

1.0 **GENERAL**

1.1 **Related UBC Guidelines**

- .1 Section 08 00 10 Openings – General Requirements
- .2 Section 10 14 00 Room Numbering
- .3 [UBC Signage – Interior Signage Guidelines](#)
- .4 [UBC Wayfinding – Exterior Signage Standards and Guidelines](#)

1.2 **Coordination Requirements**

- .1 Contact Campus Planning and Development at spaceandfacilities.planning@ubc.ca.

1.3 **Design Requirements and General Policy**

- .1 Campus Planning and Development approves interior and exterior door identification in accordance to the guidelines below.
- .2 Architectural floor plans issued for tender must be submitted with proposed door numbers in conjunction with proposed room numbers following room numbering guidelines (Section 10 14 00) to Campus Planning and Development for approval.
- .3 Once door numbers are approved, any further changes to the design affecting room numbers must be re-submitted to Campus Planning and Development for approval.
- .4 Approved door IDs must be incorporated in drawings issued for construction & door hardware schedule.

1.4 **Limitations**

- .1 Door IDs must be uniquely identified.
- .2 Door IDs must consist of alphanumeric characters and must allow for special characters for separation of values

1.5 **Intent**

- .1 Secure Access: Granting and revoking access to the building occupants, students, faculty, staff and other select groups within the UBC community.
- .2 Locksmith use: Identifying associated hardware components and build for maintenance purposes.
- .3 Operational use: Planning for various operations and system applications dependent on door numbers.

1.6 **Door Identification Allocation**

Door IDs tags are assigned to:

- .1 Every door that has a lockable/latching hardware.
- .2 Every door that is securing a room/s or mechanical airways or shaft/s.

1.7 Guidelines

.1 Interior Door Identification

- .1 The door IDs are assigned based on the room being secured.
- .2 Door IDs are assigned using the room number followed by a colon (:) and the door tag starting at 1. *For example: Room 100 will have a door ID 100:1*
- .3 For rooms with multiple doors, door IDs are assigned in sequence for room, starting from the main entrance and continuing clockwise, e.g., 201:1, 201:2, and etc.
- .4 Doors leading into stairwells are tagged according to the stair number.
- .5 Airway/Shaft door IDs are associated with the room number of the corridor. Doors leading into corridors will take priority in door sequences, e.g., 1000:1, 1001:2. Airway/shaft doors then following, e.g., 1000:3, 1000:4,...etc.

.2 Exterior Door Identification

- .1 Label all doors leading into the building with letters (A, B,...etc.) starting from the main entry door and following clockwise. Except for letter I and O.
- .2 Exterior entrances using double doors will be grouped as one letter but separated by numeric number, e.g., A1, A2,...etc.
- .3 Exterior doors that does not lead to the main portion of the building will follow the interior door ID guideline.

1.8 Associated Numbering

- .1 Room numbers – shall refer to Section 10 14 00.

*****END OF SECTION*****