



## Property Services Design Standards and Guidelines

# Section **18** Building and Room Numbering Protocol

Version 1.0



Te Puna Mārama  
Social Sciences Building

Building  
**360**

## Document Control Information

<b>Team Name:</b>	Design Standards Steering Group	<b>Published date:</b>	23 September 2019
<b>Document version:</b>	1.0	<b>Revision date:</b>	Annually

### Document Control

Version	Review Date	Authorised by	Description
1.0	23 September 2019	Design Standards Steering Group	Initial version of manual.
	February 2020		(Either note which sections have changed or 'annual review – no changes')

### Feedback

If you spot an error in this document, or you have a suggestion on how we can improve the document, please tell us about it by printing, completing and emailing the form in Appendix A to us at [PSTechServices@auckland.ac.nz](mailto:PS_TechServices@auckland.ac.nz).

## 18 Building and Room Numbering Protocol

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## 18.1 Introduction

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### Introduction

This section shall be specifically read in conjunction with *Section 1 About this Document* and *Section 2 Project and Building Works Requirements* of the UoA Property Services Design Standards and Guidelines.

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#### 18.1.1 Purpose

The purpose of this section is to provide information about building and room numbering protocols around the University of Auckland.

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## 18.2 Insite Room Numbering Protocol

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### Introduction

The Insite Room Numbering Protocol is used to uniquely identify each space within University facilities.

The Insite Room Numbering Protocol is owned, managed and applied by the University's Space Planning team.

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### 18.2.1 Existing buildings

Existing room numbers in use in existing buildings will continue to be used unless there is an opportunity to change due to a comprehensive renovation or new construction.

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### 18.2.2 New spaces

Renumbering of any space must be done in conjunction with the University of Auckland Space Planning team. This will ensure:

- Duplicate room numbers are not assigned
  - There is consistent application of this standard
  - The impact of the proposed numbering change on all associated University systems is considered.
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### 18.2.3 Email contact

Email [spaceplanning@auckland.ac.nz](mailto:spaceplanning@auckland.ac.nz) to discuss numbering of the building, floor levels and rooms for all new building projects or where there are built changes to existing layouts.

Contact Space Planning as soon as a project begins so they can advise what information is required at each stage of the project.

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## Appendix A Feedback Form

We love hearing from you. Please take a few moments to let us know how we can improve the *Property Services Design Standards and Guidelines*.

1.	<b>Name:</b>			
2.	Contact Details: (in case we need clarification)			
<b>Complete this section if you have found a typo / formatting error.</b> (If possible, attach a photo of the error)				
3.	Section No:		Page No/s:	
	Description of error:			
<b>Complete this section if you have a suggestion about content.</b>				
4.	Section No:		Page No/s: (if applicable)	
	Suggestion/s:			
<b>Complete this section if you have any other suggestions for improvement.</b>				
5.	Suggestion/s:			
6.	Email your feedback to <a href="mailto:PTechServices@auckland.ac.nz">PTechServices@auckland.ac.nz</a>			
<b>Thanks for your feedback!</b>				

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