05

MACQUARIE UNIVERSITY
SIGNAGE AND WAYFINDING GUIDELINES

Part Five / Issue Three
Naming Strategy – Internal

CITIZEN

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INTRODUCTION

Primary drivers:

– Make wayfinding intuitive.

– Leverage/conform to Australian precedence/common practice for naming building levels.

– Unite level and room numbers taking reference from hotels and apartment buildings.

– Create a standardised system for use across campus.

– Allow for future growth/change.

Considerations:

– Communication of hierarchy – who do we need to talk to and how much do they need to know?

– Balance between ‘systems management’ and efficient wayfinding communications.

– Integration with other university systems e.g. timetabling / how many digits can we work with?

– Complimentary to the agreed external system.

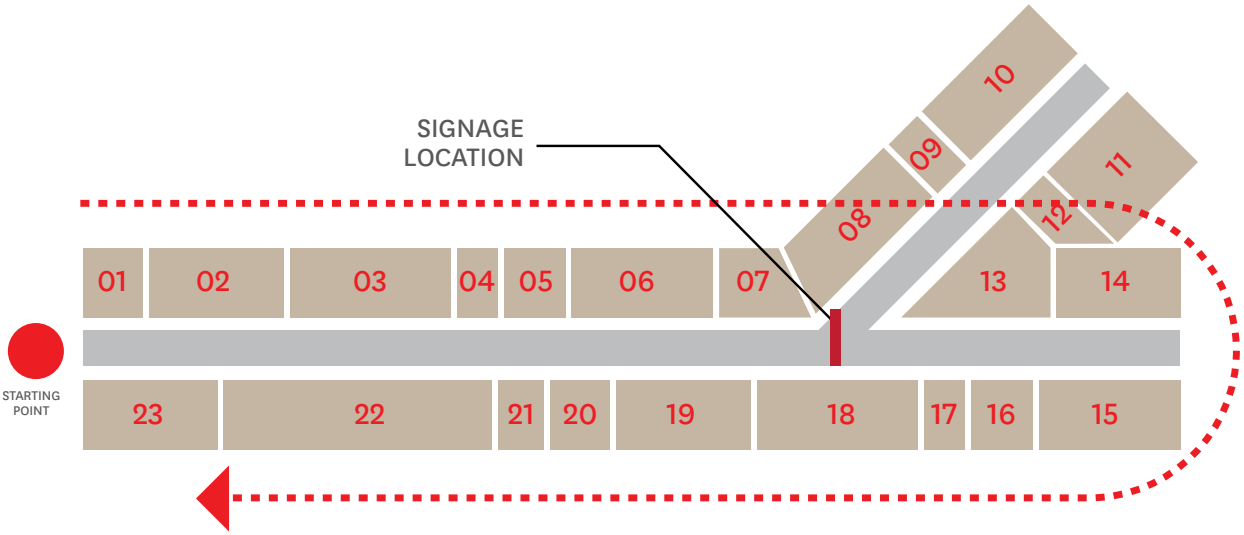
HOW TO BUILD A ROOM NUMBER

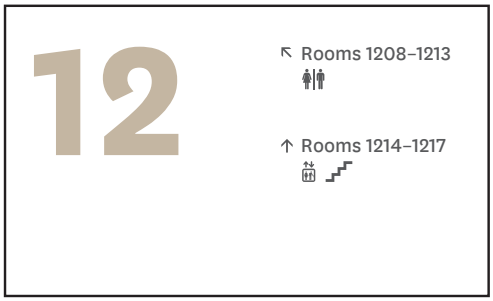
The current timetabling systems used by the University allow for a maximum of 5 digits per room to be allocated.

Technical considerations:

- Levels can be either 1 or 2 digits (we don't add a prefix).
- Front of house room numbers are always 2 digits, starting at number one (never zero), and include a prefix of zero to numbers less than 10 to ensure they are always 2 digits.
- The total number of digits for a front of house room code (level and room) should be 3 or 4 characters long.
- Back of house rooms can either be numbered the same as the adjacent room with the addition of the suffix 'X' or they can use the next consecutive number.
- This fifth space is also an effective backup system, should any tenancy/room be further divided than what can be predicted today, alpha characters can be employed e.g. 1207A and 1207B. However alpha characters should not be used in lieu of good planning and should not feature in any current plans.

CLOCKWISE FLOOR NUMBERING (STARTING POINT 'A')





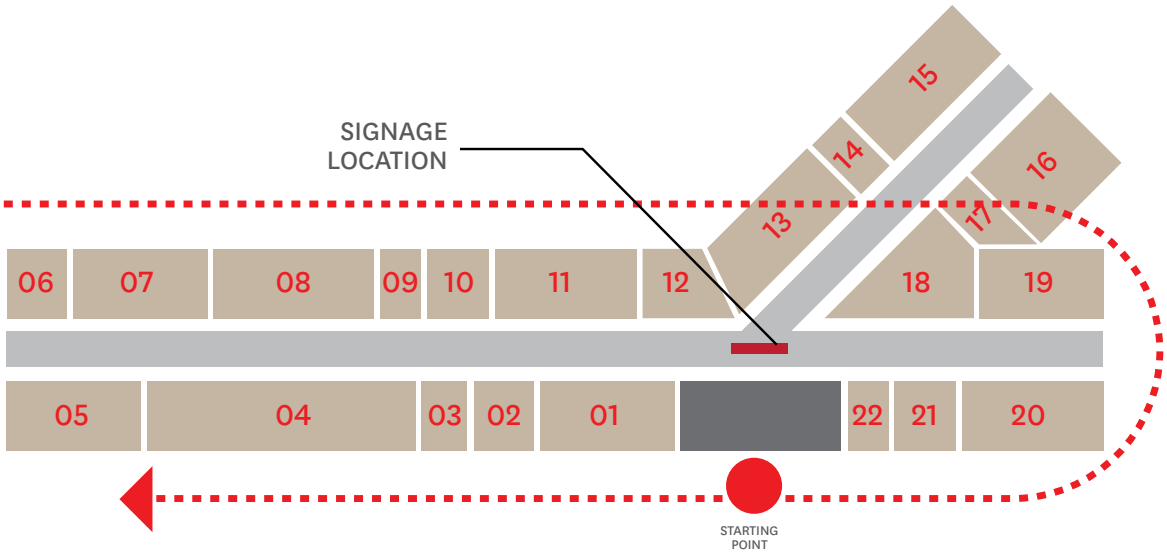
SUSPENDED DIRECTORY FRONT FACE

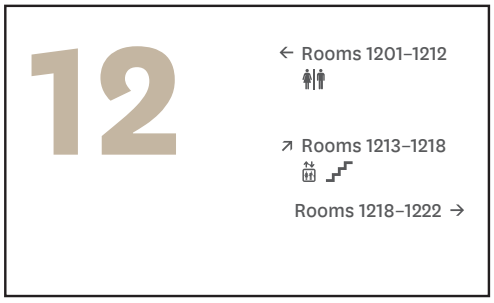
Applying the room numbering principles:

Room numbers are proceeded by a level number. Hence if the above example were on level 12, then room '01' would be expressed as room '1201'.

* Note building codes reflect old system

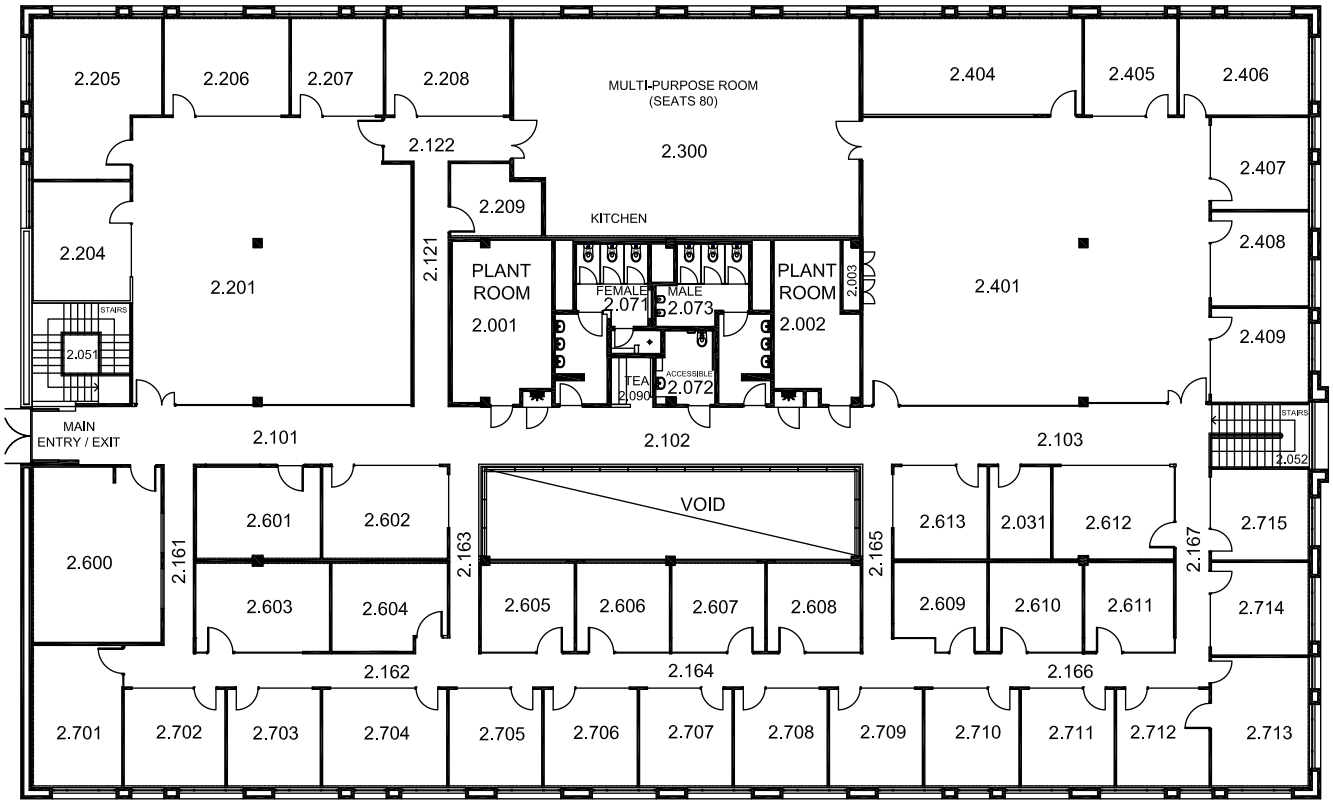
CLOCKWISE FLOOR NUMBERING (STARTING POINT 'B')





SUSPENDED DIRECTORY
FRONT FACE

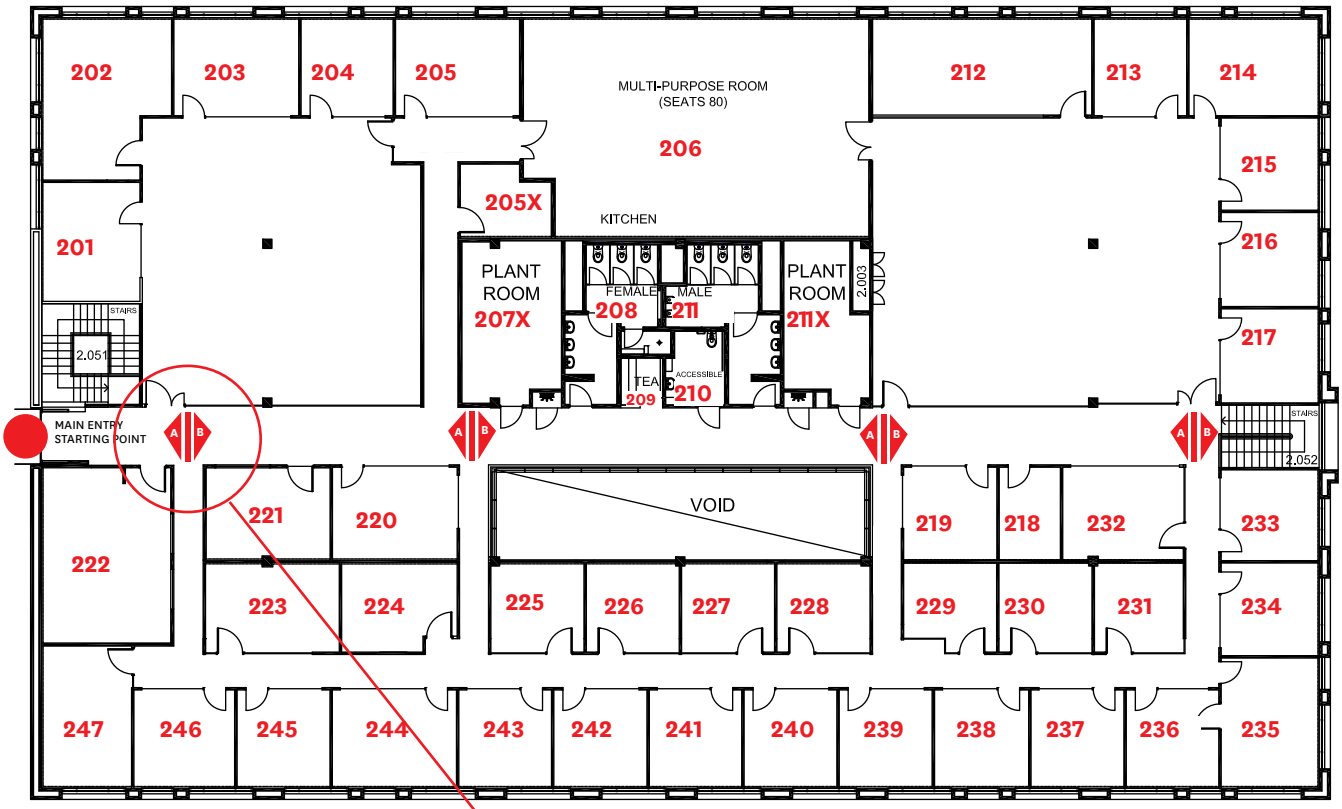
EXAMPLE 01 – EXISTING ROOM NUMBERING



E6B-2

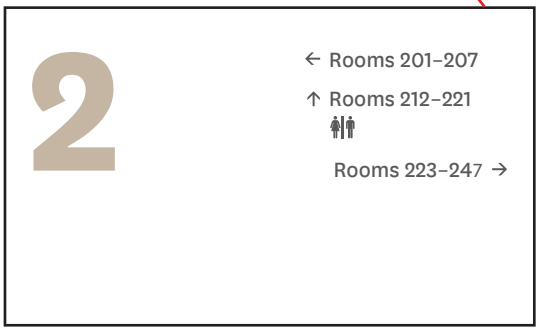
* Note building codes reflect old system

EXAMPLE 01 – NEW ROOM NUMBERING

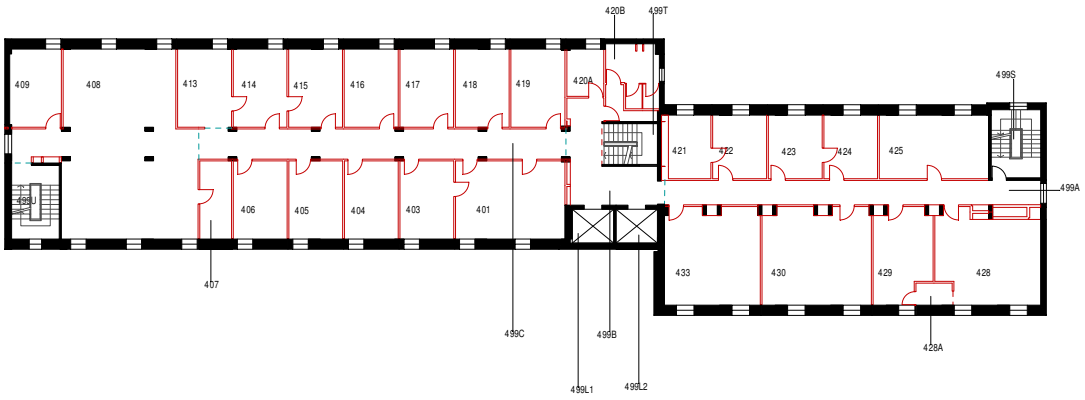


E6B-2

EXAMPLE: SUSPENDED DIRECTORY
FACE: A



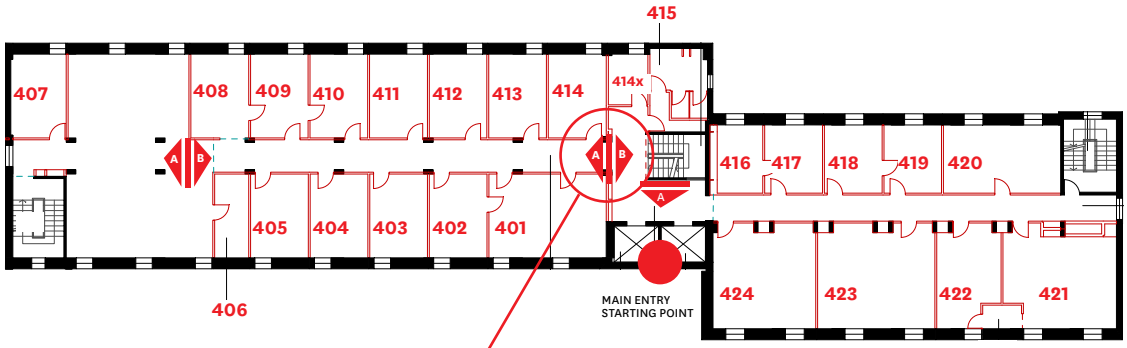
EXAMPLE 02 – EXISTING ROOM NUMBERING



E7A-4

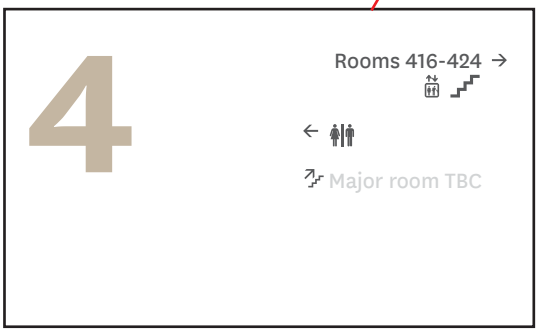
* Note building codes reflect old system

EXAMPLE 02 – NEW ROOM NUMBERING



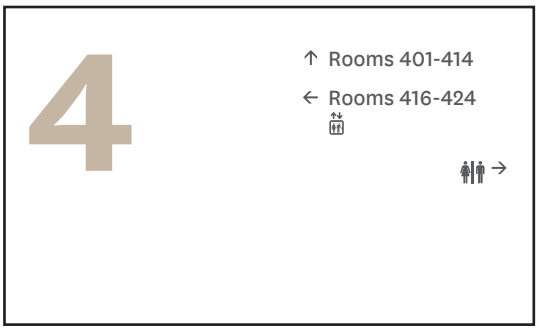
E7A-4

EXAMPLE: SUSPENDED DIRECTORY
FACE: A



E7A-4

EXAMPLE: SUSPENDED DIRECTORY
FACE: B



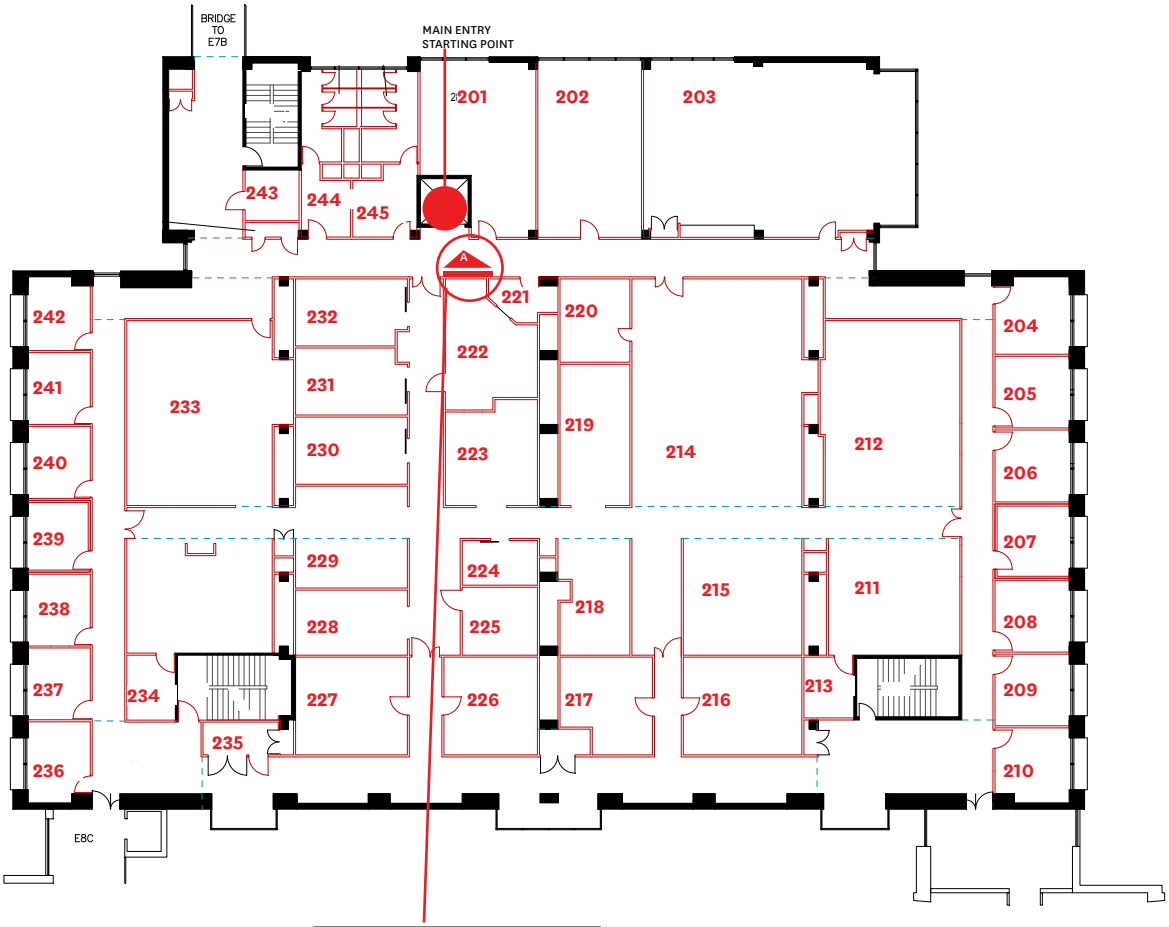
EXAMPLE 03 – EXISTING ROOM NUMBERING

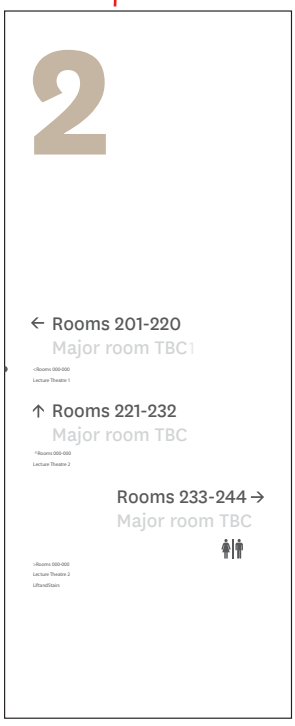
E8A-2

EXAMPLE: SUSPENDED DIRECTORY
FACE: B

* Note building codes reflect old system

EXAMPLE 03 – NEW ROOM NUMBERING



E8A-2

EXAMPLE: SUSPENDED DIRECTORY
FACE: B