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003150S04 | RENUMBERING ROOMS

Renumbering rooms within a building normally only occurs during a major renovation (*) as any room renumbering affects the following building systems, drawings and/or databases:

* - *A major renovation is one that exceeds half the insured value of a building.*

- New signage for Emergency Medical Services / Fire Department Wayfinding and faculty/staff/student Wayfinding (building directories, room signage, emergency egress signage, etc.).
- Fire Alarm Panels and Smoke Detectors are tied to specific rooms.
- Electrical Panels have breakers tied to specific rooms.
- Key Shop database for issuing of new keys to rooms.
- Electronic Security systems tied to rooms.
- Lighting Controls for those facilities with digital light controls.
- Building controls and VAV boxes (how warm / cold your office might be).
- Job Order's already performed for the existing space(s) (Helps track long term recurring problems).
- Fire extinguisher database maintained by EH&S.
- Key Drawings to the building maintained by Facilities Management Campus, FMC, and Facilities Management Healthcare, FMHC.
- Original construction documents maintained by Facilities Management Campus, FMC.
- Registrar's Office for classrooms.
- Graduate Classrooms / Conference Rooms that are assigned to the College / Department.
- Human Resources records as to your employment location.
- Space Inventory Database that the University reports to the Council on Higher Education and to Federal Granting Agencies as part of a Grant.
- Equipment / Furnishings Inventory Database
- Clinical spaces room numbers are tied to many clinical systems such as Sunrise Clinical Manager (SCM), Tele-tracking, HealthQuest Patient Management (HQPM), etc. which are major patient and operational impacts when room numbers are changed. Coordination of any room change on clinical space must be discussed prior to change and workflows, system management and timelines must be coordinated.

All of these have a cost to the University and unless waived by the Vice-President for Facilities will be borne by the project that renovates / alters a space and/or by the department that takes it upon themselves to renumber a room(s) in a facility.

REVISION DATE	PAGES	REMARKS
12/2015	ALL	General Update
3/2026	ALL	Changed PPD & MCPPD references to FMC & FMHC, respectively. Verified document meets ADA Digital Accessibility Requirements