Centre for research on social inclusion
INTERNAL NAMING

INTRODUCTION

Primary drivers:
- Make wayfinding intuitive.
- Leverage/conform to Australian precedence/common practice for naming building levels.
- Unite level and room numbers taking reference from hotels and apartment buildings.
- Create a standardised system for use across campus.
- Allow for future growth/change.

Considerations:
- Communication of hierarchy – who do we need to talk to and how much do they need to know?
- Balance between ‘systems management’ and efficient wayfinding communications.
- Integration with other university systems e.g. timetabling / how many digits can we work with?
- Complimentary to the agreed external system.
HOW TO BUILD A ROOM NUMBER

The current timetabling systems used by the University allow for a maximum of 5 digits per room to be allocated.

Technical considerations:

- Levels can be either 1 or 2 digits (we don’t add a prefix).
- Front of house room numbers are always 2 digits, starting at number one (never zero), and include a prefix of zero to numbers less than 10 to ensure they are always 2 digits.
- The total number of digits for a front of house room code (level and room) should be 3 or 4 characters long.
- Back of house rooms can either be numbered the same as the adjacent room with the addition of the suffix ‘X’ or they can use the next consecutive number.
- This fifth space is also an effective backup system, should any tenancy/room be further divided than what can be predicted today, alpha characters can be employed e.g. 1207A and 1207B. However alpha characters should not be used in lieu of good planning and should not feature in any current plans.
Applying the room numbering principles:

Room numbers are proceeded by a level number. Hence if the above example were on level 12, then room ‘01’ would be expressed as room ‘1201’.

* Note building codes reflect old system
CLOCKWISE FLOOR NUMBERING (STARTING POINT ‘B’)

SIGNAGE LOCATION

Rooms 1201–1212
Rooms 1218–1222
Rooms 1213–1218
Rooms 1208–1213
Rooms 1214–1217
EXAMPLE 01 – EXISTING ROOM NUMBERING

* Note building codes reflect old system
EXAMPLE 01 – NEW ROOM NUMBERING

E6B-2
EXAMPLE: SUSPENDED DIRECTORY
FACE: A

Rooms 201–207
Rooms 212–221
Rooms 223–247
EXAMPLE 02 – EXISTING ROOM NUMBERING

* Note building codes reflect old system
EXAMPLE 02 – NEW ROOM NUMBERING

E7A-4
EXAMPLE: SUSPENDED DIRECTORY
FACE: A

Rooms 416-424
↓
↑

Major room TBC

E7A-4
EXAMPLE: SUSPENDED DIRECTORY
FACE: B

↑ Rooms 401-414
↓ Rooms 416-424

↑
INTERNAL NAMING
APPLIED

EXAMPLE 03 – EXISTING ROOM NUMBERING

* Note building codes reflect old system
EXAMPLE 03 – NEW ROOM NUMBERING

Rooms 201–220
Major room TBC

Rooms 221–232
Major room TBC

Rooms 233–244
Major room TBC