

PROCEDURES for Policy on Building Address and Room Identification

Policy # 02.104.2

Policy Effective Date: August 1, 2023

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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 Spatial Services, 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 Office of Spatial Services.

Questions regarding these procedures should be directed to the University's Assistant Director of Spatial Services, (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 Spatial Services 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 Assistant Director of Spatial Services who will determine the room numbering scheme for all URI buildings.
 - Numbering schemes and placarding must comply with the Rhode Island Uniform Safety Fire Code, other applicable codes, and University standards as required.
 - Sign/placard designs require advance approval by the Office of Campus Design.
2. Once a room numbering scheme is approved, the Office of Spatial Services will update the University's space database and floorplan library accordingly and make notifications to Fire & Life Safety, Alarm Services, Facilities Services, Capital Projects, Campus Design, and Small Projects.
3. Before changing out signs/placards, the fire alarm system and HVAC systems in each building must be updated to accurately reflect any changes to room numbering, if applicable. Any associated costs shall be borne by the originating requestor 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 the Facilities Group and shall conform to relevant standards (e.g., the Americans with Disabilities Act [ADA]).

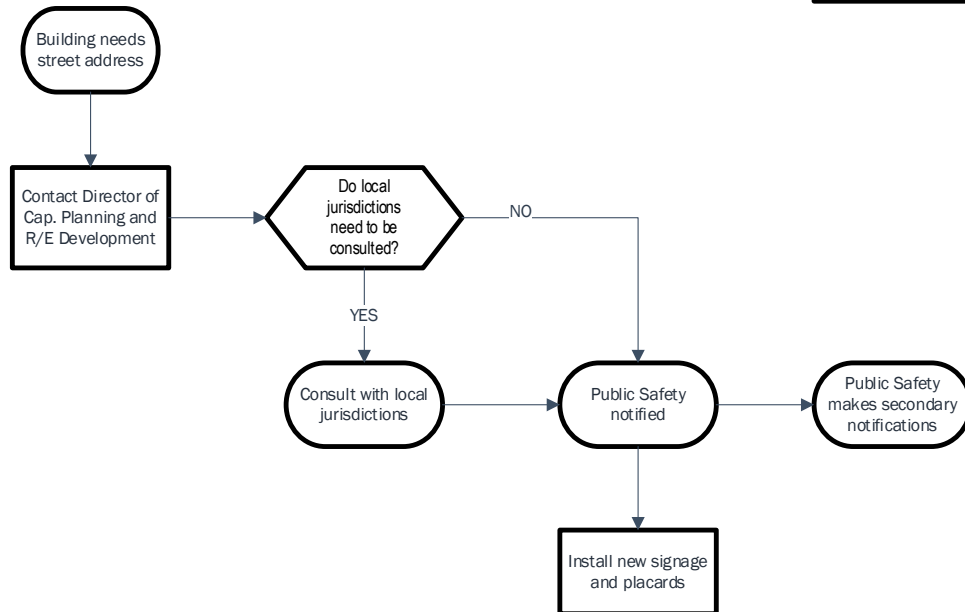
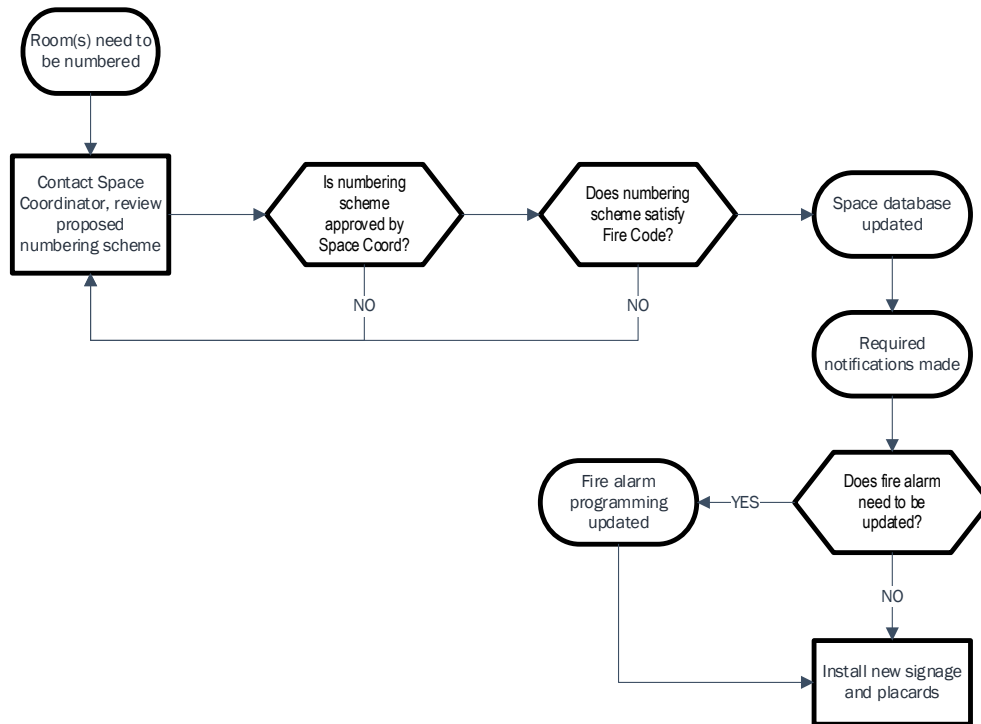
Assigning/Changing Street Address

1. Consult with the Director of Planning and Real Estate Development, or their designee, 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 Planning and Real Estate Development, or their designee, 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;
 - Visually verify required changes to any address markings on the building.
3. The Office of Spatial Services will:
 - Provide notification to the State E-911 call center;
 - Provide notification to the local municipality.
4. Install new signs/placards as needed, ensuring compliance with any applicable code or University standard.

Exceptions

None

Work Flow Diagram



Workflows for Building Address and Room Identification (4/2018)

UNIVERSITY OF RHODE ISLAND