

POLICY:

Issued: April 8, 2011

PURPOSE:

To communicate the process and requirements of building and room numbering and the responsibilities of both OFI (Office of Facilities Information) and Project Managers (PM) within that process.

DEFINITIONS:

A/E – Architect / Engineer
ERP – Energy Research Park
OFI – Office of Facilities Information
PM – Project Manager
SD – Schematic Design

GUIDELINES:

New Building Numbers

- A new building number is required for all newly constructed stand-alone buildings and complete building replacements. Buildings with major renovations and additions maintain existing building numbers though there can be special circumstance that may be an exception.
- New building numbers for all UH and UH System buildings (including ERP, Cinco Ranch, and Sugar Land) are assigned by the Space Inventory Manager in OFI.
- PMs should consult with the Space Inventory Manager on all major projects before the project is initiated for the assignment of a building number if the project requires one.

Procedure for Assignment of Building and Room Numbers**NEW CONSTRUCTION, BUILDING ADDITION, and MAJOR RENOVATION PROJECTS**

- For all UH and UH system new construction projects, at the completion of Schematic Design (SD), the PM should provide OFI SD prints (or DWG files) for room numbering.
- The PM should consult with the A/E team at the start of the project to determine when the A/E will need the numbers assigned. Submittals should come as soon as the project starts to take shape. The Space Inventory Manager and CAD/GIS Manager in OFI should be on the transmittal list and should automatically receive a set of prints (plans only). The submittal should be an electronic DWG file. For drawing standards, please refer to the UH CAD standards located on the UH website at <http://www.uh.edu/plantops/departments/fpc/cad-standards/index.php>
- The Space Inventory Manager submits the room numbers to the PM within one week of receipt for distribution to the A/E so the A/E can begin using the UH room numbers on their plans as early as possible in the project.

MINOR RENOVATIONS and MINOR AND PLANNED PROJECTS

- All small renovations, minor and planned projects, and skilled-trade projects that have any space changes should be submitted to OFI in the planning stages. If the project requires room number revisions, the PM should submit the changes to the Space Inventory Manager. A copy of the proposed layout should be included in the request for room numbers. The project information should also be provided at the close of the project for all space changes (regardless of numbering requirements) in order to update the university space database as required for state reporting.
- The Space Inventory Manager submits the room numbers to the PM within one week of receipt.
- After the project is complete, the PM should submit the project drawings to the Space Inventory Manager for all projects involving wall changes (regardless of whether a contractor is involved or not) so that the Space Inventory can be updated as appropriate.

Submitting a Request

- To submit a request, the PM should send an email, with an electronic plan file attached when available, to the Space Inventory Manager.
- If no electronic file is attached to the e-mail, the Space Inventory Manager must receive a set of plan prints. The email should provide the project number and any project information that the PM feels would be helpful.
- If the project requires an expeditious completion of the room numbering, this should be clearly indicated in the request.
- Contact information for the OFI staff involved in this process is listed below.

Office of Facilities Information Staff

Camille Porter, Space Inventory Manager
Ext 3-1337 Office: GSB Room 214

Dawn Taylor, Facilities Space Coordinator
Ext 3-5214 Office: GSB Room 209G

Eva Lyon, CAD/GIS Manager
Ext 3-5709 Office: GSB Room 209J

Lillian Wanjagi, Director of Facilities Information
Ext 3-5541 Office: GSB Room 215A

PROCESS FOR REQUESTING BUILDING NUMBERS AND ROOM NUMBERS FOR NEW CONSTRUCTION, RENOVATIONS, and MINOR AND PLANNED PROJECTS

