 BOND UNIVERSITY	BUILDING AND ROOM NUMBERING PROCEDURE
Contact person	Director, Facilities Management
Date first approved	4 September 2008
Approval authority	Director, Facilities Management
Date of next review	22 August 2015

1. PURPOSE AND OBJECTIVES

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. AUDIENCE AND APPLICATION

All staff members

3. ROLES AND RESPONSIBILITIES

Role	Responsibility
Office of Facilities Management	▪ Allocation of numbering systems (clause 4.5)
Vice Chancellor	▪ Exceptions (clause 4.6)

4. THE PROCEDURE

4.1. 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

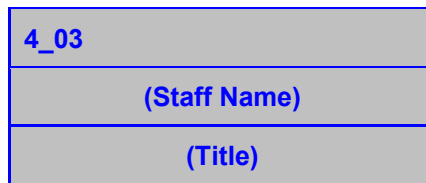
Bldg	Level	Room
1	1	01
4	2	15

- 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.

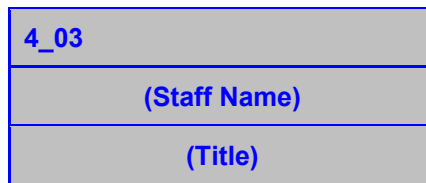
- Signage at the entrance of lecture theatres, seminar rooms, teaching rooms, and staff offices incorporates this numbering system:

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

Academic Office Sign



Administration Office Sign

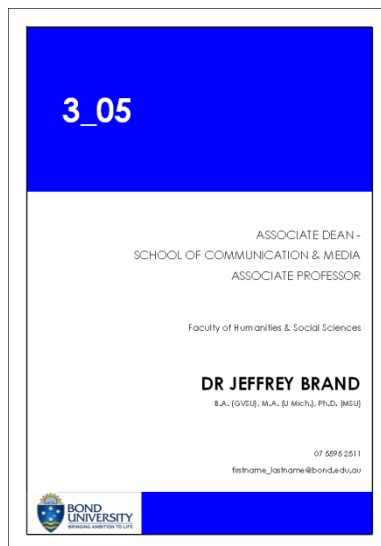


Teaching Areas



(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:



4.2. Numbering of Floors

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

4.3. 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.

4.4. 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

4.5. 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.

4.6. 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.

5. DEFINITIONS, TERMS, ACRONYMS

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

7. RELATED DOCUMENTS

[Schedule 1 Prohibited Areas](#)
[Guide, Hearing and Assistance Dogs Act 2009 \(Qld\)](#)
[Pets on Campus Procedure](#)
[Campus Management Policy](#)

8. MODIFICATION HISTORY

Date	Sections	Source	Details
20 August 2012			