PROCEDURES for Policy on Building Address and Room Identification

Effective Date: February 3, 2020

Policy # 02.104.1

Introduction
The University’s Policy on Building Address and Room Identification requires building addresses and room numbers be designated and/or approved by the Office of Space Allocation & Analysis, in coordination with Fire & Life Safety. The following procedures are established to ensure compliance with the Policy and may be modified from time to time by the University’s Space Coordinator.

Questions regarding these procedures should be directed to the University's Manager, Space Allocation & Analysis, (401) 874-4282.

These procedures, as amended from time to time, have been established to ensure compliance with the above policy.

Procedure or Standard
The Office of Space Allocation & Analysis shall perform periodic reviews of room numbering in the course of maintaining the University’s space database and floorplan library. Any discrepancies shall be resolved with the Occupant and appropriate notifications made as indicated above.

Assigning/Changing Room Numbers
1. Consult with the Manager, Space Allocation & Analysis who will determine the room numbering scheme for all URI buildings in consultation with Occupants.
   • Numbering schemes and placarding must comply with the Rhode Island Uniform Fire Code as applicable.
   • Sign/placard designs may require advance approval by the Office of Campus Planning & Design.
2. Once a room numbering scheme is approved, the Office of Space Allocation & Analysis will update the University’s space database and floorplan library accordingly and make notifications to Fire & Life Safety, Alarm Services, Facilities Services, Capital Projects, and Campus Planning & Design.
3. Before changing out signs/placards, the fire alarm system in each building must be updated to accurately reflect any changes to room numbering, if applicable. Any associated costs shall be borne by the Occupant unless otherwise arranged in advance.
4. Signs/placards shall be installed to accurately reflect the number assigned to each room or space. This work shall be overseen by Facilities or Capital Projects and shall conform to relevant standards (e.g., the Americans with Disabilities Act [ADA]).
Assigning/Changing Street Address

1. Consult with the Director of Capital Planning and Real Estate Development who will determine the correct street address for all URI buildings, in consultation with local jurisdictions as applicable.
2. Once a new or updated street address has been approved, the Director of Capital Planning and the Office Real Estate Development will notify the Department of Public Safety. Public Safety will:
   - Update the street address in the Department’s records management system;
   - Provide notification to local police, fire, and EMS services;
   - Provide notification to the State E-911 call center;
   - Visually verify required changes to any address markings on the building.
3. Install new signs/placards as needed.

Exceptions

None
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Work Flows for Building Address and Room Identification (4/2018)

UNIVERSITY OF RHODE ISLAND