## APPENDIX F – Space Naming Convention

All spaces within the 2-D and 3-D drawings, the BIM spatial models and the CAFM system shall adopt the following space naming conventions.

**Space Naming**

Naming string: Building\_Level\_Room Number

For example: W001\_G\_CRG01

In practice this string is broken down into components field on the data return template, as follows: Building / Level / Room Number

**Drawings should show the room number as the name for each space – i.e. G01 or 101**, rather than WNNN\_1\_101. The first room in a sequence should generally be N01 and not N00 – i.e. room 101 not 100. Where the room has a coded use, the code should precede the room number i.e. a ground floor female toilet would be coded TFG01.

The standard room abbreviations used by the university are shown in the table below. Where new codes might be required the project team should contact the University’s Space Manager to agree the naming convention.

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| **Standard Room Naming Abbreviations** |
| CD | Cupboard |
| CR | Corridor/entrance/lobby |
| LI | Lift |
| PH | Phone booth |
| PR | Plant room |
| SD | Duct/riser |
| SR | Shower |
| ST | Stair |
| TD | Toilet disabled |
| TF | Toilet female |
| TM | Toilet male |
| TU | Toilet unisex |
| UD | Underground duct |
| VD | Void |
| VG | Viewing gallery |
| W1 | Wall area (level 1) |
| WG | Wall area (ground level) |
| WM | Wall area (mezzanine level) |
| R00 | Roof room |
| B00 | Basement room |
| G00 | Ground floor room |
| 100 | First floor room |
| 200 | Second floor room |