
Room Numbering System

PURPOSE

New Brunswick Community College (NBCC) has established a common, standardized room numbering convention throughout its six campuses to facilitate the effective use of the course scheduling, room allocation, and timetabling functions of the Student Information Management System (SIMS).

IMPLEMENTATION

The numbers are to flow through the building in a consistent, comprehensible, and user-friendly pattern.” Room numbering is as follows in order for information to be consistent with information entered into the SIMS database:

1. There is a letter at the beginning to identify the building at a particular Campus. Campuses with one building have the letter “A” as a prefix. Campuses with more than one building are identified by the letter “A” for one building and additional buildings are identified by “B”, “C” and so on.
2. **The room number has four digits. The first digit** is 0, 1, 2, or 3 identifying which floor the room is located on.
3. **The second digit** will be either a 0, 1, 2, 3 or 4 to identify the wing of the building.
4. **The last two digits** identify the room itself. Numbers will be used with gaps so that if a room is ever divided there will be an extra number to use.
5. **Rooms within rooms** are identified with a different letter at the end of the number. For example, an area that has four offices in it is identified as described above, and the offices within this space are identified by either an A, B, C or D following the room number.
6. **Campus Identification** may be required when talking about multiple rooms. In these cases, the 2-digit campus id (i.e. MO – Moncton) is placed in front of the room number.