | TL1 | TL1 | TL3B01 | TL3B01 | TL3B01 | Bsmt Level 3 | 3B |
| | TL1 | TL1 | TL2B01 | TL2B01 | TL2B01 | Bsmt Level 2 | 2B |
| | TL1 | TL1 | TL1B01 | TL1B01 | TL1B01 | Bsmt Level 1 | 1B |
| | TL1 | TL1 | TL0100 | TL0100 | TL0100 | 1 st Floor | 01 |

00030S01 - ROOM NUMBERING STANDARDS

6.14 Parking Structures: The room numbers selected for rooms in parking garages shall correspond to the designated garage levels as shown on the plans. For example, a storage room located on the second level of a garage will have a number between 200 and 299. Office suites in garages will follow the standards for buildings as previously described.

7.0 APPROVALS:

All room numbers must meet the approval of the University's PPD 'Manager of Facility Records' and/or his/her designated reviewer. If there is any deviating from these standards, it requires the approval of the PPD 'Manager of Facility Records' (or his/her designated representative) and input is required from the UK Space Inventory/PM database programmers to be sure that what's being proposed is feasible/possible from the university's database side.