Property Asset Numbering System

PANS

Developed and implemented by
Capital & Space Strategies

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Purpose

The numbering of buildings, floors, and rooms is an important part of the of the University's built environment allowing students, faculty, staff, and visitors to effectively navigate their way around campus. The numbering system is the framework that creates consistency across campus. Authority for the numbering of buildings, floors, and rooms lies with Capital & Space Strategies. Design teams should use these guidelines to create initial floor and room numbering for a project.

Goals

The numbering system has been purposefully designed with two goals in mind: standardization and flexibility.

Standardization

A primary goal of the system is to develop a means by which a person will be able to find their way through buildings on campus. The guidelines will also help when numbering builds, floors, and rooms.

Flexibility

The numbering system is flexible enough to accommodate renovations and additions.

Comments and Questions

Any comments or questions regarding the content of the Property Asset Numbering System documentation should be sent to space@unm.edu.

Building Numbering

The University of New Mexico real estate portfolio is divided into geographic zones. Once a building number is established it remains permanent and does not change. There may be instances where a name or code change is required. UNM polices will be followed for these cases. All property assets will be numbered. Some structures such as sheds, pavilions, etc. may warrant numbering.

Each building is prefixed with the campus abbreviation.

Central Campus

North Campus

South Campus

Zone	Number Series
Central Campus	A0001 -A0199
North Campus	A0200 -A0299
South Campus	A0300- A0399
Zone (not shown)	Number Series
West Campus	A0400 -A0499
Various University Facilities	A0700- A0799
UNM Own – Off Campus	A0800- A0899
Leased – Off Campus	A1000- A1999
Gallup Campus	G0001-G0199
Gallup Leased	G1000-1999
Los Alamos Campus	L0001-L0199
Los Alamos Leased	L1000-L1999
Rio Rancho Campus	R0001-R0199
Rio Rancho Off Campus	R0800-R0899
Rio Rancho Leased	R1000-R1999
Taos Klauer Campus	T0001-T0099
Taos Civic Plaza	T0100-T0199
Taos Off Campus	T0400-T0499
Taos Leased	T1000-T1999
Valencia Campus	V0001-V0199
Valencia Off Campus	V0800-V0899
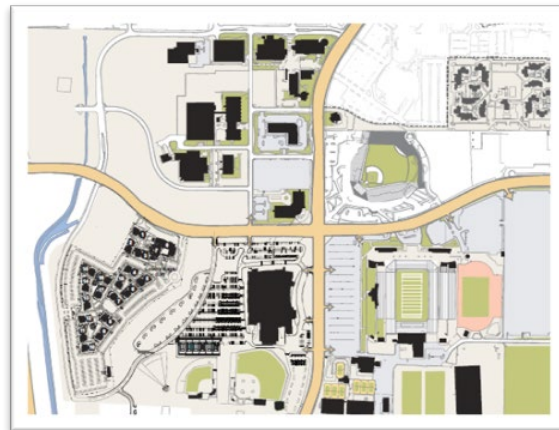
Floor Numbering

Floors are numbered as shown below. The building's primary entrance is generally the first floor.

Floor Name	Floor Code
Roof	R0
Penthouse	P0
Mezzanine	M0
Eighth	08
Seventh	07
Sixth	06
Fifth	05
Fourth	04
Third	03
Second	02
First	01
Ground	G0
Basement	B0
Sub-Basement	B1
Sub-Sub Basement	B2

Mezzanines

Make mezzanines only when absolutely necessary. By definition, a mezzanine is an intermediate floor in a building which is either partly open to a double-height space of the floor below or which does not extend over the whole floorspace of the floor below. If these conditions are met and there is no other way to show spaces below use a mezzanine to capture that space.
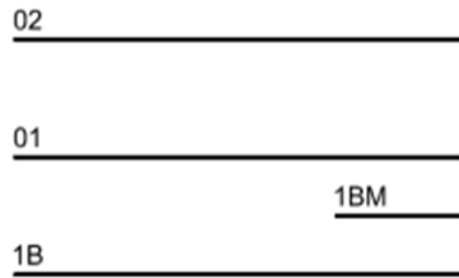
Elevation - Mezzanine Illustration

However, if a section of a floor is a few feet above or below the main floor's elevation and there is no space occluded by the same floor it should be included on the same floor.

Elevation - No-Mezzanine Illustration

Floor Designation

Each room number contains a prefix indication its floor.

Floor Name	Floor Code	Room Prefix	Room Examples
Roof	R0	R	R100
Penthouse	P0	P	P165
Eighth	08	8	8000
Seventh	07	7	771
Sixth	06	6	640
Fifth	05	5	503
Fourth	04	4	490
Third	03	3	303
Second	02	2	200
Mezzanine	M0	M	M122
First	01	1	101
Ground	G0	G	G110
Basement	B0	B	B151
Sub-Basement	B1	B1	B1140
Sub-Sub Basement	B2	B2	B2272

Room Numbering

Considerations

- Floor identification
- Main entrance/exit points
- Potential traffic flow paths
- General floor configuration
- Any unique features

System Elements

- Floor designation
- Number zones
- Rooms within rooms
  - Offices
  - Workstations
  - Housing
- Room identifiers
  - Circulation
  - Restrooms
  - Shafts
  - Custodial Closets

Room Identifiers

Room identifiers exist to identify service rooms and spaces. Several of these space types are described below; a) circulation, b) restrooms, c) shafts, and d) custodial closets.

Circulation Areas

Rooms such as public corridors, stairs, and elevators are considered to be circulation areas. Rooms numbers for these spaces should be vertically stacked within a building.

Circulation Area	Room Prefix	Room Examples
Corridor	(Flr)-C(No)	1-C1, 2-C1
Stairwell	(Flr)-S(No)	1-S1, 2-S1
Elevator	(Flr)-E(No)	1-E1, 2-E1

Restrooms

Each type of restroom should receive a "R" prefix.

Restroom Type	Restroom Prefix	Room Examples
Men's	(Flr)-R(No)	1-R1, 2-R1
Women's	(Flr)-R(No)	1-R1, 2-R1
Unspecified (Universal)	(Flr)-R(No)	1-R1, 2-R1

Shafts

Ventilation shafts should receive a "V" prefix. No signage necessary for these types of spaces. Number for these spaces should be vertically stacked within a building. These spaces can be numbered sequentially rather than related to nearby room numbers.

Floor	Shaft Prefix	Room Examples
First	(Flr)-V(No)	1-V1
Second	(Flr)-V(No)	2-V1

Custodial Closets

Custodial closets should receive a "J" prefix.

Floor	Structural Prefix	Room Examples
First	(Flr)-J(No)	1-J1
Second	(Flr)-J(No)	2-J1

Building Support Space

Rooms such as It closets and mechanical rooms are considered to be building support spaces.

| Building Support Space	Room Prefix	Room Examples
IT Closet	(Flr)-T(No)	1-T1, 2-T1
Mechanical Room	(Flr)-M(No)	1-M1, 2-M1

Number Zones

Floors should be subdivided into groupings of tens to create room numbers zones. These zones form the general pattern. Use this strategy to provide sufficient capacity to add additional rooms. Use this strategy to provide sufficient capacity to add additional rooms.

Rooms Within Rooms

Rooms within rooms are spaces accessed through a primary or entrance space. These spaces are identified with an alpha-character suffix. Certain letters should not be included in suffixes to avoid confusion with numbers, such as: L, O, and Q. Multiple rooms shall be lettered sequentially starting left of-entrance moving in a clockwise direction when appropriate. If there are more suffixes needed after "Z" is reached, resort to "AA", "AB", "AC", etc.

Offices-

OFFICE SUITE
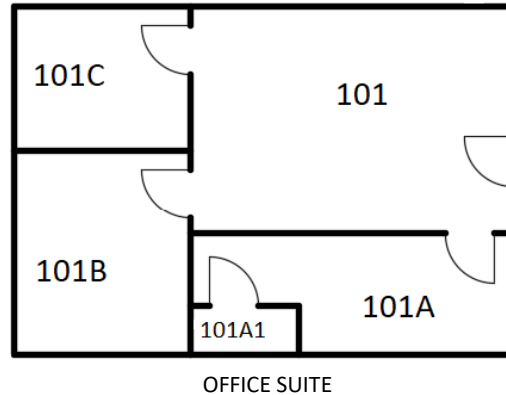
Floor Plan- Office Illustration

Workstations-

Workstations are denoted with a dashed line and similarly labeled with alpha character suffixes. Note that hard walled rooms within rooms should take lettering priority over workstation spaces.

OFFICE SUITE WITH WORKSTATIONS
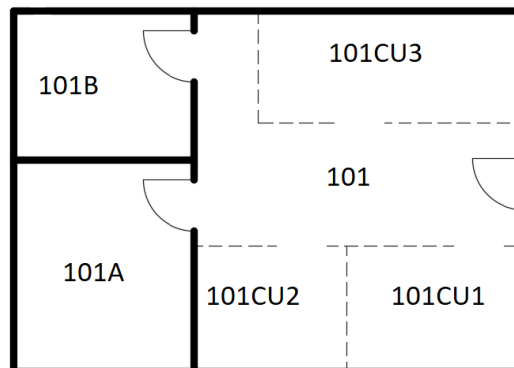
Floor Plan-Workstation Illustration

Housing -

Closets with doors get numbers. Closets w/o doors do not get numbers.
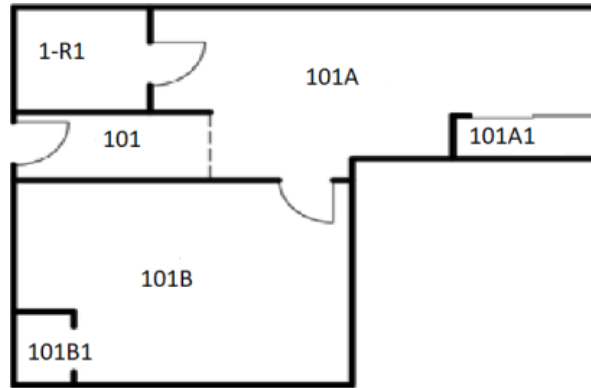
HOUSING SUITE

Floor Plan- Housing Suite Example 1
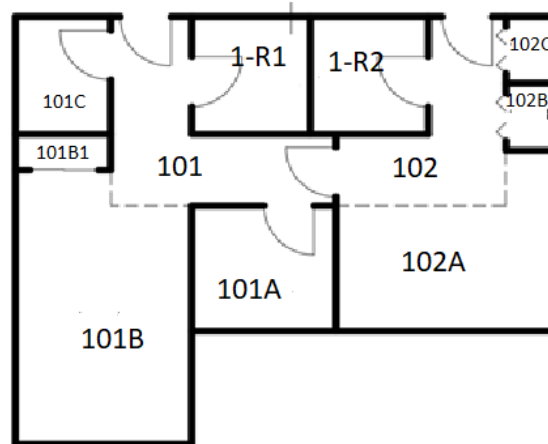
HOUSING SUITE WITH TWO ENTRIES FROM CORRIDOR

Floor Plan- Housing Suite Example 2

Room Number Format Summary

Room number format summary featuring room number components and examples.

Building Number+	Floor+	Room Number=	Result
A0112	R0	4001	A0112_R0_4001
A0066	P0	202	A0066_P0_202
A0286	08	8000	A0286_8000
A0286	07	7201	A0286_07_7201
A0144	06	600	A0144_06_600
A0081	05	501	A0081_05_501
A0046	04	403	A0046_04_403
A0083	03	306	A0083_03_306
A0004	02	203	A0004_02_203
A0053	M0	125	A0053_M0_125
A0002	01	101	A0002_01_101
A0119	G0	G110	A0119_G0_G110
A0062	B0	B8	A0062_B0_B8
A0059	B1	B1	A0059_B1_BB01
A0053	B2	L307	A0053_B2_L307

Room Sign Description Guidelines

Room sign description guidelines should be applied to UNM facilities, based on the space category and space type of the room. All interior signage should adhere to the UNM Interior Signage Standards.

Space Category +	Space Type	= Room Name
Classroom	Classroom	Classroom
	Seminar	Classroom
	Lecture	Classroom
	Auditorium	Classroom
	Distance Learning	Classroom
	Learning Studio	Classroom
Classroom Service	Classroom Service	Service
	Proj/Control Rm	*Notify for change – space type no longer used
	Break Out Space	Break Out
	Storage	Storage
	Kitchenette	Kitchenette
Laboratory	Class Laboratory	Laboratory or Lab
	Class Lab – Wet	Laboratory or Lab
	Class Lab – Dry	Laboratory or Lab
	Class Lab – Computer	Laboratory or Lab
	Class Lab - Art	Laboratory or Lab
	Class Lab – Music	Laboratory or Lab
	Class Lab – Clinical/Observation	Laboratory or Lab
	Class Lab – Production	Laboratory or Lab
	Class Lab - Design	Laboratory or Lab
	Class Lab – Language	Laboratory or Lab
	Class Lab – Performance	Laboratory or Lab
Laboratory Service	Class Lab Srvc – Storage	Storage
	Class Lab Srvc – Temp Controlled	Temp Controlled
	Class Lab Srvc – Hazardous	Hazardous
	Class Lab Srvc – Darkroom	Darkroom
Open Laboratory	Open Laboratory	Laboratory or Lab
	Open Lab – Computer	Computer Lab
	Open Lab – Practice Room	Laboratory or Lab
	Open Lab – Wet, Biology-Based	Laboratory or Lab
	Open Lab – Wet, Chemistry-Based	Laboratory or Lab
	Open Lab – Dry, Computational	Laboratory or Lab
	Open Lab – Dry, Equipment	Laboratory or Lab
	Open Lab – Dry, Large Equipment	Laboratory or Lab
	Open Lab – Creative Studio	Laboratory or Lab
Research/Non-Class Laboratory	Research/Non-Class Laboratory	Laboratory or Lab
	Research Lab – Wet	Laboratory or Lab
	Research Lab – Dry	Laboratory or Lab
	Research Lab – Computer	Laboratory or Lab

Space Category +	Space Type	= Room Name
	Research Lab – Clinical/Observ	Laboratory or Lab
	Research Srvc – Storage	Storage
	Research Srvc – Temp Controlled	Temp Controlled
	Research Srvc – Hazardous	Hazardous
	Research Srvc – Darkroom	Darkroom
	Research Srvc - Circulation	
	Research Srvc – Cir Restricted	Restricted
	Research Srvc – Support	Support
	Research Srvc - Restroom	Restroom
	Research/Non-Class Lab – Wet	Laboratory
	Research/Non-Class Lab – Dry	Laboratory
	Research/Non-Class Lab Service	Service
Office	Office	Office
	Office – Faculty	Office
	Office – Staff	Office
	Office – Reception	Office
	Office – Resident/Fellow	Office
	Office – Graduate Student	Office
	Office – Workstudy/Student Emp	Office
	Office - Administrative	Office
	Office - Emeriti	Office
	Office-Hotelling/Coworking	Office
Office Service	Waiting Area	Waiting
	Lounge	Lounge
	Kitchenette	Kitchenette
	Restroom	Restroom
	Storage	Storage
	Work Room	Work Room
	Resource Room	Work Room
Conference Room	Conference Room	Conference Room
Conference Room Service	Kitchenette	Kitchenette
	Proj/Cntrl Area	*notify for change, space type no longer used
	Storage	Storage
Study	Study Space	Study
	Computer Area	Study
	Learning Commons	Student Commons
	Stack	Stack
	Open-Stack Study Room	Study
	Open-Stack Study Rm - Special	Study
	Open-StackStudyRm - Dept Res	Study
	Processing Room	Processing Room
	Processing Rm - Catalogue Area	Processing Room
	Processing Rm - Ref/Circ Desk	Processing Room

Space Category +	Space Type	= Room Name
Study Service	Study Service - Copy/Work Room	Work Room
	Study Services - Storage	Storage
	Study Service - Archive	Archive
Armory Service	Armory Service	Service
Athletic Or Physical Education	Gym	Gym or Gymnasium
	Court	Court
	Activity	Activity
	Fitness	Fitness
	Therapy/Training	Therapy
	Pool	Pool
Athletic Fac Spectator Seating	Athletic Fac Spectator Seating	Seating
	Athletic Fac Spectator Box	Box Seating
Athletic Or Physical Ed Srvc	Storage	Storage
	Ticket Booth	Ticket Booth
	Laundry	Laundry
	Therapy/Train	Therapy
	Team Room	Team Room
	Restroom W	Women Restroom
	Restroom M	Men Restroom
	Shower W	Women Shower
	Shower M	Men Shower
	Dress/Locker W	Women Locker Room
	Dress/Locker M	Men Locker Room
	Restrm & Shwr U	Restroom
	Press Box	Press Box
Media Production	Media Production	Media Production
	Producing	Producing
	Broadcasting	Broadcasting
	Library	Library
	Transmit/Equipment	Transmit or Equipment
Media Production Service	Media Production Service	Service
Clinic	Clinic	Clinic
Clinic Service	Clinic Service	Service
Demonstration	Demonstration	Demonstration
Animal Facilities	Animal Facilities	Animal Facilities
	Quarters	Animal Facilities
	Procedure	Animal Facilities
	Surgery	Animal Facilities
Animal Facilities Service	Animal Facilities Service	Service
	Cage Wash/Storage	Cage Wash or Storage
	Circulation Restrict	Restricted
Greenhouse	Greenhouse	Greenhouse
Greenhouse Service	Greenhouse Service	Service

Space Category +	Space Type	= Room Name
General Use	Assembly	Assembly
	Assembly Service	Service
	Exhibition	Exhibition
	Exhibition Service	Service
	Food Facility	Food
	Food Facility Service	Service
	Day Care	Child Care
	Infant Rm	Child Care
	Toddler Rm	Child Care
	Preschool Rm	Child Care
	Pre-K Rm	Child Care
	Before/After Care	Child Care
	Day Care Service	Service
	Adult Restrm	Restroom
	Child Restrm	Child Restroom
	Kitchen	Kitchen
	Mud Room	Mud Room
	Kitchenette	Kitchenette
	Storage	Storage
	Observation	Observation
	Study Space	Study
	Resource Lib	Resource
	Lounge	Lounge
	Lounge Service	Service
	Merchandising	Merchandising
	Merchandising Service	Service
	Recreation	Recreation
	Recreation Service	Service
	Mothers Room	Mothers Room
Support Facilities	Central Computer Or Telcom	Comm. Rm
	Information Services - Dc	Comm. Rm
	Information Services - Ddc	Comm. Rm
	Central Computer Or Telco Srvc	Comm. Rm
	Information Services - Ef	Comm. Rm
	Information Services - Er	Comm. Rm
	Information Services - Br	Comm. Rm
	Information Services - Sr	Comm. Rm
	Information Services - Dsr	Comm. Rm
	Information Services - Storage	Comm. Rm
	Shop	Shop
	Shop Service	Storage
	Central Storage	Storage
	Central Storage Service	Storage

Space Category +	Space Type	= Room Name
	Vehicle Storage	Storage
	Vehicle Storage Service	Storage
	Hazardous Materials Storage	Hazardous Materials Storage
	Hazardous Waste Storage	Hazardous Waste Storage
	Unit Storage	Storage
Health Care Facilities	Patient Bedroom	Patient Bedroom
	Patient Bedroom Service	Service
	Patient Bath	Patient Bath
	Nurse Station	Nurse Station
	Nurse Station Service	Service
	Surgery	Surgery
	Surgery Service	Service
	Treatment/Examination Clinic	Exam
	Exam	Exam
	Procedure	Exam
	Triage	Exam
	Consult Rm	Exam
	Treatment/Exam Clinic Srvc	Service
	Clean Supplies	Clean Supplies
	Soiled Utility	Soiled Utility
	Med Rm	Medication
	Nutrition Rm	Nutrition
	Registration	Registration
	Check out	Check Out
	Storage	Storage
	Med Gas	Med Gas
	Staff Lockers	Staff Lockers
	Diagnostic Service Laboratory	Laboratory or Lab
	Diag Srvc Lab Support	Lab Support
	Central Supplies	Central Supplies
	Public Waiting	Waiting
	Circulation	Circulation
	Restroom: Patient	Restroom
	Restroom: Staff	Restroom
	Patient Waiting	Waiting
	Restroom: Staff W/ Shower	Restroom
	Staff On-Call Facility Service	On-Call
Residential Facilities	Sleep/Study/No Toilet/Bath	Room
	Toilet Or Bath	Restroom
	Sleep/Study With Toilet/Bath	Room
	Sleep/Study Service	Service/Storage
	Room/Suite/Apt	Room/Suite/Apt
	Apartment	Apartment
	Apartment Service	Service

Space Category +	Space Type	= Room Name
	Common Space	Common
	Meeting Area	Meeting
	Fitness Area	Fitness
	Storage	Storage
	Restroom	Restroom
	Mailroom	Mailroom
Circulation Area	Elevator	Elevator
	Elevator - Passenger/Public	Elevator
	Elevator - Lift	Elevator
	Loading Dock	Loading Dock
	Lobby	Lobby
	Elevator Lobby	Lobby
	Public Corridor	Corridor
	Main	Corridor
	Sub	Corridor
	Concourse	Corridor
	Vestibule	Corridor
	Stairway	Stairs
	Main	Stairs
	Sub	Stairs
	Ladder/Hatch Access	Stairs
	Area Of Refuge	Area Of Refuge
Building Service Area	Custodial Supply Closet	Custodial
	Janitor Room	Custodial
	Public Rest Room	Restroom
	Public Restrm - Men	Men Restroom
	Public Restrm - Men W Shwr	Men Restroom
	Public Restrm - Women	Women Restroom
	Public Restrm – Women W Shwr	Women Restroom
	Public Restrm - Unisex	Restroom (Toilet Icon)
	Public Restrm – Unisex W Shwr	Restroom (Toilet Icon with Shower)
	Trash Room	Trash Room
Mechanical Area	Shaft	Mechanical
	Utility/Mechanical Space	Mechanical – No Storage
	Mechanical	Mechanical – No Storage
	Electrical	Electrical – No Storage
	Elevator Eq	Elevator Equipment