

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 the Ontario Building Code (OBC), Accessibility for Ontarians with Disabilities Act (AODA), Queen's University Signage Design Standards, and Queen's Facility Accessibility Design Standards (QFADS).

3. Room Numbering:

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

4. Identify Special Locations:

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