

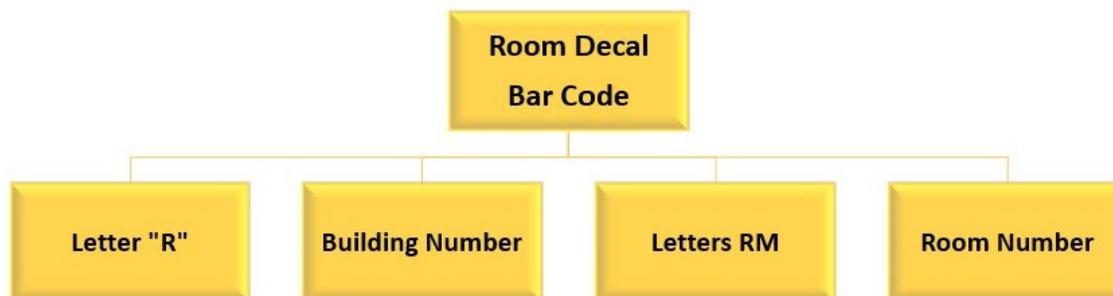
## Using a Room Decal Bar Code to Determine the Location of an Asset

The location of a UCF asset can be ascertained by the room decal. This Addy Tip explains what the characters appearing in the decal's bar code represent and the corresponding naming conventions used for the **Location** field in UCF Financials. You can use this information to quickly determine the building number and room location of an asset.

### Bar Code Naming Conventions

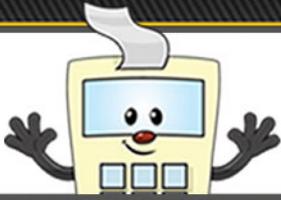
All buildings are assigned a four-digit number by UCF's Space Planning, Analysis, and Administration (SPAA) office. However, the architect of a building and/or the director or designee of the campus pre-determines all the room numbers within the building. A series of characters are reserved for the room location, which consists of the room prefix, if applicable; the room number; and the room suffix, if one has been assigned to the room.

Property & Inventory Control uses the building and room numbers to create a corresponding bar-coded location decal. The decal's bar code consists of a series of characters, which are arranged in the following pattern (as illustrated in the figure below):



- **Letter R.** Every decal code begins with the letter R.
- **Building Number.** The next characters represent the building number where the asset is located. For example, Millican Hall is 0001, the John C. Hitt Library is 0002 and the Chemistry Building is 0005.

The [UCF Division of Finance](#) website contains a spreadsheet listing the building numbers and their corresponding names. To access the spreadsheet from the site, select the **Property & Inventory Control** tab on the left side of the page. Click the **Manuals - Guidelines** link, and select **UCF Building Numbers/Names** from the list.



# ADDY TIPS



- **Letters RM.** After the building number, the letters RM always appear.
- **Room Prefix (Optional).** These are the optional character(s) that represent the room prefix and immediately precede the room number.

For example, the prefix 01 is used to indicate all rooms assigned to the Division of Finance in the Research Pavilion. In some areas on campus, the rooms in a building are designated by a prefix that corresponds with an alpha code assigned to the building for insurance purposes. For example, a=01, b=02, c=03, and so forth.

- **Room Number.** The next characters represent the room number.
- **Room Suffix (Optional).** The last character is reserved for the room suffix; for example, 350A, 350B, or 350C. For example, R0001RM00110A represents building 0001 (Millican Hall), room 110, suffix A.

## SPAA Locations in UCF Financials

The Space Planning Analysis and Administration (SPAA) system automatically integrates with the UCF Financials location tables.