Room Numbering

.1 **Submittals and Shop Drawings Required:**

a. Floor Plan and life safety plan.
b. Intended coordination with other trades.
c. Coordinate with signage package as required by contract.

.2 **Testing and Standards:**

a. Use product appropriate to application.
b. Comply with Provincial and municipal building codes.
c. Comply with Federal, Provincial and Municipal Fire Codes.
d. Coordinate with signage standards as recognized by Ontario Building Code
e. (OBC), Accessibility for Ontarians with Disabilities Act (AODA), Queen's
f. University Signage Design Standards and Facility Accessibility Design Standards (QFADS).

.4 **Room Numbering**

a. Levels identified at each level LL2, LL1, 01, 02 and on.
b. Corridor numbers begin at 1000 and up. i.e. Second level corridors numbered 2000 to 2999.
c. Room numbers have even numbers on one side of the corridor and odd numbers on the other. Be consistent from level to level.
d. Stairs numbers start at 1060 and progress up? i.e. First Level Stairs 1060, 1061, 1062.
e. Elevators to be numbered, i.e. EL-1812-02 EL = Elevator, 181 = Building number, 2 = Elevator number, -02 = Floor level
f. Electrical & Mechanical rooms do not have special numbers, use next one in sequence the corridor.
g. Rooms within suites, numbers to offices to run clockwise around room using letter designation 101A, 101B etc.
h. Leave vacancy in numbering for offices that can be subdivided

.6 **Identify Special Locations**

a. Identify areas of refuge.
b. Identify accessible facilities, baby change tables, no access, etc.