



**Space and Door**  
**Numbering Standards (V1.0)**  
**Facilities Planning and Construction**  
**2014**

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# **1 Introduction**

## **1.1 Overview of Numbering Standards**

The University of Nebraska–Lincoln Facilities Planning and Construction Department (UNL FPC) is responsible for maintaining electronic “as-built” archived construction documents produced as part of capital construction projects.

UNL FPC is responsible for generating and maintaining accurate electronic archived documents for all campus facilities. These archives support many campus entities and initiatives including telecommunications, building automation systems, CCTV, maintenance management, security, Institutional Research & Planning (IRP) and Geographic Information Systems (GIS). Also of importance these archives become a reference library for interior building signage, wayfinding, building access, door keys and hardware all of which is used by UNL Building Systems Maintenance (BSM), Police, Building Access and the Key Shop for Maintenance, access, security and first responders.

In order to support UNL FPC’s missions, a well-defined and detailed set of Interior Room, Space, Area and Door Numbering Standards are required in order to maximize efficiencies, security and usability by all UNL departments.

This document details UNL FPC’s Room, Space, Area and Door Numbering Standards for the production and delivery of floor plans or other documents required for all capital construction projects, internal FPC projects and/or any field modifications made.

These procedures outline herein the numbering convention standards are to be exclusively used at the University of Nebraska–Lincoln. Although these should be easily applied to most projects, logical discretion must be used to effectively apply the conventions in special circumstances. There shall be no alternate numbering convention introduced without a written waiver approved by the UNL Project Manager, FPC, BSM and Police. In which case, care must be taken and adequate review built in, to ensure an exception does not become the rule.

## **2 Purpose**

### **2.1 Unique Numbering Assignments**

The intent is to Identify and assign numerical and alphanumeric numbers to each individual room, space, area and door in each University building or structure. All room, space, area and door numbers shall be unique and never duplicated throughout a building regardless of the floor or level.

### **2.2 Wayfinding**

A unique numbering standard is required in order to provide proper signage, which is fixed, tamper resistant and in compliance with ADA regulations. The numbering standard will also be used for navigation. If room, space and area numbers are sequential and include location designations, they can help to provide information and guide University employees, students, visitors and emergency first responders, both sighted and visually impaired, to their destination.

### **2.3 Implementation**

To identify early in a project design process so that all construction activity, equipment, door hardware, building materials and closeout documents refer to a single UNL standard room, space, area and door

number. In lieu of misinterpreting construction numbers with contract document numbers and with final UNL numbers; a single number following the UNL numbering convention standard shall be used from the onset of the project through substantial completion. The room, space, area and door number assignments are used internally, prior to construction completion, during construction and continued to be used for the life of the building by many UNL departments.

When capital construction projects, renovations or internal UNL projects require the modification or revision of rooms, spaces, areas, doors or the circulation within a building or structure a well-defined room, space, area and door numbering arrangement following these UNL numbering convention standards must be submitted to UNL FPC for review. This review submittal shall be incorporated into the Design Development phase via a floor plan drawing and shall strictly follow the numbering standards set forth herein.

UNL requires that vendors submit the most current version of AutoCAD®.dwg formatted CAD files for all capital construction Design Development reviews that are fully compliant with all of the standards outlined in the UNL CAD Standards. PDF files will be an alternate form accepted at this phase for numbering assignment review by UNL only as supplemental information.

## 3 Room, Space, Area Numbering Production

### 3.1 UNL Defined Spaces

Alcoves are recesses or small rooms adjacent to or opening out of a room. These spaces are not defined as rooms and will not be numbered.

Chase/Shatts are inaccessible spaces built inside a building to house mechanical equipment or wiring.

Closets are numbered according to the room they are attached to using an alphabetic designation.

Corridors/Hallways are defined as circulation areas accessible to the public.

Cubicles are furniture and not defined as rooms and will not be numbered by A/E vendors or by UNL FPC. However these spaces will be accounted for and numbered separately by UNL IRP with a unique nomenclature different than that described herein.

Custodial/Building Service Rooms are building service rooms controlled by Custodial Services.

Individual Rooms have four walls with a hallway entry.

Lobbies/Commons are considered halls, foyers or waiting rooms at or near the entrance to a building that is not enclosed.

Main Building Entrances are outside door openings into a building accessible to the public.

Main Floor is the first level at or above grade, or half a flight up if the door entrance is between floors.

Mechanical / Electrical Rooms are building service rooms controlled by Building Systems Maintenance.

Mezzanine an intermediate level such as interstitial spaces or penthouses between floors and not used for general circulation or accessible to the public.

Partial Walls or Counter Space that directly separate a space from their primary space should be numbered as a sub room of the primary space number.

Restrooms are designated for use by Men / Women / Unisex / Private or Family.

Stacks are intermediate levels between actual building floors that are often accessible to the public and used for a variety of reasons including book storage.

Stairways that are inside the building are given a number for identification.

Sub Rooms/Connecting are rooms or spaces joined by primary room with a shared door.

Suites are a series of attached rooms with a primary room that has entrance from a corridor.

Telecomm Rooms are rooms that house networking equipment controlled by telecommunication services.

Vestibules are antechambers between the exterior door and the interior parts of the building.

## **3.2 Room, Space, Area Numbering Assignment Steps**

### **3.2.1 Determine the Building Main Entrance**

Although there will be several entrances to any building, there is one that by design is considered the main entrance. This must be identified and will serve to maintain coherence to the numbering pattern.

### **3.2.2 Determining Floors and Levels**

Begin at what is determined to be the main or primary entrance. Upon entering the building main entrance, the first floor at or just above grade shall be considered the first floor. Subsequent floors above the first floor and accessible to the public or any space considered circulation will be considered the second, third, fourth, etc. Floors below the first floor will be considered the basement and then the sub-basement. Intermediate levels between floors and not used for circulation or accessible to the public are considered mezzanines. Tunnels are not considered a floor or level.

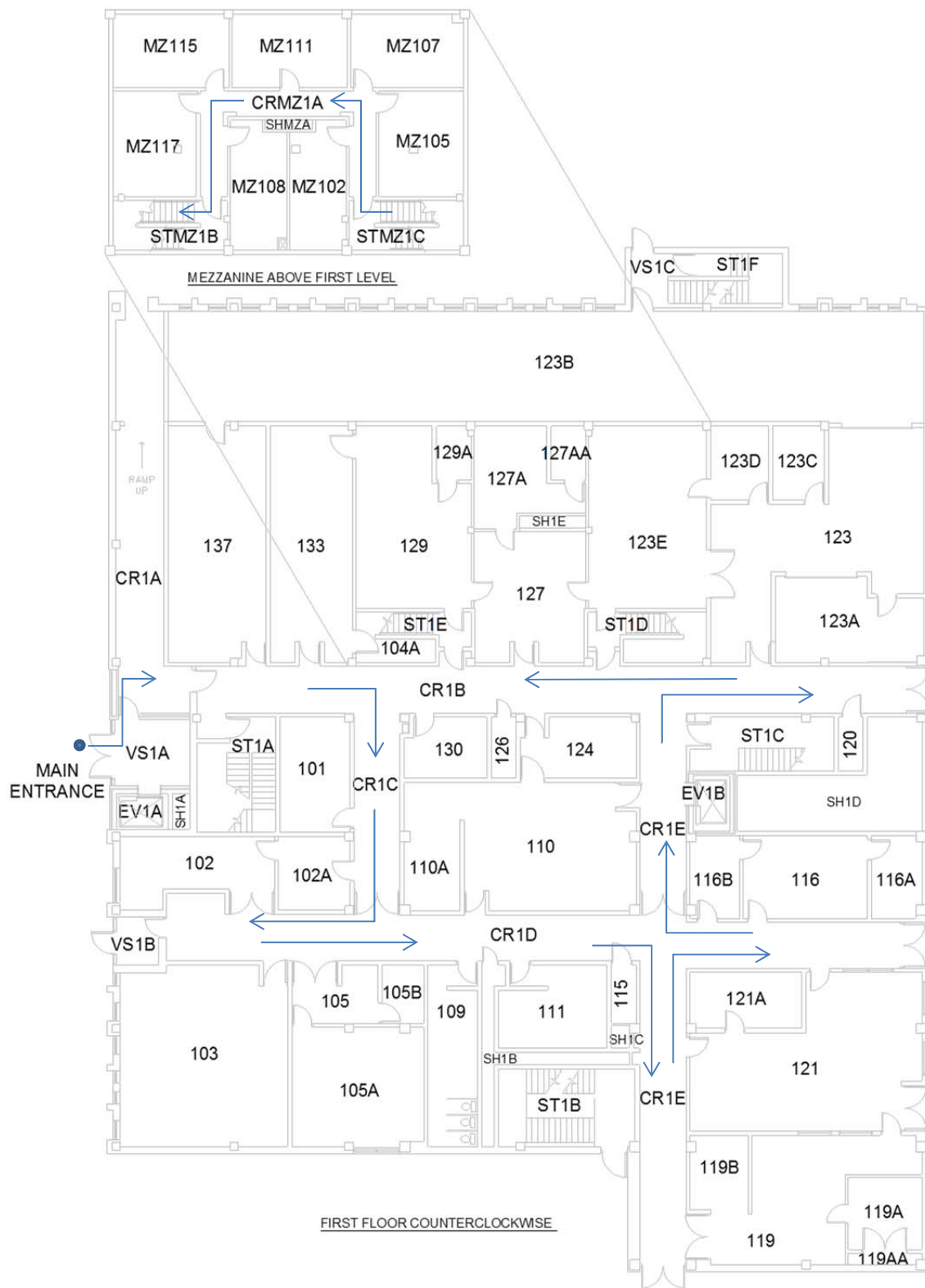
Each floor beginning with the first floor and going up shall be represented as a hundred series number and indicated as such for each floor. First floor shall be 100 series, second floor 200 series, third floor 300 series, etc. The tenth floor will be represented as 1000 series, eleventh floor 1100 series, twelfth floor 1200 series, etc.

The basement shall be represented as a 3-digit number. The first digit shall always be a zero followed by numbers 1 – 99 such that the number represents rooms, spaces and areas as: 001; 012; 023; 047; etc. Sub-basements shall all be represented as a 4-digit alphanumeric and numerical number. The first digits shall always be 'SB' followed by numbers 1 – 99 such that the number resembles SB01; SB12; SB23; SB47 etc.

Intermediate levels such as interstitial spaces and penthouses shall all be represented as mezzanines and should use 'MZ' preceding the hundred series floor number used to access said intermediate levels. A mezzanine just above the first floor shall be MZ100 series, a mezzanine above the second floor shall be MZ200 series, etc. Roof level penthouses shall also be represented as mezzanine levels in the same manner previously described. If the top occupied, accessible, circulation floor of a building is the twelfth floor then the roof penthouse directly above shall be MZ1200 series. In the event that intermediate spaces are stacked then the first level shall be represented in the same manner as previously described and the stacked intermediate level will utilize the next floor hundred series number. If the top occupied, accessible, circulation floor of a building is the twelfth floor then the mezzanine directly above shall be MZ1200 series and the penthouse directly stacked above that shall be MZ1300, etc.

### 3.2.3 Counterclockwise Numbering Pattern and Direction

After the building main entrance has been established and the floor numbering is identified immediately begin counting rooms, spaces or areas in a counter clockwise direction. On the first floor start counting with the number 101; second floor 201; third floor 301; etc. Whole hundred numbers – 100; 200; 300; etc. shall not be used and are reserved for future use. The room, space and area numbering should continue in a counterclockwise direction around the floor. Moving around the floor counterclockwise odd numbers shall be kept on the right side of the corridor and even numbers on the left side of the corridor whenever possible. This is the preferred directional pattern numbering method. Refer to **Figure 1** and **Figure 2**.



**Figure 1: First Floor Counterclockwise Example**



### Figure 2: Second Floor Counterclockwise Example

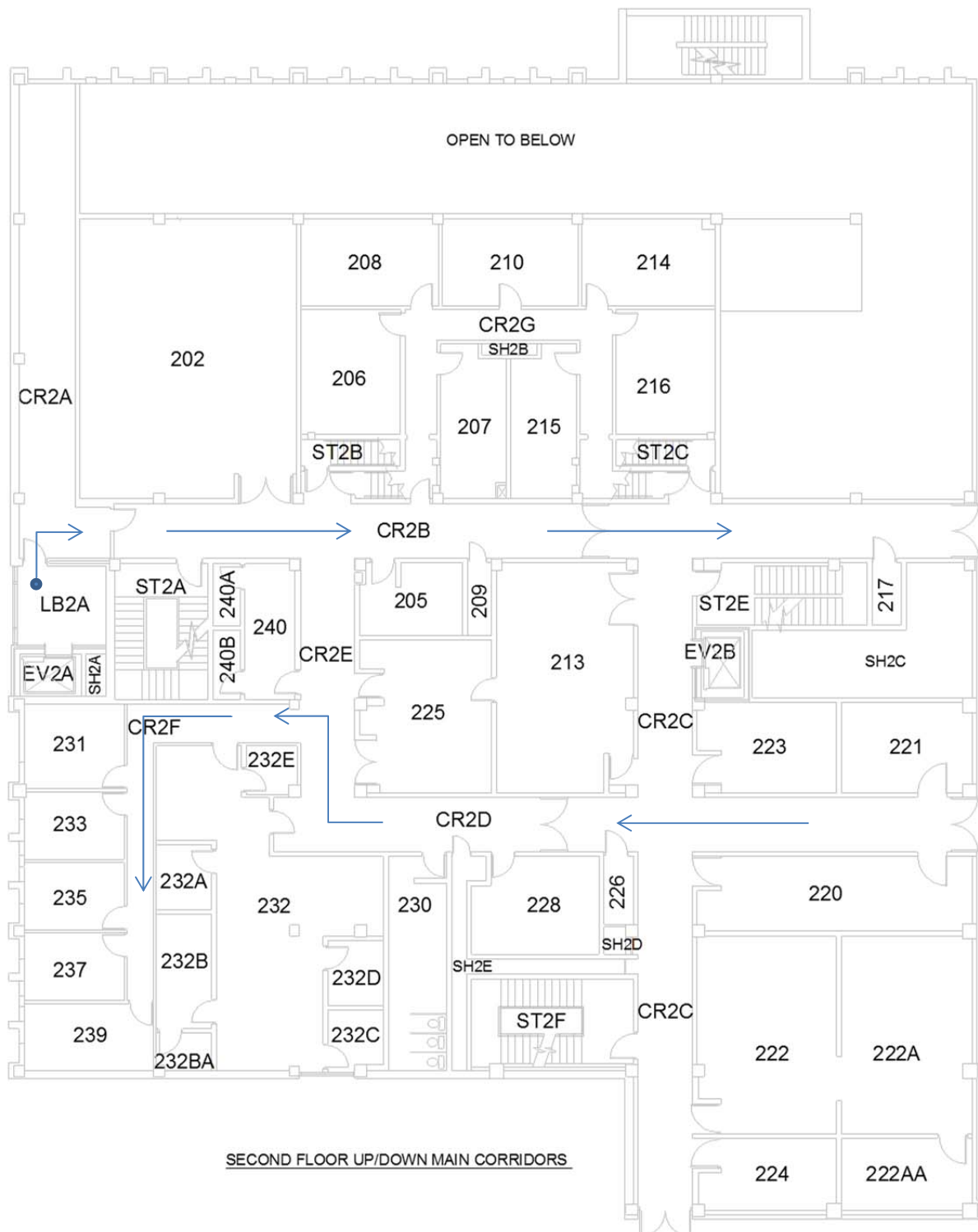


#### 3.2.4 Up/Down Numbering Pattern and Direction

An alternate directional pattern numbering method is that of an up/down main corridor(s) scheme. This can be utilized in building renovations that have existing room, space and area numbering to remain in which new numbering needs to adapt to current conditions. It also may become necessary to use in buildings which the preferred counterclockwise directional method is just not possible because of a single corridor building or “non- racetrack” corridor and room layout. Immediately begin counting rooms, spaces and areas nearest the main entrance with the number 101; second floor 201; third floor 301; etc. Whole hundred numbers – 100; 200; 300; etc. shall not be used and are reserved for future use. Along the main building corridor, count room, space and area numbering down to the end of the corridor. If there is another main or secondary corridor, again work your way down, or back up (pending the layout) while continuing with numbering where it was left off from the main corridor. While numbering up/down corridors keep in mind, odd numbers shall be kept on the right side of the corridor and even numbers on the left side of the corridor whenever possible. This alternate directional pattern numbering method should be consulted with UNL FPC prior to use. Refer to **Figure 3** and **Figure 4**.



### Figure 3: First Floor Up/Down Example



**Figure 4: Second Floor Up/Down Example**

### 3.2.5 Stacking Space Numbers

Floors above and below the first floor shall follow the same numbering pattern established on the first floor. It is important to note that the above methods are without regard to general circulation spaces such as vestibules, corridors, stairs, lobbies, elevators and escalators. Those general circulation spaces are numbered independently as described herein. The numbering start point for each floor must vertically correspond to the start point on the first floor. Likewise each respective floor shall also vertically follow the previous floor numbering pattern as close as possible in order to “stack” like numbers of rooms, spaces and areas from floor to floor as close as possible.

### 3.2.6 Suites, Sub-Rooms, Rooms within Rooms

Suites and Sub-Rooms are numbered with the same process as rooms, spaces and areas previously described herein but with an alphanumeric suffix added. The alphanumeric suffix following the space whole numerical digit is reserved for these suite spaces, sub-rooms or room within rooms. These spaces typically do not open solely off of corridors but have doors that open off of a primary room, area or suite. The suffixes are always an UPPERCASE digit with no decimal or hyphen between the whole number and the suffix. Do not use the letters “I” and “O” as they may be interpreted as numerical digits. Every consecutive sub-room or room within a room that already uses an alphanumeric suffix will use a double alpha suffix and then a triple alpha suffix when/if necessary.

As an example, if a suite space results in the number 302 and includes three internal spaces. Those spaces will receive the suite space number followed by an alphanumeric suffix. Keep in mind, when entering a suite space, determine the main entrance, usually that off the main corridor or closest to the building main entrance then follow the same counterclockwise directional manner as described herein. In Suite 302 the suite spaces will be numbered 302A; 302B and 302C. Likewise, sub-rooms or rooms within rooms will also be represented in the same manner. Classroom 404 has two offices, one Office 404A and the second Office 404B. Each office has two closets, within Office 404A is Closet 404AA and closet 404AB (double alpha suffix). The second Office 404B has Closet 404BA and 404BB (double alpha suffix). If closet 404BA had another room or closet within it then it would receive a triple alpha suffix 404BAA.

### 3.2.7 General Circulation and Special Spaces

General circulation and special spaces are categorized by UNL with a 2-digit alphanumeric prefix followed by a numerical digit that is directly associated with the respective floor level. Finally a single alphanumeric suffix will be used to differentiate each quantity of the same circulation space per floor. The alphanumeric prefix used to represent general circulation spaces follow:

- VS – Vestibules
- CR – Corridors
- ST – Stairs
- LB – Lobbies
- EV – Elevators
- EC – Escalators
- SH – Shaft/Chase
- TC – TeleComm

After the primary entrance has been established immediately begin counting general circulation and/or special spaces in a counter clockwise direction. Stairs on the first level shall be represented as ST1A; ST1B; ST1C; etc. Stairs located on the tenth floor will be represented as ST10A; ST10B; ST10C; etc. Stairs located in the basement will be represented as ST0A; ST0B; ST0C; etc. Stairs in the sub-basement shall be STSBA; STSBB; etc. Likewise Vestibules, Lobbies, Elevators and Escalators are represented in the same manner. Corridors are also represented in the same manner, however, multiple corridor numbers should be kept to a minimum and a number change taking place only when a major directional change occurs or when corridors change from public to private.

TeleComm spaces will be labeled similarly as general circulation spaces. However in lieu of a counterclockwise numbering scheme; UNL Information Services label the Main Server/TeleComm room with an 'A' suffix such as 'TC1A' which indicates the Main Server room on the first floor. The 'A' suffix will not be repeated throughout the building or on subsequent floors. Additional TeleComm rooms on the first floor shall be labeled TC1B; TC1C; etc. Subsequent floors will follow the same labeling without the 'A' suffix such as TC2B; TC2C; etc. for the second floor TeleComm rooms and TC3B; TC3C; etc for the third floor TeleComm rooms and likewise for any additional floors throughout the building. If a TeleComm area shares a space with any other room, space or area then the primary space shall always be labeled as described herein and then the TeleComm area within the primary space will be independently labeled within said primary room. As an example, if a TeleComm space falls within an Electrical room then the Electrical room will be the primary room and labeled as such according to these standards set forth herein in this document. The TeleComm area within the Electrical room will then be singled out and numbered as a sole 'TC' space in which no other sub-rooms or suites are numbered off of.

### 3.2.8 Skipping Numbers

A certain quantity of numbers per floor shall be skipped as appropriate in order to reserve numbers for future subdivision or remodeling. One rule of thumb is to designate one skipped number for every 10' (ft) of lineal wall space along a corridor. When skipping numbers along corridor wall space – stair shaft walls, elevator walls, escalator walls and chase/shaft walls should not be included in the 10' (ft) rule as these walls typically will not be subdivided or partitioned in the future. Windows, columns and other structural features may also provide clues to possible future partitioning. Care must be taken, as necessary, in regards to the quantity of numbers to be skipped as it relates to the square foot of respective floor. Remember, that in most cases no more than 99 rooms, spaces or areas per floor can be labeled without having to change the entire nomenclature for the whole building. Meaning skipped numbers shall be considered pending the total current room count. As an example if a floor has 85 rooms proposed for said project then it is only possible to skip 14 numbers for said floor as the total room count should not exceed 99 whenever possible.

## 3.3 Additional Considerations

**\*\*Room, space and area numbers should be assigned and approved at the Design Development phase and prior to the beginning of door numbering. Room, space and area numbers should NEVER include decimal places. Decimals are only used to designate doors.**

**\*\*Rooms, spaces and areas directly off of a corridor shall be numbered with whole numerical numbers and should ALWAYS begin in a 3-digit format. When the building is over 9 floors in height, then floors 10 and up will be based on a 4-digit numbering format and the floors below 10 will continue to be based on the 3-digit format. When a building has more than 99 rooms per floor, then the entire building will be built on a whole 4-digit numbering scheme. Each format will also incorporate an alphanumeric suffix when necessary for sub rooms and suites.**

**\*\*Alphanumeric suffix are reserved for suite spaces, sub-rooms or room within rooms and typically do not open solely off of corridors. The suffixes are always UPPERCASE digits with no decimal or hyphen between the whole number and the suffix. Do not use the letters "I" and "O" as they may be interpreted as numerical digits.**

**\*\*General circulation space numbers could be any combination of 4 to 7 digits in a numerical and/or alphanumeric format.**

**\*\*Restrooms, Storage, Mechanical, Electrical, Elevator Machine Rooms, Custodial Closets, Maintenance and Telecomm/Data rooms shall be treated as any room, space or area and receive the same standard UNL numbering nomenclature as previously described herein.**

## 4 Existing Room, Space, Area Numbering

### 4.1 Adapting New and Existing

In cases of building renovations or additions there will be rooms, spaces and areas that do not follow the current UNL numbering standard or simply do not flow with the new renovation. These cases will require special attention to adapt existing numbering to the new standard numbering in order for the building/floor numbers to flow correctly. The objective is to implement this standard numbering into the entire building or at a minimum the respective floor surrounding the renovation. Medium to large renovation projects that encompass [40%-60%] of the total existing floor area shall also include renumbering the portion of the floor that is not under renovation in the overall project scope.

There will also be smaller projects that incorporate a very minor renovation such as adding a wall or door that would require the individual room, space, area or suite to be renumbered. These minor renovations [10%-30%] of the floor square footage would not have funds available nor be rational to require funds for renumbering an entire floor or building. At a minimum these small projects shall renumber the area directly related to the renovation. Secondly, any rooms, spaces and areas along the same corridor, directly across the corridor or within the same suite shall be correctly numbered. Lastly any existing *incorrectly* numbered rooms, spaces and areas directly related to, or surrounding the renovation area shall also receive new numbering such that the UNL numbering flows throughout and around the renovated area.

In either of these circumstances care must be taken in order to best provide the new UNL numbering standards within the renovation as well as alter existing numbering to flow and follow the numbering standards implemented in and around the renovated areas. It is important to note that all small, medium or large renovation project should budget funds, as appropriate to the size of the project, to renumber rooms, spaces and areas outside the actual renovation. The budgeted funds are necessary for a multitude of events and processes that internally and physically occur when renumbering. UNL Police, Custodial, Key Shop, BSM, Building Access, Research and Planning, Registrar, Class Schedules and Signage are a few of the items impacted by renumbering. Thus special care and attention to detail is required along with a Design Development submittal and review prior to the implementation of the numbering for any project large or small.

## 5 Interior Door Numbering Production

### 5.1 Purpose

UNL requires every door throughout a building or structure to be assigned a numerical or alphanumerical number that directly correlates with the number given to respective room, space or area. All door numbers shall be unique and never duplicated throughout a building regardless of the floor or level. UNL FPC, BSM, Key Shop, Building Access and Police utilize these door numbers to track assets and for reference only, including maintenance, inventory and security purposes. Door numbers will never physically be posted within a building and thus should not be confused with the room, space or area numbers which are the official numbers associated with building signage and wayfinding.

The key to door numbering is that all rooms, spaces, areas and suites shall be numbered first as previously described herein. Then the doors associated with those spaces are numbered using the respective space number followed by a decimal. After the decimal a numerical number starting at 1 is used to identify the quantity of doors within a room, space or area.

## 5.2 Interior Door Numbering Assignment Steps

### 5.2.1 Determine the Main Door Entrance

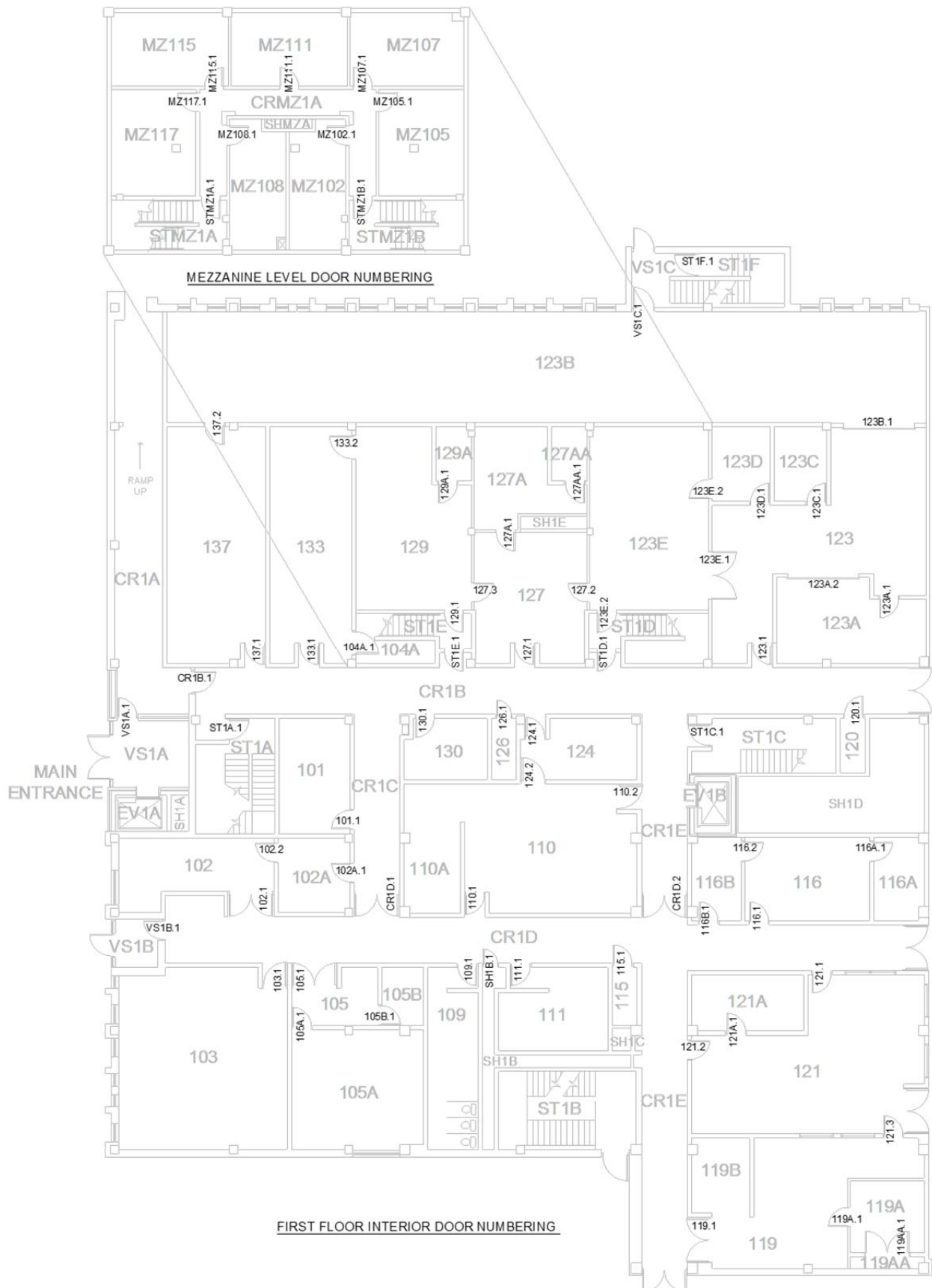
Although there may be several entrances to any space, there is one that shall be designated as the “main door” entrance. This will always be somewhat arbitrary but must be considered and identified to serve and maintain coherence of the numbering pattern. A “main door” entrance will need to be identified for each space. Identifying the “main door” entrance is necessary in spaces that include multiple door entrances, rooms with sub-rooms, or suite spaces – all of which will require multiple door numbering each with a unique nomenclature.

### 5.2.2 Door Numbering Pattern and Direction

Door numbers are directly tied to respective room, space and area numbers. Room, space and area numbers are first assigned as previously described herein followed by a decimal and then the door number suffix which correlates to the quantity of doors associated with said space.

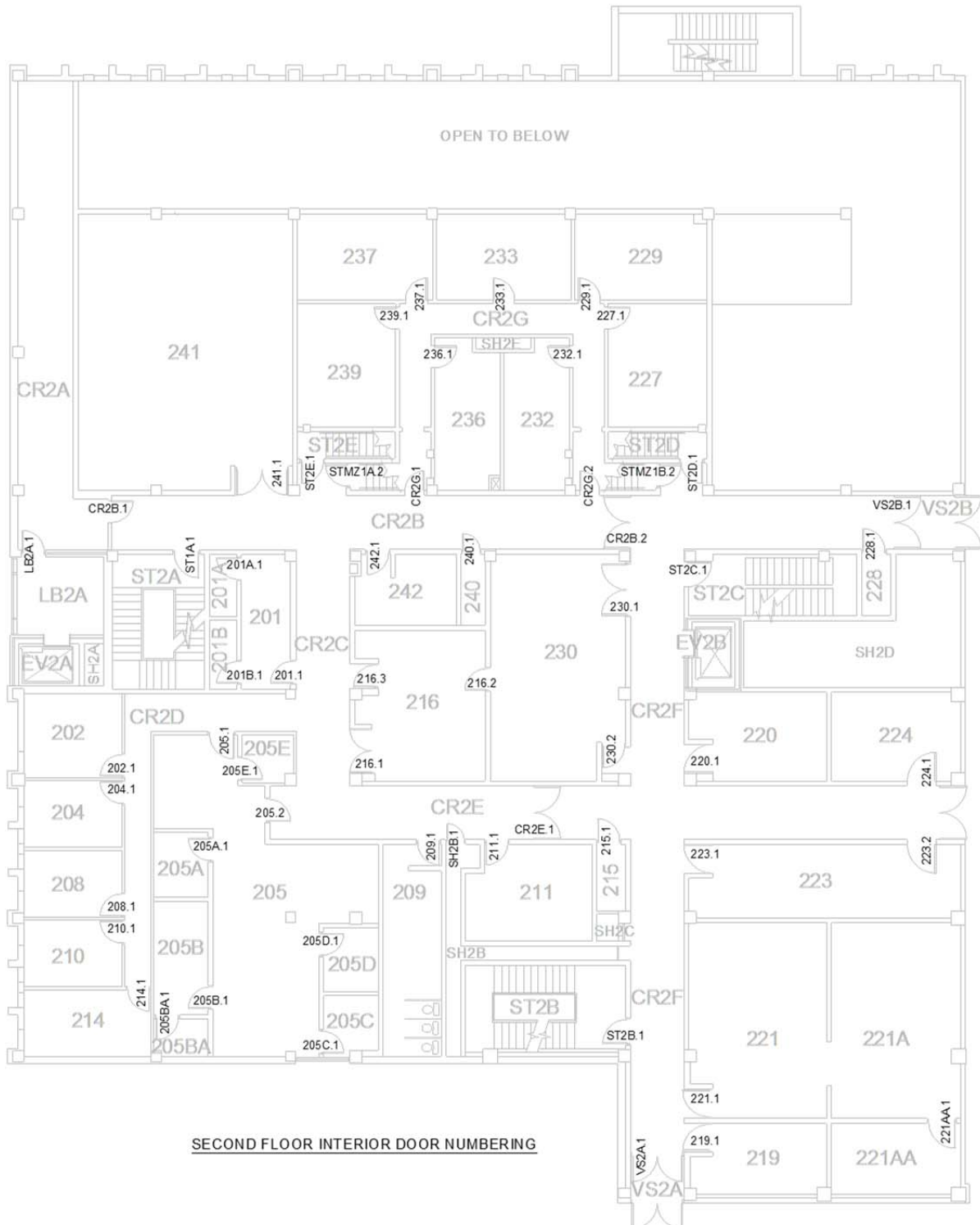
After the main door entrance has been established immediately begin counting doors in a counterclockwise direction beginning with the number 1. All doors including half doors, overhead doors, sliding doors, glass doors and sealed or blocked doors must be counted. Do not count entrances to spaces that are strictly wall openings or doors that have direct access to the exterior. A set of double interior doors require only one door number for the set as opposed to a set of double exteriors doors (refer to exterior door section herein) which receive one number for each swinging door. The quantity of doors and respective number count will act as the suffix to the complete door number. Door numbers will be numbered with the room, space, area or suite number followed by a decimal and then ending with the previously stated door number suffix. Only count the doors directly associated with said space, when a sub-room door, closet door or suite space door is present those shall be skipped and counted/numbered as that respective space number. Refer to **Figure 5** and **Figure 6**.





**Figure 5: First Floor Interior Door Numbering**





**Figure 6: Second Floor Interior Door Numbering**

### 5.2.3 Door Numbering Example

Room 310 has (4) total entrances and a sub-room; Office 310A with a door. Room 310 entrances are; (2) man doors; (1) overhead door and (1) wall opening with no door. The entrance determined to be the main door shall be labeled 310.1. Moving counterclockwise the second door is an overhead door and shall be labeled 310.2. The third is a wall opening entrance and shall not be labeled. The next door is that of Office 310A and shall be skipped for the time being. The last door is another man door and shall be labeled 310.3. Moving to the skipped Office 310A door, this is numbered using that office respective room number 310A and since it's the only door it shall be labeled 310A.1.

### 5.2.4 General Circulation Door Numbering

General circulation door numbering is identical to that of room, space, area and suite door numbering. The general circulation spaces shall always be numbered first as previously described herein. Then the doors associated with those spaces are numbered using the respective circulation space number followed by a decimal. After the decimal a numerical number starting at 1 is used to identify single or multiple doors within a circulation space. Working your way around the circulation space in a counterclockwise direction, only count the doors directly associated with said circulation space. When a second adjacent circulation space is present those doors shall be skipped and counted/numbered with that respective circulation space set of doors. Refer to the alphanumeric prefix used to represent general circulation spaces as previously referenced herein.

As an example, after a Primary entrance has been established immediately begin counting general circulation doors in a counterclockwise direction. Corridor CR2B has (4) total doors and is adjacent to a set of Stairs ST2C. Corridor CR2B doors are; (2) single man doors; (1) double door and (1) Stair door. The entrance, arbitrarily determined to be the main entrance door shall be labeled CR2B.1. Moving counterclockwise the second door is a set of double doors and shall be labeled with one number - CR2B.2. The next door is that of Stair ST2C and shall be skipped for the time being. The last door is another man door and shall be labeled CR2B.3. Moving back to the skipped Stair door, this shall be numbered using the respective stair number ST2C and since it's the only door to the stairs on that level it shall be labeled ST2C.1.

## 5.3 Determining Which Space the Door Belongs

In some cases it may be difficult to determine in which room, space or area a door belongs. A door adjacent to another space or a door to a sub-room is an example of this occurrence. The space where a door belongs is important as that is the key factor to numbering associated doors. First and foremost care must be taken and best judgment used to determine which space a door belongs to. Use the best purpose and practicality when determining adjacent space doors or sub-room doors. If a larger space has sub-rooms then each of those sub-room doors will belong to respective sub-rooms. Another rule of thumb when practicality is not logical is to designate a door belonging to a certain space by the hinge side of the door. For instance, if a door opens into a room or sub-room then the hinge side belongs to said sub-room, thus the door will belong to this same sub-room. This is not always the case but a good indicator when there is no practical determination as to which space the door belongs to.

## 6 Exterior Door Numbering Production

### 6.1 Purpose

UNL requires every exterior door throughout a building or structure to be assigned a directional/numerical number to clearly identify all exterior doors and assign a unique number to track assets. The exterior door numbers will only be used on construction plans and archived on UNL baseplans for maintenance purposes. Wayfinding signage will not be provided for doors. However, exterior doors will be labeled with a clear backed adhesive label printed by Inventory Control and

applied by Zone members after final approval from the University Police Department's Building Access Department.

## 6.2 Exterior Door Numbering Assignment Steps

### 6.2.1 Exterior Numbering Process

Begin by facing the north, east, south or west side of the building and finding the furthest left door on that side. Exterior doors are numbered depending on direction, floor level and then counted numerically left to right. Every door will be assigned a directional alphanumeric prefix digit, followed by a numerical floor level digit and finally a suffix door number based on the quantity of doors.

### 6.2.2 Exterior Door Numbering Pattern and Direction

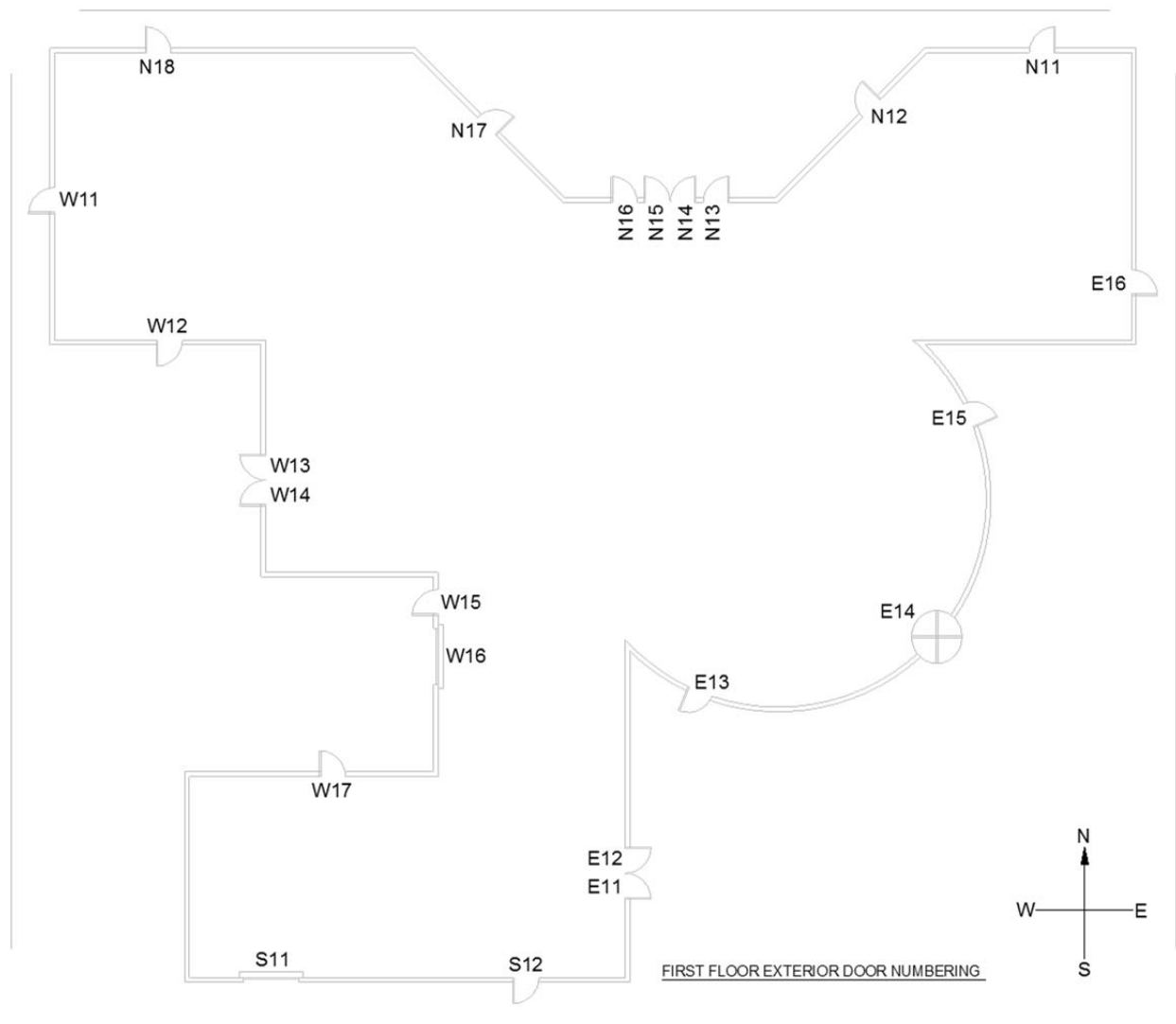
Exterior walls will be directionally labeled by cardinal directions. Door numbers will be numbered with the directional alphanumeric digit first; [N-north; E-east; S-south; W-west]. This is the direction the exterior wall faces. If the wall does not sit with a true direction then the following shall apply:

- a) The directional side of the building shall be recorded as the direction the angled wall is closest to facing.
- b) If the directional side of the building is a true 45 degree angle, then determine if other exterior sides are aligned directionally and start numbering there.
- c) If no exterior wall is directionally aligned, then the building rotates clockwise from aerial/plan view to the nearest directional alignment.

Next, provide a numerical number indicating the floor level, corresponding to the interior floor level in which the exterior door resides; [0 denotes basement level; 1 denotes first level; 2 denotes second level; 3 denotes third level; etc.]. Floor levels are based on existing interior floor numbering.

Then looking at the building from street level view, begin counting doors from left to right and from the furthestmost building corner to the opposite furthest building corner. All doors between the furthestmost building corners will be labeled the same directional indicator regardless of which direction the door faces. Count all doors, starting with the number 1, include half doors, overhead doors, sliding doors, revolving doors, glass doors and sealed or blocked doors. A set of double exterior doors require one door number for each swinging/moving door as opposed to a set of double interior doors which receive one number for the entire door set (as previously described in the interior door section). This quantity of doors and respective number count will act as the suffix to the complete exterior door number.

Refer to **Figure 7**.



**Figure 7: First Level Exterior Door Numbering**

## 7 Numbering Approval, Use and Notification

### 7.1 Process

When new numbering is introduced into a building or when it becomes necessary for existing numbering to be altered as a result of a renovation to flow and follow the UNL numbering standard, there is a process to follow for submittal, approval, use and notification through multiple UNL departments.

## 7.2 Information Gathering

The first step is to research the UNL Geographic Information System (GIS) and/or coordinate with UNL official archived baseplans. Then consult with UNL Institutional Research and Planning (IRP) as to the availability of spare numbers, existing numbers in use and the existing institutional use of rooms, spaces and areas proposed for renumbering.

## 7.3 Submittal and Use

Once the existing numbering, space use and spare numbers have been determined the next step is to start numbering or renumbering using the steps previously described herein. Room, space, area and door numbering shall be completed by the Design Development (DD) phase and submitted to UNL FPC for review. This review shall be approved by UNL FPC prior to moving forward with any other numbering. The approved numbers will become the official project numbers used throughout the design, including any schedules that reference these numbers and solely used by all project consultants and by all contractors on the project site.

## 7.4 Notification

University wide notification and implementation of new or revised numbers fall upon UNL FPC. The A/E vendor and/or UNL project manager shall first notify UNL FPC CAD staff. The UNL FPC CAD staff will initiate contact with all other appropriate University departments and personnel. The CAD baseplans will then be updated with new and revised numbering per the DD documents and provided as reference to these departments and personnel for use during the construction process.

Periodic design or construction changes throughout the project that involve any numbering changes shall be relayed to UNL FPC CAD staff so that all other University departments and personnel can subsequently be notified of these changes as soon as possible. Updated information of any added or revised numbers is critical as other UNL departments are simultaneously using and referencing these design/construction numbers prior to and during construction.

Additional internal UNL required numbering and associated signage notification steps that fall under UNL FPC CAD staff can be found under a separate cover as described herein the *Baseplan* and *Signage* sections.

# 8 Baseplans

## 8.1 Baseplan Update Procedure

UNL official archived drawings and plans referred to as baseplans shall be included as part of the renumbering notification process. Notify, coordinate and work alongside UNL FPC to continuously provide up to date As-Built documents that accurately reflect the most current construction/renovation changes as well as all new numbering or renumbering that has occurred.

The UNL Baseplan update procedure is located here: [Hyperlink Under Construction](#)

## 9 Signage

### 9.1 Signage Policy & Procedure

As part of the renumbering process; notifying, coordinating and working alongside UNL FPC Signage department will be required.

The UNL signage policy and procedure is located here: <http://fmp.unl.edu/policies/interior-signage-policy-procedure>

The UNL signage and wayfinding standards manual is located here:  
[http://fmp.unl.edu/fpc/Wayfinding\\_and\\_Signage\\_Standards\\_Manual\\_2009.pdf](http://fmp.unl.edu/fpc/Wayfinding_and_Signage_Standards_Manual_2009.pdf)