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Room Number Standards

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Contents

Room Numbering O.P.	3
General Assignment of Room Numbers	3
Creating the Graphic	3
Documentation	4
Construction Room Number Assignments	6
Creating the Graphic	6
Special Room Assignments (Non-E&G Buildings)	6
Creating the Graphic	6
Documentation	8
Submission of Room Number Changes	8
Prepare Document for Delivery	8
Notifying Necessary Parties.....	9

Room Numbering O.P.

The locations for the room numbering Operation Policy can be located in:
G:\Documents\OPs\OP61.21

This document specifies the process for how room numbers will be assigned. Room numbers *must* be assigned and verified by a graphics technician.

The following instances require the terms outlined in this document to be followed:

- Duplicate room numbers
- Missing signage on a room
- Construction
- Lack of ADA signage (correct location, brail, etc.)
- Incorrect room number usage (i.e. a mechanical room with a typical room number instead of using the “M” designation)
- Space usage change (i.e. custodial room to an office)

Note: The application of this document is not limited to the instances outlined above

Note: Rooms designated as “Intermediate Distribution Facility” or “Main Distribution Facility” should receive the ODPA room designation “T” for Telecommunications rooms (i.e. 001T1.)

General Assignment of Room Numbers

The following are guidelines for assigning room numbers for general buildings.

Note: These guidelines are subject to changes on a case-to-case basis, verify with supervisor if unsure

Creating the Graphic

1. Open the drawing floor level the room numbers will be assigned
2. Create room number assignments on the IDEN-SIGNAGE layer
 - a. If the room number is being changed from an existing room number, leave the posted room number along with the number to be changed (refer to *FIG.01*)
 - b. If there is simply no posted sign, change the room number from the A-AREA-IDEN layer to the IDEN-SIGNAGE layer, leave a comment under the number in 6” text on the IDEN-SIGNAGE layer stating “NO SIGN”
 - c. If the number assignments are for a construction project, there could be a combination of these applications (*FIG.02*)
3. Create the PDF document
 - a. Select the A-SIZE layout
 - b. In the viewport, zoom to area that has changes assigned
 - c. Plot the document DWG to PDF using the Interior Maps.ctb Plot Style (standard)
 - d. Save the document as *buildingnumber_RM#-RM#* (0001_123-145) in a building folder in the following location: G:\Facilities Inventory & Mapping\RoomNumberingChanges

Note: A new building folder might need to be created

Documentation

1. Locate the room number Excel document for the current year: G:\Facilities Inventory & Mapping\RoomNumberingChanges
2. Locate the tab for YearRoomNumber_General
3. Verify that there is no existing project for the same building
 - a. If there is an existing project, label the project by the buildingalias-pjct# (FL-2 would be Foreign Language project #2)
 - b. If there is not an existing project, start at the bottom of the list with buildingalias-pjct# (FL-1 would be Foreign Language project #1)
4. Fill out the rest of the information
5. Be sure to input the reason for the change in the *Comments* section and insert *Date*
6. Make sure each building has an alternating dividing color (*FIG.03*)

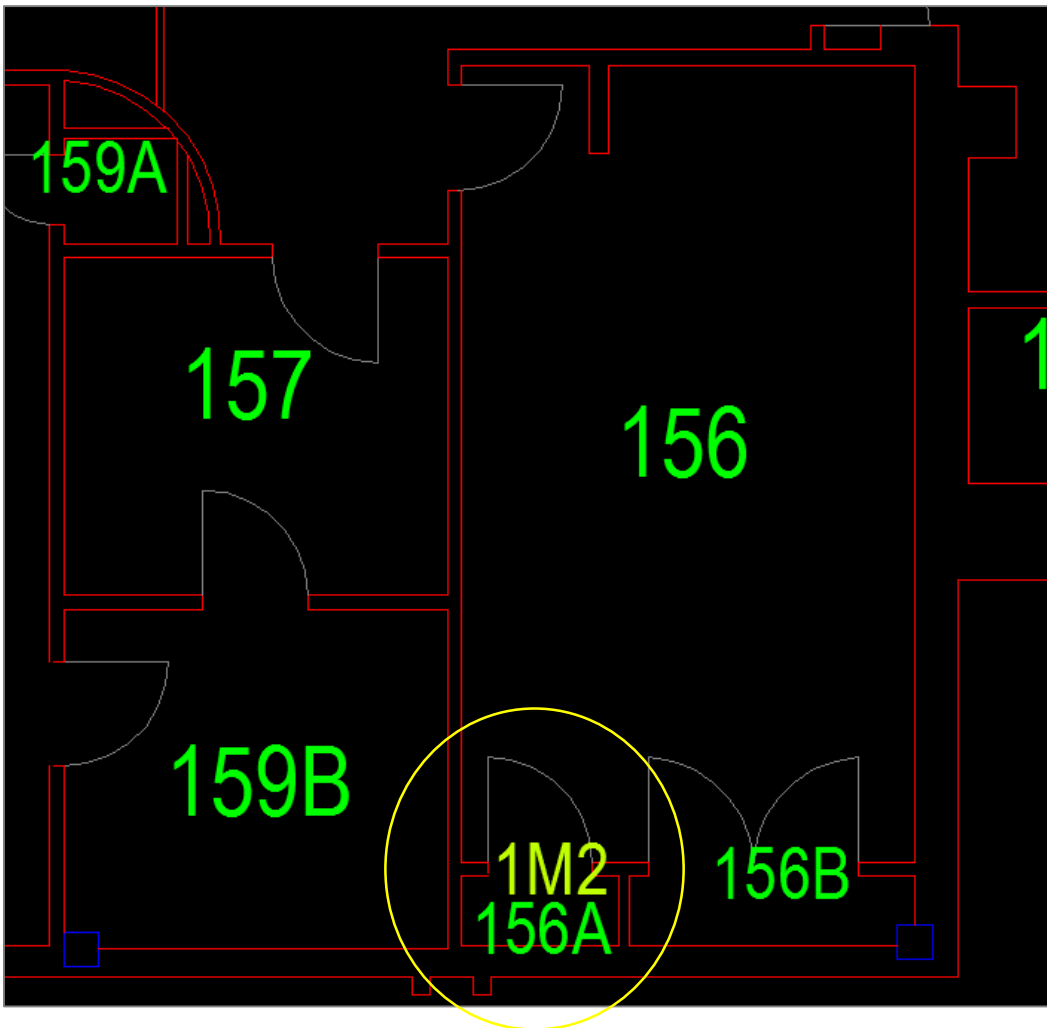


FIG.01 – 1M2 is on IDEN-SIGNAGE layer and 156A is on A-AREA-IDEN layer because it is posted, but incorrect

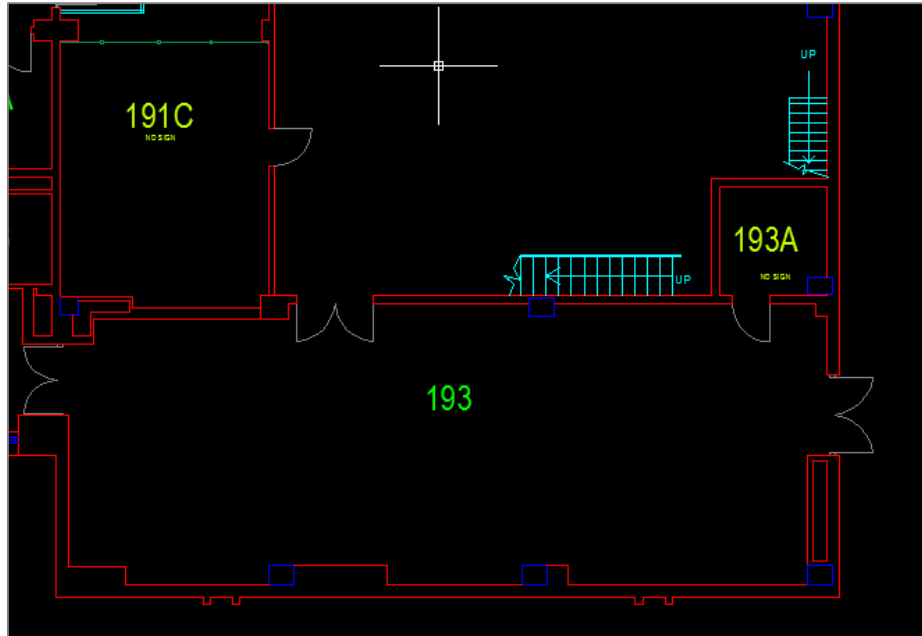


FIG.02 – There is no existing sign, “NO SIGN” comment under number

1	E&G	Project	Building Num	Building Name	Current Sign	Proposed Sign	Comments	Proposal Dat	Verification Date
2	FL-1	0242	Foreign Language	Not Posted	1A	Signage Not Posted	8/26/2013		
3	FL-1	0242	Foreign Language	Not Posted	23	Signage Not Posted	8/26/2013		
4	FL-1	0242	Foreign Language	Not Posted	25A	Signage Not Posted	8/26/2013		
5	FL-1	0242	Foreign Language	Not Posted	25	Signage Not Posted	8/26/2013		
6	FL-1	0242	Foreign Language	Not Posted	27	Signage Not Posted	8/26/2013		
7	FL-1	0242	Foreign Language	Not Posted	19A	19G	Double Signed	8/26/2013	
8	FL-1	0242	Foreign Language	Not Posted	0C2	0C3	Double Signed	8/26/2013	
9	Psy-1	0230	Psychology	Not Posted	17	Signage Not Posted	9/13/2013		
10	Psy-1	0230	Psychology	Not Posted	102	102K	Double Signed	9/13/2013	
11	Psy-1	0230	Psychology	Not Posted	1R3	Signage Not Posted	9/13/2013		
12	Psy-1	0230	Psychology	Not Posted	1R4	Signage Not Posted	9/13/2013		
13	Psy-1	0230	Psychology	Not Posted	101AB	Signage Not Posted	9/13/2013		
14	Psy-1	0230	Psychology	Not Posted	105A	Signage Not Posted	9/13/2013		
15	Psy-1	0230	Psychology	Not Posted	107A	Signage Not Posted	9/13/2013		
16	Psy-1	0230	Psychology	Not Posted	205A	205AA	Double Signed	9/13/2013	
17	Psy-1	0230	Psychology	Not Posted	3R1	Signage Not Posted	9/13/2013		
18	PLTSCI-1	0209	Agricultural Plant Sciences	Not Posted	1C1	Custodial Closet	5/30/2014		
19	PLTSCI-1	0209	Agricultural Plant Sciences	Not Posted	1M1	Mechanical Room	5/30/2014		
20	PLTSCI-1	0209	Agricultural Plant Sciences	Not Posted	2C1	Custodial Closet	5/30/2014		
21	SRC-1	0343	R. H. E. Student Rec Center	Not Posted	3	New construction	4/4/2014		
22	SRC-1	0343	R. H. E. Student Rec Center	Not Posted	16	New construction - old sign never removed	4/4/2014		
23	HUSC-1	0001	Human Sciences	N/A	103C	There is no signage on this door.	9/26/2013		
24	HUSC-1	0001	Human Sciences	N/A	102A	There is no signage on this door.	9/26/2013		
25	HUSC-1	0001	Human Sciences	N/A	1T1	There is no signage on this door.	9/26/2013		
26	HUSC-1	0001	Human Sciences	N/A	120A	Duplicate signage	9/26/2013		
27	HUSC-1	0001	Human Sciences	N/A	153A	There is no signage on this door.	9/26/2013		
28	HUSC-1	0001	Human Sciences	N/A	153B	There is no signage on this door.	9/26/2013		
29	HUSC-1	0001	Human Sciences	N/A	159G	Incorrect Signage	9/26/2013		
30	HUSC-1	0001	Human Sciences	N/A	1M4	Mechanical Room	9/26/2013		
31	HUSC-1	0001	Human Sciences	N/A	3M2	There is no signage on this door.	9/26/2013		
32	HUSC-1	0001	Human Sciences	N/A	0C3	No signage posted.	9/26/2013		
33	HUSC-1	0001	Human Sciences	N/A	0M4	No signage posted.	9/26/2013		
34	HUSC-1	0001	Human Sciences	N/A	0M4A	No signage posted.	9/26/2013		
35	HUSC-1	0001	Human Sciences	N/A	0M1	Wrong signage/ double signed.	9/26/2013		
36	HUSC-1	0001	Human Sciences	N/A	0C2	No signage posted.	9/26/2013		
37	HUSC-1	0001	Human Sciences	N/A	63CC	No signage posted.	9/26/2013		
38	HUSC-1	0001	Human Sciences	N/A	272B	No signage posted.	9/26/2013		
39	HUSC-1	0001	Human Sciences	N/A	260 and 260A	260	No new sign needed; 260A sign needs to be moved to the inside of the suite.	9/26/2013	

FIG.03 – Each building has an alternating color

Construction Room Number Assignments

The room number O.P. states that all construction documents should be sent to the SP&G department for room number assignment of the new space, however this is not always adhered to. It is important to note in construction meetings if a room number change will occur, or if there is a new space being created that will require a new room number. If ever in doubt, contact the Project Manager (PM). Assignment should be located in project documents in: G:\ActiveProjects\Construction.

Creating the Graphic

There are two forms a graphic for a construction project can take. If you have already updated the project post-construction and have the as-builds updated in the ODPa drawing directory, follow the “Creating the Graphic” section from *General Assignment of Room Numbers*. If the PM has sent floor plans follow the procedures listed:

1. The project can come in two forms: PDF or AutoCAD drawing
2. If the form is a PDF, use the *Comment* tools to place the text in each room that will have a number assigned
3. If the form is in a .dwg file, follow the procedures list in the “Creating the Graphic” section from *General Assignment of Room Numbers*.
 - a. This may require you add standard colors/layers to the text in order to plot to the standard room number format
 - b. You will have to add the A-SIZE layout from the *Standards File.dwg* located: I:\planadmin\Drawings\Standards\DWG
4. You will also have to modify the *Printer/plotter* to *DWG to PDF* and *Plot Styles* to *Interior Maps.ctb*
5. According to the room numbering O.P. the room number signage will be billed with the project, so no documentation will be required

Special Room Assignments (Non-E&G Buildings)

Non E&G buildings such as Residence Halls and Athletic buildings are handled on a case-by-case basis. The deliverables, however, will be the same as the *General Assignment of Room Numbers* section with minor changes.

Creating the Graphic

1. Follow instructions from the *General Assignment of Room Numbers* section
2. When created the PDF, Housing space and Hospitality space should be split up as they will be sent to two different departments
3. All PDFs should be submitted as Binders
 - a. With a PDF open select Create located in the top left (*FIG.04*)
 - b. From the drop down menu select *Combine Files into a Single PDF*
 - c. A pop up menu should come up (*FIG.05*)
 - d. Select the *Add Files...* dropdown menu, and select *Add Files...*
 - e. Navigate to the files you wish to combine, and select them all

- f. If the files are saved in multiple locations, repeat steps d-f until all files are in the window
- g. The result should look like *FIG.06*, select *Combine Files*
- h. Save the document in the following folder under the building name: G:\Facilities Inventory & Mapping\RoomNumberingChanges

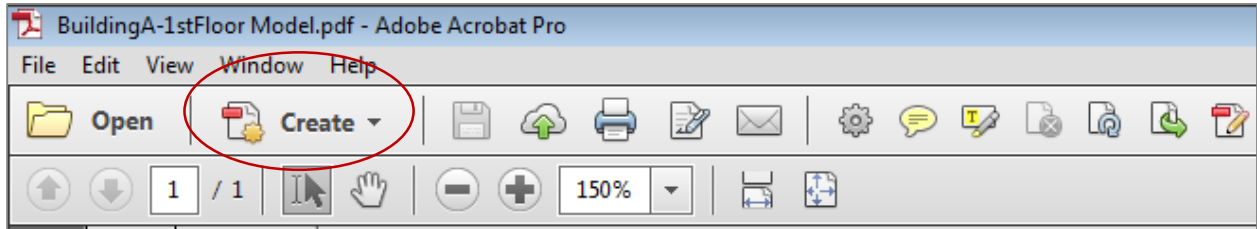


FIG.04 – Select “Create”

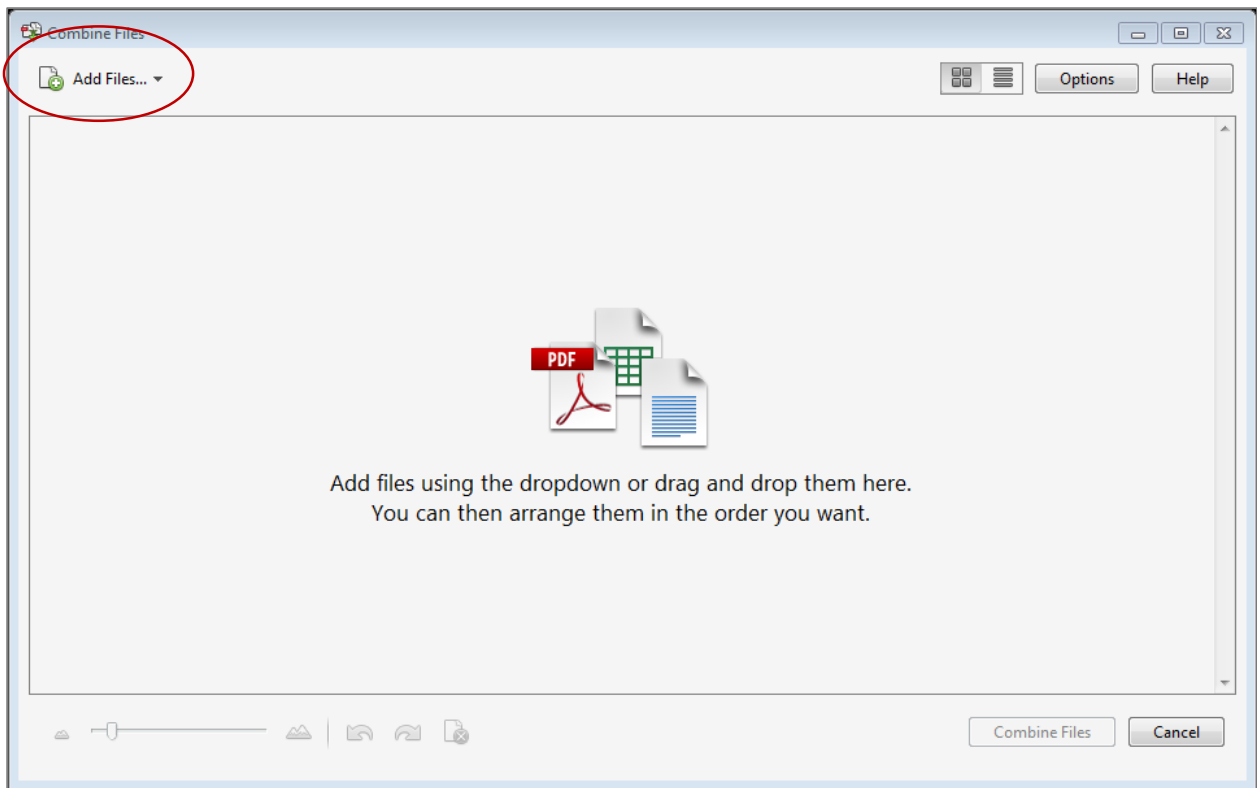


FIG.05 – Select “Add Files...”



FIG.06 – Combine Files

Documentation

The documentation for the Housing and Hospitality room number changes is similar to that of the *General Assignment of Room Numbers* section.

1. Locate the room number Excel document for the current year: G:\Facilities Inventory & Mapping\RoomNumberingChanges
2. Locate the tab for YearRoomNumber_BuildingType (Housing, Hospitality, or Athletics)
3. The crucial pieces of information to fill out are the *Building Number*, *Building Name*, *Current Signage*, *Proposed Signage*, and *Comments*. Dates and project number are not as crucial due to the fact that the audit schedules rarely overlap.
4. As with the General Assignment of Room Numbers, be sure to alternate the colors between different buildings (*FIG.03*)

Submission of Room Number Changes

When submitting room numbers, follow the procedures listed below:

Prepare Document for Delivery

1. *ALL* documents that are delivered are required to have a stamp indicated the time, date, and who assigned the room number.
 - a. Under the *Annotations* section in *Comments* select the stamp tool
 - b. From the dropdown menu, go to *Dynamic*
 - c. Select the *Reviewed* stamp

- d. You may be prompted to fill out information such as your name or email address; once saved you will not have to do this again
 - e. Place stamp in an empty upper corner
2. Calculate all the required room number signs and place the number in the bottom corner
 3. The final product should look like **FIG.07**

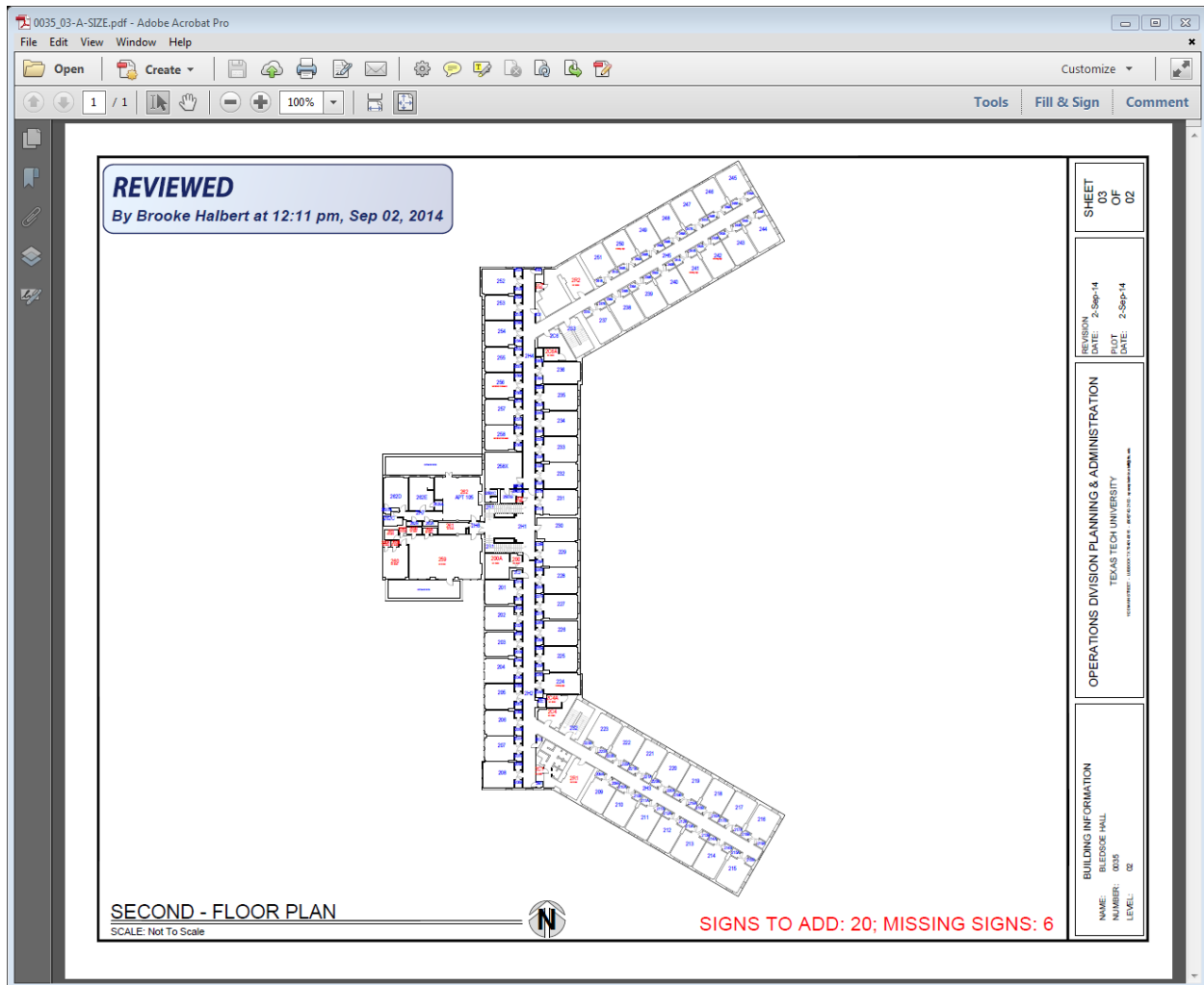


FIG.07 – Final product

Notifying Necessary Parties

Depending on the nature of the room number assignment, the project will require different modes of delivery.

1. If the product has been documented in the Excel document for annual submission, the time and method of delivery will be determined by the supervisor
2. If the assignment is based on a request due to construction, or request from a department, the following people are required to be Cc'd to the email response:
 - Operations.RoomNumbers@ttu.edu

3. If you have want to edit the people in a certain address list:
 - a. Contact Lisa Lively (ODIT) regarding necessary changes needed in the address list.