

9.7 Room Naming Convention

Due to the complexity and range of buildings within our campus and the fact we must track space usage across buildings we require consistency in our room naming on all drawing packages. The room name on the drawing is translated into associated UCalgary Integrated Workplace Management System (IWMS) which has a numeric code for reporting purposes. The following chart shows the integration of the room name as it appears on the drawing, the associated room signage, and the UCalgary IWMS, which is mapped to room type of Space Classification. This chart should be used to better understand the process for determining room names.

Headers in the following table:

- Room Name (drawing): room name as it appears on the drawing set
- Room Signage (internal use only): signage placed on the door or wall outside of the room, this can change if the room has a donor.
- Room Type (internal use only) is divided into Code and Description. This section is for our internal space utilization reporting as well as external reporting to government.

ROOM NAME (drawing)	ROOM SIGNAGE (internal use only)	ROOM TYPE (internal use only)		REMARK
		CODE	DESCRIPTION	
ACCOM EXAM	Exam Room	10801	Instructional Service - Exam Room	
ANTE	Air Lock Ante Room Research Lab *or Room Number only	36002	Research Lab/Clinic - Private Ante Room	Signage data in Archibus
BEDROOM	*Room Number only - Work with the room on name of space	38001 111001 111002 113001	Research Clinic - Human Patient Bedroom Sleep/Study Rm no Toilet/Bath Sleep/Study En Suite Bedroom Apartment - Bedroom	
BOX OFFICE	Box Office	100801	Assembly Service - Ticket Booths/Box Office	
CHANGE	Change Room	27002 37002	Instructional Lab - Change/Locker Room Research Lab - Change Room	
CHANGE ALL	Change Room for Everyone	70803	Athletic Change/Locker Room - Universal	
CHANGE MEN	Men's Change Room	53001 70801	Admin Change Room - Male Athletic Change/Locker Room - Male	
CHANGE WOMEN	Women's Change Room	53002 70802	Admin Change Room - Female Athletic Change/Locker Room - Female	
CISTERN	*Room Number only if needed	Z39001	Water Cistern	
CLASSROOM	Classroom	12001	Classroom	
CLIMBING WALL	Climbing Wall	71099	Athletic Area - Other	

ROOM NAME (drawing)	ROOM SIGNAGE (internal use only)	ROOM TYPE (internal use only)		REMARK
		CODE	DESCRIPTION	
COAT	Coat Room	101099	Assembly - Other	Catch-all for assembly everything else
COFFEE	Coffee Kitchenette	40808 50808 93803 111084	Academic Service - Kitchenette Admin Service - Kitchenette Plant Maintenance/Shops - Kitchenette Sleep/Study Service - Kitchenette	No seating area
COLD	Cold Room Food Services	20803 123802	Instructional Lab Service - Cold Room Food Service - Cold Room	
COM MEDIA	Com Media	91004	Central Com Media Depot	
COMMS	Communication Room IT Room	91002	Central Telecom Room	
COMPUTER LAB	Computer Lab	21002 22002	Instructional Dry Lab-Scheduled Computer Lab Instructional Dry Lab-Unscheduled Computer Lab	
CONF SERVICE	Conference Service Room	126081	Conference Area Service	
CONFERENCE	Conference Room	126001	Conference Area	
CONTROL	Control Room	100803	Assembly Service - Control Room	
COPY/MAIL	Copy Room Mail Room	40803 50803	Academic Service - Photocopy/Mail Room Admin Service - Photocopy/Mail Room	Signage data in Archibus
CORR	*No signage	14001 26001 36001 46001 56001 66001 76001 96001 Z26001	Instructional - Private Corridor Instructional Lab/Clinic - Private Corridor Research Lab/Clinic - Private Corridor Academic - Private Corridor Admin - Private Corridor Library/Study - Private Corridor Athletic - Private Corridor Central Support - Private Corridor Public Corridor	
COURT	*Work with user on the room name signage	71003	Court	
CUST	Custodial	Z42001	Custodial Room	With a sink. Req fire rating
DATA CENTRE	Data Centre	91001	Central Data Centre	
DAY CARE	Day Care	121001	Day Care	
DECON	*Room Number only	24081	Instructional Animal Facility Service	
DIAGNOSTIC LAB	Phlebotomy Tissue Culture Diagnostic Lab Instructional Lab Lab Services Research Lab	28301 28302 38301 38302	Instructional Clinic-Human Diagnostic Service Lab Instructional Clinic-Animal Diagnostic Service Lab Research Clinic - Human Diagnostic Service Lab Research Clinic - Animal Diagnostic Service Lab	Signage data in Archibus



ROOM NAME (drawing)	ROOM SIGNAGE (internal use only)	ROOM TYPE (internal use only)		REMARK
		CODE	DESCRIPTION	
DISPLAY	*No signage unless room wants to add something to show what is in the display	40812	Academic Service - Display Case	
DORMANT	*No signage	143001	Inactive Areas	
DRESSING	Dressing Room	100802	Assembly Service - Dressing Room	
DRY LAB	Dry Lab Instructional Dry Lab	22006	Instructional Dry Lab - Unscheduled Language Lab	
ELEC	Electrical Room	Z33001	Electrical Room	
ELEV	*No signage	Z22001	Elevator	
ELEV MACHINE	Elevator Machine Room	Z38001	Elevator Machine Room	
ENVIRON	Research Lab Services Research Lab	30803	Research Lab Service - Environmental Room	
EQUIPMENT	Autoclave Room	20806	Instructional Lab Service - Equipment Room	Signage data in Archibus
	Cage Wash Clean	20807	Instructional Lab Service - Visual Arts Processing Room	
	Cage Wash Soiled	30806	Research Lab Service - Equipment Room	
	Cage Wash Sterile Cryostat Room Fumehood Laundry Microscope * Work with user on room name signage	35002	Research Greenhouse - Growth chamber	
EXHIBITION	Exhibition Gallery	102001	Exhibition	
FILE	File Room	40810 50810	Academic Service - File room Admin Service - File room	
FITNESS	Fitness Centre	71001	Fitness Centre	
FOOT WASH	Instructional Lab Research Lab	27004 37004	Instructional Lab - Foot Wash Research Lab - Foot Wash	
FREEZER	Freezer Room	30809	Research Lab Service - Freezer Room	
GARAGE	Maintenance Room Shop	93002	Plant Maintenance/Shops - Garage	
GARBAGE	Garbage Room	117001 Z44001	Residential Garbage Room Trash Room	
GRAD OFFICE	Grad Office	43001 43003 43004	Grad Single Office - Open Grad Single Office - Closed Grad Multiple Office - Closed	

ROOM NAME (drawing)	ROOM SIGNAGE (internal use only)	ROOM TYPE (internal use only)		REMARK
		CODE	DESCRIPTION	
GREENHOUSE	Greenhouse *or Room Number only	35001	Research Greenhouse - Glass	
GYM	Gymnasium *Gym name if there is one i.e. Gold Gym	71002	Gymnasia	
HOLD	Holding Room	24001 34001	Instructional Animal Quarters Research Animal Quarters	
HOLD/PROC	Aquatic Procedure Aquatic Quarantine Aquatic Testing Chronic Instrumented Decontamination Electrophysiology Room Embryo Harvesting Holding / Procedure Necropsy Oxymax Room Procedure Quarantine Room Rederivation Room	34002	Research Animal Care Room, Terrestrial	Signage data in Archibus
		34003	Research Animal Care Room, Aquatic	
HOTEL ROOM	*Room Number only	129001	Hotel Room	
IMAGING	CAT Scanning DXA Fluor Instructional Clinic Laser Micro CT MRI Multiphoton Research Clinic Research Lab Service Ultrasound X-ray Room	28401	Instructional Clinic - Diagnostic Imaging Room	Signage data in Archibus
		38401	Research Clinic - Diagnostic Imaging Room	
		30808	Research Lab Service - Imaging Room	
IMAGING SERVICE	Control Booth Equipment Room	28481	Instructional Clinic - Diagnostic Imaging Room Service	
		38481	Research Clinic - Diagnostic Imaging Room Service	
INSTR DRY LAB	Behavioral Room Quiz Room Wellness Instructional Dry Lab	21001	Instructional Dry Lab - Scheduled Standard	
		22001	Instructional Dry Lab - Unscheduled Standard	
INSTR WET LAB	Instructional Wet Lab	23001	Instructional Wet Lab	
INTERVIEW	Interview Room Instructional Dry Lab	21007	Instructional Dry Lab - Scheduled Interview Room	
		22007	Instructional Dry Lab - Unscheduled Interview Room	



ROOM NAME (drawing)	ROOM SIGNAGE (internal use only)	ROOM TYPE (internal use only)		REMARK
		CODE	DESCRIPTION	
KITCHEN	Kitchen Food Service	123801	Food Service - Kitchen and Servery	
LAB SERVICE	Lab Service	28381 28382 38381 38382	Instructional Clinic - Human Diagnostic Service Lab Service Instructional Clinic - Animal Diagnostic Service Lab Service Research Clinic - Human Diagnostic Service Lab Service Research Clinic - Animal Diagnostic Service Lab Service	
LAUN	Laundry Room	92003 111082	Central Services - Laundry Sleep/Study Service - Laundry	
LIB	Collection Storage Material Library Resource Room	61001 61002	Library Collection - High Density Storage Library Collection - Normal Density Storage	
LIB SUPPORT	Library Support	62001	Library Support/Processing	
LINK	*No signage (may use directional signage)	Z21001	Building Link	
LIVING	Living Room (if shared common area space) *If space is inside apartment, no signage	113006	Apartment - Living Room	
LOADING	Loading Dock	95001	Loading Dock	
LOBBY	*No signage	Z24001	Lobby	
LOCKER	Lockers	125001	Lockers	
LOUNGE	Lounge	40809 50809 93801 114001 133001	Academic Service - Lounge Admin Service - Lounge Plant Maintenance/Shops - Lounge Residential Lounge Student Lounge and Service Space	
LUNCH	Lunchroom	40805 50805	Academic Service - Lunchroom Admin Service - Lunchroom	
MAKER SPACE	Maker Space	33002	Research Lab - Makerspace	
MECH	Mechanical Room	Z32001	Mechanical Room	
MEETING	Boardroom Collaborative Space Meeting Room Seminar Room	40801 50801	Academic Service - Meeting Room Admin Service - Meeting Room	
MERCH	*Store or shop name	122081	Merchandising Service	

ROOM NAME (drawing)	ROOM SIGNAGE (internal use only)	ROOM TYPE (internal use only)		REMARK
		CODE	DESCRIPTION	
NURSE	Instructional Clinic Research Clinic	28501	Instructional Clinic - Nurse Station	
		38501	Research Clinic - Nurse Station	
OBSERVATION	Control Room Observation Room	20802	Instructional Lab Service – Control/Observation	
		21008	Instructional Dry Lab - Scheduled Control/Observation	
		22008	Instructional Dry Lab - Unscheduled Control/Observation	
		30802	Research Lab Service - Control/Observation	
OFFICE	Office	29001	Instructional Clinic - Office	
		39001	Research Clinic - Office	
	Staff/Faculty Office	41002	Faculty Office - Closed	
		42002	Research Office - Closed	
	Staff Offices	44002	Dept Support Staff Office - Closed	
		51002	Administrative Office – Closed	
	Faculty Offices	127101	Ancillary Clinic - Office	
		128002	Ancillary Office - Closed	
131001	Student Offices and Support Space			
PARKING	*Directional signage	151001	Parkades	
		152001	Underground Parking	
PHONE	Phone Room	40811	Academic Service - Phone Room	
		50811	Admin Service - Phone Room	
POOL	Aquatic Center Pool	71005	Aquatic Area	
PRACTICE	Instructional Dry Lab Practice Room	21005	Instructional Dry Lab - Scheduled Music Practice Room	Usually instrument practice
		22005	Instructional Dry Lab - Unscheduled Music Practice Room	
PREP	Instructional Lab Prep Space Research Lab Prep Space	20805	Instructional Lab Service - Lab Prep Space	
		29099	Instructional Clinic - Other	
		30805	Research Lab Service - Prep Space	
PROJECTION	Projection Room	10802	Instructional Service - Projection Room	
RAMP	*No signage	Z28001	Ramp	
RECEIVING	Shipping & Receiving	92002	Central Services - Receiving	
RECEPTION	Reception	40806	Academic Office - Reception	Including waiting area
		50806	Admin - Reception	
RECOVERY	Recovery Room	24002	Instructional Animal Care Room	
RECYCLE	Recycling Room	Z45001	Recycling Room	



ROOM NAME (drawing)	ROOM SIGNAGE (internal use only)	ROOM TYPE (internal use only)		REMARK
		CODE	DESCRIPTION	
RENO	*Maybe temporary reno signage (notice, work area, no access)	141001	Renovation Areas	
RETAIL	ATM Bank Bookshop Gift Shop Pharmacy	122001 123002	Merchandising Snack Shop	Special stores, etc.
RINK	Ice Rink	71006	Ice Rink	
ROOF	*No signage (maybe regulatory, no access, etc.)	NA9101	Roof	
RSRCH DRY LAB	Research Dry Lab	31001 31002	Research Dry Lab - Single Research Dry Lab - Multiple	
RSRCH WET LAB	Antibody Diagnostics Microtome Tissue Culture Research Wet Lab	32001 32002	Research Wet Lab - Single Research Wet Lab - Multiple	Signage data in Archibus
SEATING	*No signage	123001	Food Seating	
SERVER	Server Room	30804 40807 50807 91003	Research Lab Service - Server Room Academic Service - Server Room Admin Service - Server Room Central Server Room	
SERVICE	Academic Services Administrative Services Apartment Service Facilities Services Instructional Services Instructional Lab Services Research Lab Services	10899 20899 30899 40899 50899 70899 91081 92099 93099 100899 113099	Instructional Service - Other Instructional Lab Service - Other Research Lab Service - Other Academic Service - Other Admin Service - Other Athletic Service - Other Computing Facilities Service Central Services - Other Plant Maintenance/Shops - Other Assembly Service - Other Apartment Service - Other	Signage data in Archibus
SERVICE DESK	Exhibition Service	102081	Exhibition Service	
SERVICE TUNNEL	*No signage, Room Number if needed	Z35001	Service Tunnel	
SHAFT	*Room Number only if access to shaft	Z37001 Z37002	Mechanical Shaft - Accessible Mechanical Shaft - Non-accessible	
SHELLED	*No signage	142001	Unfinished Areas	
SHOWER	Shower	27003 37003	Instructional Lab - Shower Research Lab - Shower	
SHOWER EVERYONE	Shower Shower for Everyone	70809	Athletic Shower - Universal	



ROOM NAME (drawing)	ROOM SIGNAGE (internal use only)	ROOM TYPE (internal use only)		REMARK	
		CODE	DESCRIPTION		
SHOWER MEN	Men's Shower	70807	Athletic Shower - Male		
SHOWER WOMEN	Women's Shower	70808	Athletic Shower - Female		
STAIR	Stair (Inside staircase)	Z27001	Stair		
STANDS	*No signage	72001	Athletic Seating		
STOR	Storage Room Supply Room	10803 20801 30801 40804 50804 70810 92081 93802 94001 97001 98001 100804 111081 113081	Instructional Service - Storage Instructional Lab Service - Storage Research Lab Service - Storage Academic Service - Storage Admin Service - Storage Athletic Service - Storage Central Service - Storage Plant Maintenance/Shops - Storage Central Storage Hazardous Materials Storage Hazardous Waste Storage Assembly Service - Storage Sleep/Study Service - Storage Apartment Service - Storage	Confirm fire rating requirement	
		Food Storage Room	123804	Food Service - Food Storage	
		Custodial Supply	Z41001	Custodial Supply Closet	Without mop sink; fire rating
STUDENT STUDY	Reading Room	63001 64001	Library - Reading Room Non-Library - Reading Room		
	Study Area Study Space Study Stations	63002 63099 64002 64099 115001	Library - Study Stations Library - Other Non-Library - Study Stations Non-Library - Other Residential Study Room		
	Breakout Room	63003 64003	Library - Breakout Room Non-Library - Breakout Room		
	Homeroom	64004	Non-Library - Homeroom		
STUDIO	Studio	21004 22004 71004	Instructional Dry Lab - Scheduled Studio Instructional Dry Lab - Unscheduled Studio Dance Studio		
SUPPLIES	Supply Room	28701 38701 127201	Instructional Clinic - Supplies Research Clinic - Supplies Ancillary Clinic - Supplies		
SUPPORT	Catering Catering Staging Food Service	123899	Food Service - Other	Catch-all for food miscellaneous spaces else	
SURGERY	Surgery Room	28101 28102 38101 38102	Instructional Clinic - Human Surgery Instructional Clinic - Animal Surgery Research Clinic - Human Surgery Research Clinic - Animal Surgery		

ROOM NAME (drawing)	ROOM SIGNAGE (internal use only)	ROOM TYPE (internal use only)		REMARK
		CODE	DESCRIPTION	
SURGERY SERVICE	Animal Preparation Recovery Tech Scrub Prep Supply	28181	Instructional Clinic - Human Surgery Service	Signage data in Archibus
		28182	Instructional Clinic - Animal Surgery Service	
		38181	Research Clinic - Human Surgery Service	
		38182	Research Clinic - Animal Surgery Service	
THEATRE	Theatre	11001 101001	Theatre Assembly - Theatres, Auditoria	
TRACK	Indoor Track	71007	Indoor Track	
TREATMENT	Instructional Clinic Research Clinic Treatment/Examination	28201	Instructional Clinic - Human Treatment/ Examination	
		28202	Instructional Clinic - Animal Treatment/ Examination	
		38201	Research Clinic - Human Treatment/ Examination	
		38202	Research Clinic - Animal Treatment/Examination	
		52001 127001	Admin - Treatment/Examination Ancillary Clinic - Treatment/Examination	
TREATMENT SERVICE	Instructional Clinic Exam Room Treatment Room Ancillary Clinic	28281	Instructional Clinic - Human Treatment/Examination Service	Signage data in Archibus
		28282	Instructional Clinic - Animal Treatment/Examination Service	
		38281	Research Clinic - Human Treatment/Examination Service	
		38282	Research Clinic - Animal Treatment/Examination Service	
		52081 127081	Admin - Treatment/Examination Service Ancillary Clinic - Treatment/Examination Service	
TUNNEL	*No signage	Z21002	Tunnel	
UTILITY	Utility Room	Z31001	Central Utility Plants	
VEST	*No signage	Z25001	Vestibule	
WAITING	Waiting Room	28801	Instructional Clinic - Public Waiting	
		38801	Research Clinic - Public Waiting	
		127301	Ancillary Clinic - Public Waiting	
WC	Washroom	27001	Instructional Lab - Washroom	Under review
		28003	Instructional Clinic - Human Patient Bath	
		37001	Research Lab - Washroom	
		38003	Research Clinic - Human Patient Bath	
		45001	Academic - Private Washroom	
		55001	Admin - Private Washroom	
		65001	Library/Study - Private Washroom	
		112001	Residential Common Toilet or Bath - Accessible	
		112002	Residential Common Toilet or Bath - Non Accessible	
123803	Food Service - Washroom			



ROOM NAME (drawing)	ROOM SIGNAGE (internal use only)	ROOM TYPE (internal use only)		REMARK
		CODE	DESCRIPTION	
WC EVERYONE	Washroom for Everyone	70806 Z43003	Athletic Washroom - Universal Public Washroom - Universal	Under review
WC MEN	Men's Washroom	70804 Z43001	Athletic Washroom - Male Public Washroom - Male	
WC WOMEN	Women's Washroom	70805 Z43002	Athletic Washroom - Female Public Washroom - Female	
WET LAB	WET LAB	98081	Hazardous Waste Service	
WORK AREA	Faculty Office	41001	Faculty Office - Open	
	Research Staff Office	42001	Research Office - Open	
	Grad Office Staff Office Administrative Office	43002 44001 51001 128001	Grad Multiple Office - Open Dept Support Staff Office - Open Administrative Office - Open Ancillary Office - Open	
	Work Area Computer Room	40802 50802	Academic Service - Computer Room Admin Service - Computer Room	
WORKSHOP	Workshop	21003	Instructional Dry Lab - Scheduled Workshop	
		22003	Instructional Dry Lab - Unscheduled Workshop	
		33001	Research Lab - Workshop	
		93001	Plant Maintenance/Shops - Workshop	
WORKSHOP SERVICE	Research Lab Workshop	33081	Research Lab - Workshop Service	Signage data in Archibus
WORSHIP	Worship	101002	Assembly - Worship	

9.7.1 Notes on Drawing

NOTE	REMARK	DEFINITION
TOUCHDOWN	Show furniture on the drawing	Corridor with desks



Revision History

Revision Date	Version	Description
April 2022	1.0	Baseline version
August 10, 2023	1.0	Added Revision History table to end of document and reset to Version 1.0.