



## BUILDING AND ROOM NUMBERING PROCEDURE

<b>Procedure number</b>	
<b>Procedure name</b>	Building and Room Numbering Procedure
<b>Applicability</b>	All staff members
<b>Procedure owner</b>	Director, Facilities Management
<b>Date of approval</b>	4 September 2008
<b>Date last amended</b>	20 August 2012
<b>Date of next review</b>	22 August 2015
<b>Related policies</b>	

### 1. OVERVIEW

Bond University has established a building and room numbering convention to ensure it is clear for students, staff, contractors and visitors to locate buildings and rooms on campus. This links in with the University's asset management system and the student timetabling system, enabling clear identification of where the University's assets are located on campus.

### 2. THE PROCEDURE

#### 2.1. Numbering Convention of Buildings and Rooms

- Locations are referred to by a numerical matrix; a group of three numbers, separated by horizontal separators. The groups of numbers are in the following order:
  - Building number
  - Floor number
  - Room number

Bldg	Level	Room
1	1	01
4	2	15

- For example; 1\_1\_01 indicates this area is within building number 1; on the first floor; room number 01.
- Signs have been designed to enable the maximum number of characters that may be required:
  - Building number (maximum 2 characters)
  - Floor number (maximum 1 character)
  - Room number (maximum 2 characters)
- Building and floor numbers of a single digit (1-9) should be displayed by a single digit (e.g. 1, rather than 01). Room numbers of a single digit (Room numbers 1-9) are preceded by a zero (e.g. 01).
- The matrix will be included in directional signage, providing clear and consistent directions, a professional image, and located as close as practicable to the building entry.
- Signage at the entrance of lecture theatres, seminar rooms, teaching rooms, and staff offices incorporates this numbering system:

The following signs are used in building 4, the Chancellery and teaching rooms only.

### Academic Office Sign

4_03
(Staff Name)
(Title)

### Administration Office Sign


4_03
(Staff Name)
(Title)

### Teaching Areas

4_03
Seminar 3

*(Signage to be placed on the wall to the left of the entrance door.)*

The following signage is used for all other academic and administrative areas:

<b>3_05</b>
ASSOCIATE DEAN - SCHOOL OF COMMUNICATION & MEDIA ASSOCIATE PROFESSOR
Faculty of Humanities & Social Sciences
<b>DR JEFFREY BRAND</b> B.A., (GVST), M.A., BJ MCHJ, PH.D. (MSU)
07 55952511 jef@name_jef@name@bond.edu.au
 BOND UNIVERSITY ESTABLISHED 1982

## 2.2. Numbering of Floors

The convention followed for floor numbering, refers to the lowest floor as Floor 1.

## 2.3. Numbering of Rooms

New buildings will commence numbering at the main entrance foyer, continuing from the left hand side, in a clockwise direction around the building. Long buildings with a double loaded corridor should use the street numbering approach (odd numbers one side, even numbers the other). Designers are to use their discretion in achieving the most logical sequence of room numbers, for the particular building layout.

## 2.4. Names for Teaching Spaces

The following terminology applies:

- |     |                     |   |
|-----|---------------------|---|
| 1.  | Theatre:            | sloped floor venue with 80 or more seats;               |
| 2.  | Case Study:         | up to 80 seats with stepped floors;                     |
| 3.  | Lecture:            | capacity greater than 50 with flat floor;               |
| 4.  | Seminar:            | between 30 and 50 seats with flat floor;                |
| 5.  | Tutorial:           | fewer than 30 seats with flat floor;                    |
| 6.  | Computer:           | specialist room fitted with computers for each student; |
| 7.  | Science Laboratory: | specialist science laboratory;                          |
| 8.  | Clinical:           | specialist clinical room;                               |
| 9.  | Skills:             | specialist legal room;                                  |
| 10. | Group Study:        | specialist study room;                                  |
| 11. | Film & TV:          | specialist film and television room;                    |
| 12. | Laboratory:         | specialist room.  |
| 13. | Studio:             | Sustainable Development and Architecture type room      |

### 2.5. Approval

Numbering systems will be allocated by the Office of Facilities Management. Liaison will occur between relevant departments to ensure that the numbering is reflected in the University's asset management system.

### 2.6. Exceptions

Areas of the University that need to present a strong corporate image due to the nature of their role with external stakeholders may, at the discretion of the Vice-Chancellor, be granted an exception with room numbering.

## 3. DEFINITIONS

**Building and Room Numbering Convention** Guidelines which designate how numbers are allocated to buildings, floors and spaces

## 4. RELATED GUIDELINES AND FORMS