# Room Numbering Standards

Version 2.0 – October 2025

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# 1. Purpose

These numbering standards have been developed by UNSW Estate Management (EM), Asset Management (AM) CAD team and must be followed throughout University-controlled facilities for the purpose of standardising room numbers and creating a unified spatial data structure across all UNSW sites.

These standards represent change in focus to address critical issues in wayfinding, system integration, and data management while prioritising the end-user experience for academics and students.

All room numbering must be approved by EM/AM-CAD staff prior to the commencement of construction.

# 2. Overview of Changes from Previous Version

The previous room numbering system, while functional, lacked standardisation and hindered system integration, intuitive wayfinding, and increased workload when adding or changing spaces. This new standard addresses these limitations through:

## Standardised coding structure

• Site codes limited to two letters for consistency

• Building codes tailored to site complexity, between 3 and 5 digits

• Level codes using two digits

• Room codes using three digits (001-999)

• Facilities and support spaces coded 900-999 with 'Q' prefix

## Focus on user experience

• Prioritises wayfinding and natural understanding of built environment

• Creates intuitive navigation patterns

• Reduces confusion through consistent application of codes

## System integration benefits

• 10 character unique identifier compatible with existing systems

• Agnostic data structure for future system strategies

• Reduced complexity when new spaces are added to the system

# 3. Site and Building Codes

## Site code standards

Site codes must be determined by organic boundaries and prioritise wayfinding. Sites should be delineated by clear physical boundaries with codes restricted to **two letters only**.

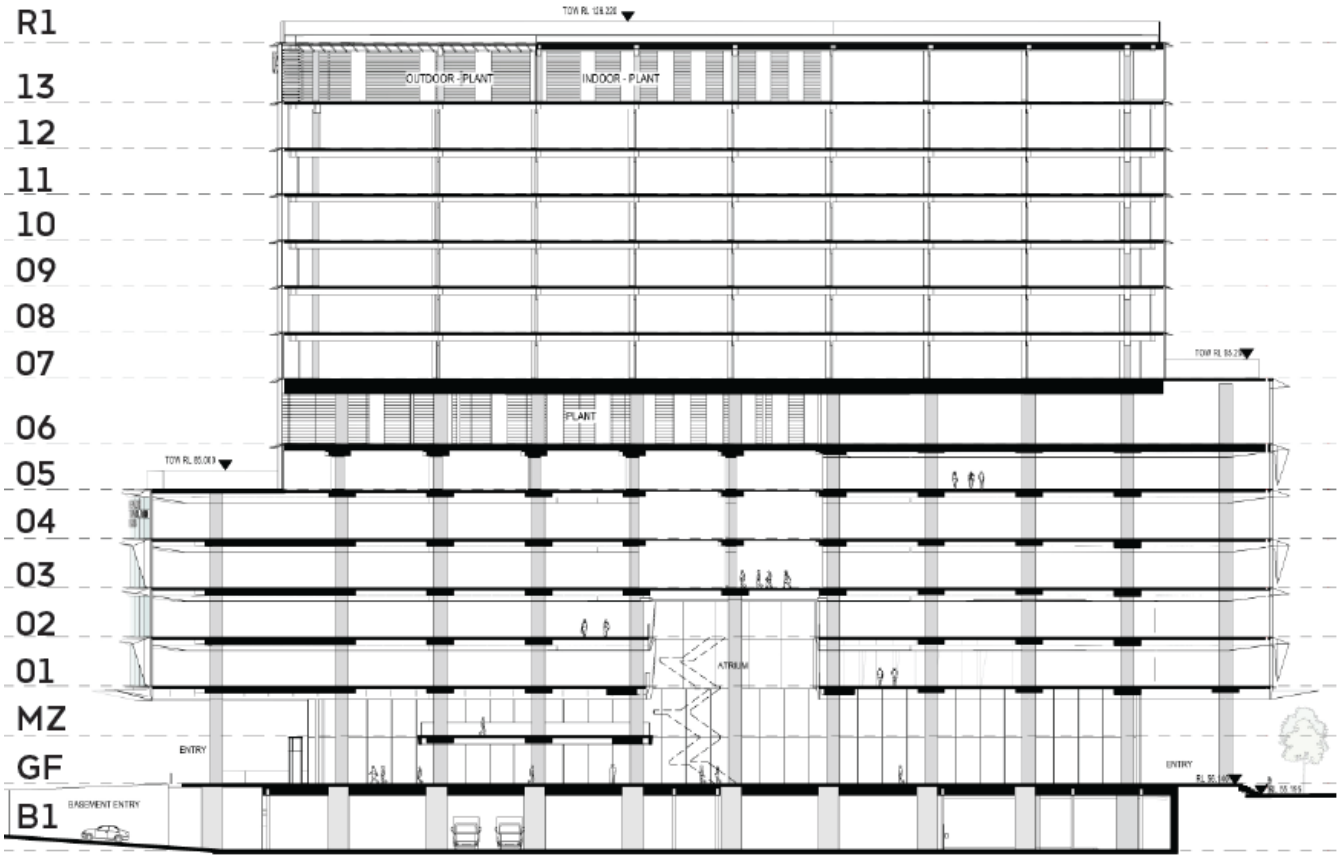
The first letter of the code must reference the suburb where the site is located. In case of conflicts with existing codes, EM/AM-CAD team must be consulted.

## Standard site code examples:

- LC - Liverpool Campus
- LN - Liverpool North
- LW - Liverpool West
- LE - Liverpool East

# 4. Level Numbering

Levels should always have two digits for all levels above podium, with notable exceptions as illustrated below:




Three digits should not be used under any circumstances.

In case of conflicts with existing codes, EM/AM-CAD team must be consulted.

# 5. Room Numbering

## 5.1. General Principles

Room numbers fill a dual purpose, as both the numbers used in wayfinding and as the codes used on UNSW systems.

To guarantee that it supports both, **room numbers should only be between 001 and 899**. No other characters will be used.

The only exception are the support spaces that will be preceded by "**Q**" and will be numbered between **900 and 999** – e.g.: **Q950.**

EM/AM-CAD team must be engaged to approve the room numbers proposed for all projects.

## 5.2. Wayfinding-First Approach

Room numbers must be consistent to ensure wayfinding is intuitive. To achieve this, levels must be divided into sectors and those should be replicated across floors.

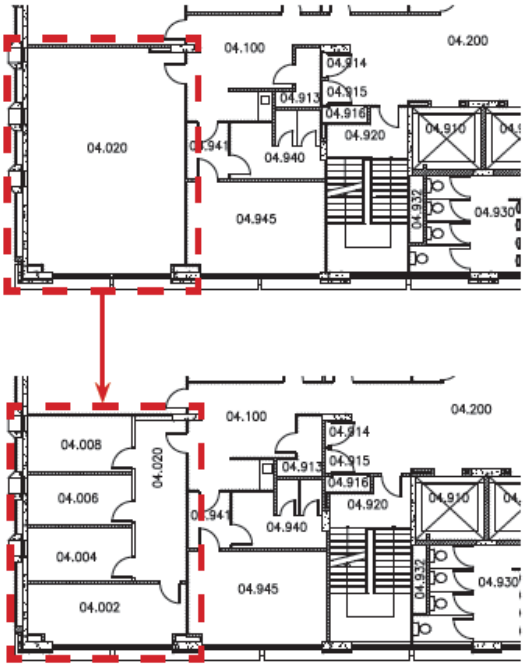
The end-user of the space must always be prioritized when preparing room numbers.

Corridors should be numbered in the hundreds - e.g. 100, 200, 300 etc. - and large rooms should be numbered in the tens - e.g. 110, 120, 130 etc. -, where possible. That will create a natural numbering hierarchy.

## 5.3. Future Proofing

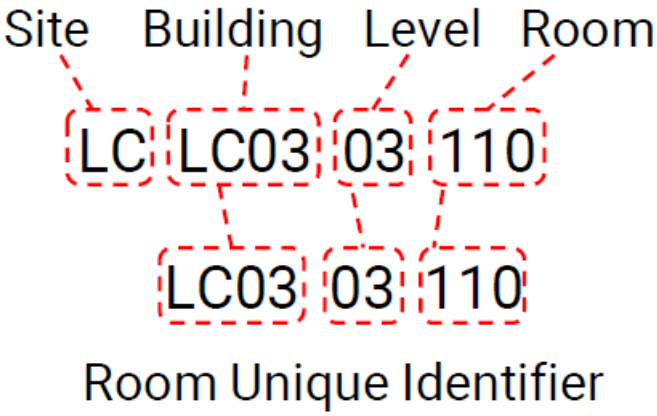
When numbering the rooms consider the possibility of future changes to the spaces so that it will have minimal impact to wayfinding.

Preparation and planning ahead will increase the flexibility of the spaces and the impact of changes.




## 6. Unique Identifier Structure

The proposed unique identifier for rooms has at most 10 characters following the example format below:




Character Breakdown:

- Characters 1-2: Site code (LC)
- Characters 3-5: Building code (G13)
- Characters 6-7: Floor (05)
- Characters 8-10: Room number (110)

Only the building, floor and room codes will be used to determine the unique identifier.

## 7. Numbering Requests & Contact

The CAD team creates all room numbers and must be consulted for new numbers and changes. Enquiries and requests must be directed to the EM/AM-CAD team via email.

cad@unsw.edu.au