



## **Building Number Guidelines**

Guidelines for assigning building numbers are as follows:

- Any building<sup>1</sup> that the UA owns, leases, or occupies through a formal written agreement must be assigned a unique building number by Real Estate Administration.
- A building number consists of one to four digits. A two digit decimal is used to identify an expansion to an existing building. Decimals are assigned sequentially if there is more than one expansion. Decimals on a building number translate alphabetically where .01=A, .02=B, etc. (E.g. 2.01 = 2A).
- Building numbers shall be assigned within a designated range according to the type of ownership and/or location of building. These ranges can be found in the table “dbo\_BLDGINDX” in the Physical Space Inventory.
- A retired building number cannot be reused. REA shall maintain a current list of building numbers available for assignment.
- Quarterly notification of new and/or retired building numbers is sent to appropriate contacts in the following offices: FSO-Financial Management; FSO-Capital Finance; Facilities Management; Risk Management; University Police.

<sup>1</sup> As defined in Postsecondary Education Facilities Inventory and Classification Manual: 2006 Edition