

## STRATEGIC PLANNING & PLACE BUILDING CONTRACT DIRECTIVE

DATE: June 2015

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### REFERENCE

#### ROOM NUMBERING

##### 1. EXISTING BUILDINGS

Strategic Planning & Place has CAD floor plans for all WSCC properties. All rooms within the floor plans have been referenced with a 3 digit number. This referencing system may not correlate with the client's own door numbering.

##### 2. NEW PROJECTS

With new projects, it is required that the Consultant, following the approved sketch scheme stage of a project, shall identify each space/room/cupboard by a unique numerical reference and carry that numbering through to completion. This numbering will be adopted by Strategic Planning & Place for future records. The numbering can also be used in the preparation of circuit charts, servicing and operating instructions.

##### 3. GUIDELINES TO NUMBERING

- (a) Start numbering at Main Entrance and work outwards and clockwise.
- (b) Reference rooms so that they follow a systematic 'path' through the building that can easily be followed upon inspection.
- (c) Rooms are to be numbered sequentially.
- (d) All room references shall be unique within the model; that is to say that duplicates are not permitted between floors or buildings of the same establishment.
- (e) All room references should be made up to be 3 characters in length. This should be done by right-justifying and zero-filling any numbers which are less than 3 characters eg 008
- (f) Where possible room references shall be placed inside the room on the plan – or a Leader arrow shall indicate to room a reference relates if it has been placed outside of the room. The Leader arrow to be placed upon the same layer as the room reference.
- (g) Room references and associated Leaders are to be placed upon the drawing Layer '1-room-number'.

**NOTE:**

*THIS DIRECTIVE IS APPLICABLE TO THE MAJORITY OF SCHEMES BUT IT WILL NOT NECESSARILY BE APPROPRIATE TO ALL WORKS AND THEREFORE ON EACH SCHEME IT WILL BE NECESSARY TO CHECK THE SPECIFIC REQUIREMENTS.*

Where a shed, garage or other ancillary structure to the Premises is, to all intents and purposes, just a single space or room then you are required to reference such a space.

Please email [propertyrecords@westsussex.gov.uk](mailto:propertyrecords@westsussex.gov.uk) for further guidance

4. **ADAPTATIONS TO EXISTING BUILDINGS**

Where there are to be adaptations to the existing buildings, the Consultant shall obtain a copy of the existing room numbering and not amend but add to that numbering as necessary numerically.

5. **ISSUE TO PROPERTY SERVICES**

A copy of the final drawing with the added numbering in AutoCAD 2000 or onwards (DWG format) via CD, shall be forwarded to Property & Asset Records, WSCC Strategic Planning & Place, Northleigh Block, County Hall, Chichester, West Sussex.

**CONCLUSION**