

ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 3115

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CATEGORY: **Facilities, Planning**

EFFECTIVE: **6-27-67**

SUBJECT: **Room and Building Numbers**

REVISED: **6-07-2002**

A. PURPOSE AND SCOPE

1. To outline administrative procedures for numbering permanent and portable classrooms and buildings to serve the combined needs of divisions, departments, and schools.

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: E-4000, E-4100.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Maintenance and Operations Department, Facilities Management Branch.
2. **Definitions**
 - a. **District number:** A number (numerical or alphanumeric) affixed to both permanent and portable classrooms and buildings to serve the combined needs of divisions, departments, and schools. Once established, this number remains unchanged except for major remodeling, new construction, or major changes in space utilization. (The inventory number assigned to portable buildings is the district number established in portable units tracking log.)
 - b. **School or on-site number for portable classrooms:** A number established by the principal for identification by students, parents, teachers, or other personnel (D.2.).
3. **Use of District Numbers**
 - a. **The district number** will be the only number shown on small-scale plot or building plans prepared by the Architect's Office, Maintenance and Operations Department, Facilities Management Branch.

- b. **All requests** for maintenance or keys for permanent classrooms and buildings and all discussions requiring building identification must specify the district building number. All requests for maintenance or keys for portables and all discussions requiring building identification must specify the school or on-site number for portable classrooms.

- c. **Numbers** are used to: (Examples)
 - (1) Identify classrooms for inventory purposes.
 - (2) Identify Title I buildings.
 - (3) Identify location of maintenance and capital outlay requests filed by schools.
 - (4) Identify work areas of custodians.
 - (5) Identify various reports filed over long periods of time by agencies such as San Diego Fire Department.
 - (6) Develop square-footage inventories by types or kinds of uses.
 - (7) Maintain Tele-Key systems for key security.
 - (8) Maintain records on location of equipment and maintenance of facilities.

D. IMPLEMENTATION

1. Assignment of District Numbers

a. Permanent classrooms

- (1) District architect, in consultation with a representative of the Instructional Facilities Planning Department, Institute for Learning, and the principal, designates numbers for all permanent classrooms on building plans and for subsequent revisions to those plans due to major remodeling, new construction, or major changes in space utilization.

(2) Identification of spaces resulting from division of permanent classrooms is accomplished by use of letters following the numbers assigned. (Example: If permanent classroom 3 in a given school is later divided to provide a storage room and a conference room, these spaces are designated 3a and 3b.)

- b. **Portable classrooms.** Architect's Office, through coordination as specified in D.1.a.(1), assigns a district number. This number shall be affixed to the building in a location above the entry door that is visible from the outside, but where it will not be confused with the principal's on-site classroom identification number. Modular portable structures carry a district number affixed to the entry module of the classroom unit. For purpose of off-site identification, the district number assigned to the module in which the entry door is located should be used.
- c. **Spaces other than classrooms** are identified by use of specific names and/or numbers assigned in the same manner as district numbers.

2. **On-Site Identification of Permanent and Portable Classrooms**

- a. **When planning new construction or portable moves:**
 - (1) Architect's Office consults with principal to determine what on-site designation is desired. Any alphabetical or numerical designation that best suits a school's needs may be used.
 - (2) It is suggested, but not required, that the letter "B" precede numerical designations for portable classroom (i.e., B1, B2, B3). Such designations immediately identify portable structures and seldom require revision when new permanent structures are erected on site.
- b. **At all other times**, principal may have on-site identification of portables installed or changed by the custodian. Normally, the Facilities Asset Management Department provides materials upon request. The district architect shall be notified of any such changes.
- c. **Classroom Use Inventory.** Architect's Office maintains small-scale plans indicating current location of all permanent and portable classrooms and an inventory of all portable classrooms, including a history of each portable classroom relocation. The Instructional Facilities Planning Department maintains classroom use data on all permanent and portable classrooms.

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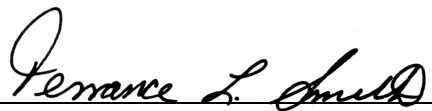
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E. FORMS AND AUXILIARY REFERENCES

1. Official drawings, available in Architect's Office
2. San Diego Unified School District Buildings and Room Identification Standard, available in Architect's Office

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education