

## Policy on Building Address and Room Identification

<b>Policy Title</b>	<b>Policy on Building Address and Room Identification</b>
<b>Policy #</b>	02.104.1
<b>Policy Owner</b>	Manager, Space Allocation & Analysis
<b>Contact Information</b>	Questions regarding this Policy should be directed to the University's Manager, Space Allocation & Analysis at (401) 874-4282.
<b>Approved By</b>	Administrative Policy Committee
<b>Effective Date</b>	February 3, 2020
<b>Next Review Date</b>	No later than June 30, 2023
<b>Who Needs to Know About this Policy</b>	All University staff Fire & Life Safety, Campus Planning and Design, Facilities Services, Capital Planning and Real Estate Development.
<b>Definitions</b>	<p><b>Occupant.</b> The department, office, or program having primary use and control of a given building.</p> <p><b>Room Number.</b> The unique numeric sequence used to identify each room or space within a given building.</p> <p><b>Street Address.</b> The street address of a given building as used for purposes of mail delivery and provided to emergency services.</p>
<b>Statutes, Regulations, and Policies Governing or Necessitating This Policy</b>	National Fire Protection Association, NFPA 101: Life Safety Code
<b>Reason for Policy/Purpose</b>	To identify a consistent, standardized process by which rooms and spaces in URI's buildings are numbered so as to facilitate rapid access for emergency responders and to accurately track spaces on campus. This policy establishes a process for determining and updating the street address and room numbering scheme for URI buildings.
<b>Forms Related to this Policy</b>	None

## Policy Statement

The official Street Address of every building on URI property shall be determined by the Office of Space Allocation and Analysis office in consultation with the Department of Public Safety.

Each room and space within every building on URI property shall be identified with a number that is consistent with numbering standards adopted by the University. No Occupant(s) may modify Room Numbers without approval from the Space Allocation and Analysis office and Fire & Life Safety.

## Exceptions

None

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