

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

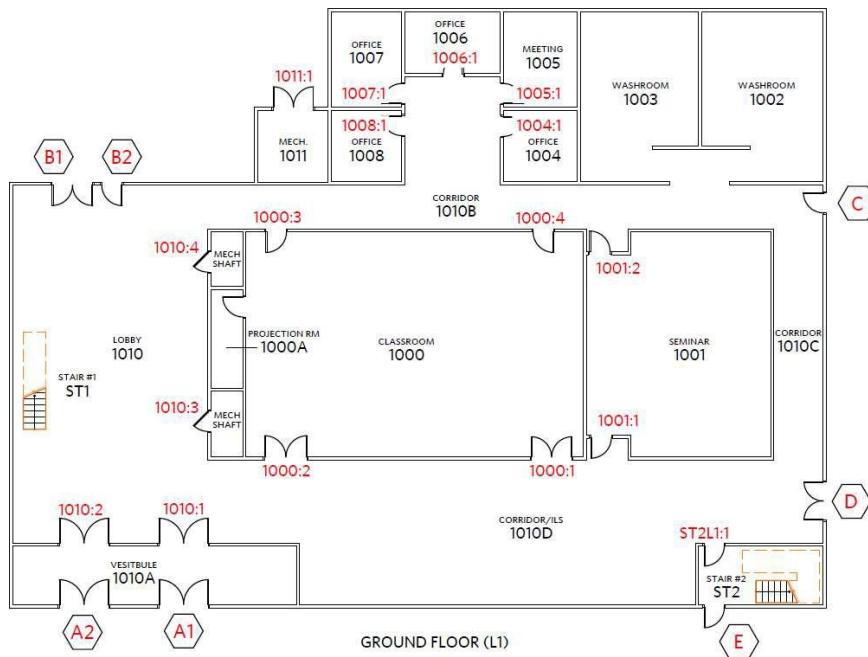
Door IDs tags are assigned to:

- .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