

Standardization of Floor Numbering

In view of the recent public concern over floor numbering in buildings, the Buildings Department (BD) has conducted a review with the relevant stakeholders with the aim of formulating a reasonable approach and a code of good practice for floor numbering for the industry to adopt on a self-discipline basis. Subsequent to a series of discussions among the relevant stakeholders, a consensus has been reached on a floor numbering system. This practice note sets out the details of the floor numbering system.

Floor Numbering System

2. Generally speaking, save for the ground floor and roof, all floors of a building should be assigned with floor numbers in a logical and consecutive numerical series. For floors above ground level, floor numbers from ground to upper floors should be arranged in a consecutive ascending order (e.g. G/F, 1/F, 2/F, 3/F and so on). For floors below ground level, floor numbers from ground floor to lower basement floors should be arranged in a consecutive order where a greater floor number denotes a lower level basement floor (e.g. G/F, Basement 1, Basement 2, Basement 3 and so on).

3. The consecutive numerical order of the floor numbers should be maintained irrespective of the functions of the floors. Floors serving communal or special functions, e.g. shop, car park, clubhouse, communal podium garden, communal sky garden, refuge floor, plant room floor, observation deck, etc. should also be assigned with floor numbers following the general consecutive numerical series of the floors of the building.

4. An example of an appropriate floor numbering system for buildings is listed in **Appendix A**.

Omission of Floor Numbers

5. The omission of floor numbers may affect the efficiency of the Government's provision of emergency services. Property owners, potential property buyers, visitors of buildings, utility service providers, etc. may also find it confusing and inconvenient if the floor numbers of a building do not follow a general sense of logic which can be easily understood.

6. It has, however, been noted that minor changes to the consecutive floor numbering system, such as omission of floor numbers “4”, “13” and those ending with a “4” have been adopted widely in buildings in Hong Kong. To strike a balance between the possible adverse effects of omission of floor numbers and the long established local practice and custom in floor numbering for buildings mentioned above, the omission of floor numbers “4”, “13” and those ending with a “4” may be accepted. Except for this type of acceptable omissions, assigning floor numbers with other omissions would not be allowed. In addition, the use of non-numerical names (unless indicated together with the normal floor numbers, e.g. 20/F Sky Garden), alias names, alternative floor numbers (e.g. in the form of “also known as x/F”), illogical, non-conventional or non-consecutive numbers, etc. would not be accepted for assigning floor numbers as they may cause confusion to building users as well as emergency service personnel.

Indication of Floor Numbers on Plans Submitted to the Building Authority for Approval

7. When submitting plans to the Building Authority (BA) for approval, the numbering of each floor must be clearly and unequivocally indicated on the plans. If the BA or other government departments concerned consider that the floor numbers of the building as shown on the plans are not arranged in a logical sequence or the numbering arrangement may cause confusion, the BD would advise the applicant to make appropriate amendments to the plans.

Display of Floor Numbering Information in Buildings

8. To facilitate emergency operations, it is important that the factual information on the numbering of floors be displayed in Chinese and English in a conspicuous position at the main entrance lobby, lift lobbies, as well as the walls of protected lobbies and landings of the required staircases on each floor of the building. It is also a requirement specified under the Code of Practice for Means of Access for Fire-fighting and Rescue issued by the BA that notices should be displayed outside lift-wells of fireman’s lifts indicating floors served by the fireman’s lifts. In this connection, the Fire Services Department (FSD) will check for such provision when inspecting the fire service installations and equipment of buildings prior to the issuance of occupation permits (OPs) by the BA.

Building Records

9. Adoption of a logical floor numbering system together with clear and unequivocal indication of the floor numbers on plans to be approved by the BA can facilitate the public to identify the floors in viewing of approved plans. This will also facilitate building owners to make reference to the approved plans for carrying out repair, maintenance, as well as alteration and addition works for the buildings.

10. The floor numbers of a building shown on an OP issued by the BA will conform to those shown on the relevant approved building plans. The Commissioner of Rating and Valuation will also adopt the floor numbers designated in the approved building plans. The BD will rely on the approved building plans and occupation permits for responding to enquiries from other government departments and the general public about the nomenclature of all floors of a building. Requests for departure from descriptions on the approved building plans will not normally be entertained. APs should note this advice and bring it to the attention of their clients and conveyancing solicitors.

Implementation

11. This practice note does not apply to the following projects:

- Projects for which the Sales Brochure prepared by the developer is made available for inspection/collection by the general public and a copy of the Sales Brochure is deposited with the BD by recorded delivery before 1 September 2010 ;
- Projects for which not less than one unit/flat has already been sold before 1 September 2010;
- Projects for which an application for an OP is submitted before 1 September 2010.



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Building Authority

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Appendix A
(PNAP ADV-3)

| <u>Floor Nomenclature</u> | | <u>Floor Numbering</u> |
|---|------------------------|--|
| Basement Level 4 | 第四層地庫 | B4/F |
| Basement Level 3 | 第三層地庫 | B3/F |
| Basement Level 2 | 第二層地庫 | B2/F |
| Basement Level 1 | 第一層地庫 | B1/F |
| Lower Ground Floor | 地下低層 | LG/F |
| Upper Ground Floor | 地下高層 | UG/F |
| Ground Floor | 地下 | G/F |
| Cockloft | 閣仔 | CL/F |
| Mezzanine Floor | 閣樓 | M/F |
| 1st Floor Carpark Level/Floor 1 or Podium Level 1 | 一樓 第一層停車場 或第一層平台 | 1/F |
| 2nd Floor Carpark Level/Floor 2 or Podium Level 2 | 二樓 第二層停車場 或第二層平台 | 2/F |
| 3rd Floor Carpark Level/Floor 3 or Podium Level 3 | 三樓 第三層停車場 或第三層平台 | 3/F |
| 4th Floor | 四樓 | 4/F (omission may be allowed) |
| 5th Floor | 五樓 | 5/F |
| 6th Floor | 六樓 | 6/F |
| Mechanical Plant Floor at 7th Floor | 七樓機械設備層 | 7/F (or 7/F Mechanical Plant Floor) |
| 13th Floor | 十三樓 | 13/F (omission may be allowed) |

| | | |
|----------------------------|---------------|-----------------------------------|
| 14th Floor | 十四樓 | 14/F (omission may be allowed) |
| Sky Garden at 20th Floor | 二十樓高空花園 | 20/F (or 20/F Sky Garden) |
| 24th Floor | 二十四樓 | 24/F (omission may be allowed) |
| Refuge Floor at 40th Floor | 四十樓避火層 | 40/F (or 40/F Refuge Floor) |
| 41st Floor | 四十一樓 | 41/F |
| 42nd Floor | 四十二樓 | 42/F |
| 43rd Floor | 四十三樓 | 43/F |
| 44th Floor | 四十四樓 | 44/F (omission may be allowed) |
| and so on | ... and so on | ... and so on |
| Roof | 天台 | R/F |

Note: In addition to the omission of floor numbers “4” and “13”, floor numbers ending with a “4” may be omitted.