

1.0 GENERAL

1.1 Related UBC Guidelines

- .1 Section 08 00 10 Openings – General Requirements
- .2 Section 10 14 00 Room Numbering
- .3 Section 10 14 05 Signage Standards and Guidelines

1.2 Description

- 1. Section includes special requirements in for door numbering in a building.

1.3 Coordination

- 1. The project team is to coordinate with UBCV Facilities Facility Information & Inventory Systems (FIIS) at id.fis@ubc.ca.
- 2. The Guidelines apply to all work completed within buildings on both UBC Vancouver and UBC Okanagan campuses unless stated otherwise.
- 3. In instances where conflicts are found between these guidelines and provincial regulations or codes, please notify the UBCV Technical Review Team Architect and UBCO Facilities Management.
- 4. These guidelines are intended to be read by design consultants and their content integrated into construction drawings and specifications. Construction documents are not to reference the technical guidelines directly.
- 5. The Coordinating Registered Professional (CRP) is required to coordinate these requirements with other disciplines.

2.0 DESIGN REQUIREMENTS

2.1 Design Requirements

- .1 The Facilities Information & Inventory Systems (FIIS) unit of [Customer Service and Infomatics, UBCV Facilities](#) approves interior and exterior door identification in accordance with the following:
 - .1 [At the design development phase](#), architectural floor plans must be submitted with proposed door numbers in conjunction with proposed room numbers following room numbering guidelines ([in coordination with](#) Section 10 14 00) to the FIIS Unit for approval.
 - .2 Once door numbers are approved, any further changes to the design affecting room numbers must be re-submitted to FIIS for approval.
 - .3 Approved door IDs must be incorporated in drawings issued for construction & door hardware schedule. [Further changes during construction must be reviewed and approved by FIIS](#).
 - .4 Door IDs must be uniquely identified.
 - .5 Door IDs must consist of alphanumeric characters and must allow for special characters for separation of values

2.2 Design 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 Shop: Identifying associated hardware components and build for maintenance purposes.
- .3 Operational use: Planning for various operations and system applications dependent on door numbers.

2.3 Door Identification Allocation

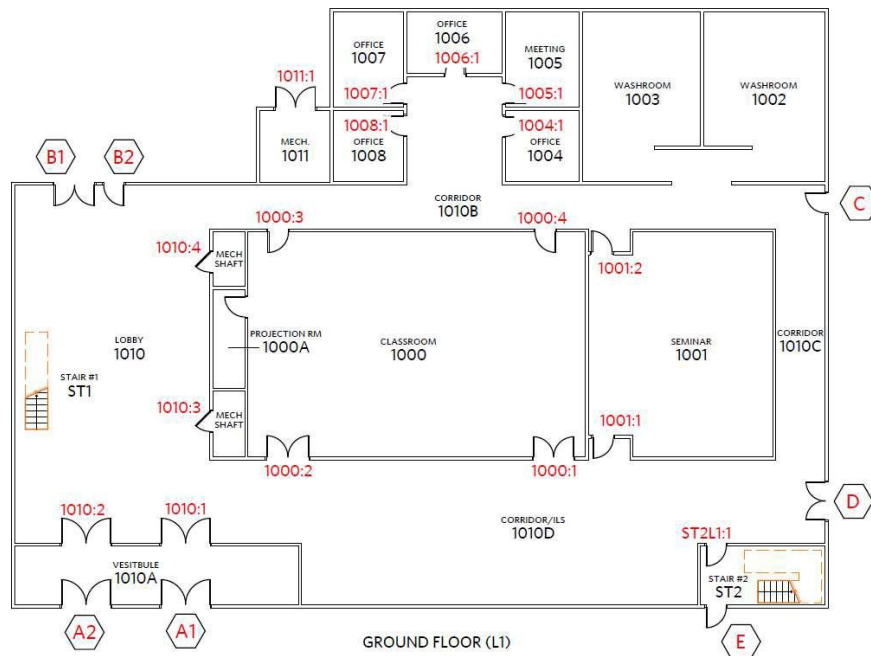
Door IDs tags are assigned to:

- .1 Every door that has lockable/latching hardware.
- .2 Every door that secures a room/s, mechanical airways or shaft/s, electrical or custodial closets.

2.4 Door Numbering 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 and floor.
 - Stair 2 level 1 (ST2L1:1)
 - Stair 2 level B1 (ST2B1:1)
 - .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 follow, 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.

Sample floorplan



2.5 Associated Numbering

- .1 Room numbers – coordinate with Section 10 14 00.

END OF SECTION