

Interior Room Numbering

I. INTRODUCTION

During the initial part of the Design Development phase, the Architect shall provide or assist with a preliminary room numbering plan that adheres to the following guidelines. Prior to the development of any door and finish schedules or any electrical, OIT, or fire alarm panel schedules, the project Architect shall meet with the University Project Manager and/or designated team member(s) from Capital Planning and Project Management to review the proposed scheme and ensure compliance with the guidelines described within this document.

University Facilities is the sole entity with the authority to assign or reassign room numbers in any campus building. This applies to spaces that are operated by the University within a non-campus building as well. Proposed changes to the existing campus room numbering system shall be reviewed by University Facilities in coordination between the offices of Capital Planning and Project Management, Fire Safety, and Facilities Information Technology. Once approved, the new changes shall be communicated as soon as possible to the aforementioned departments along with the Director of Telecommunications, Enterprise Technology Services, Information Technology. This is to ensure that the University's space management systems and emergency communication systems have the most accurate information. Any existing maps or signage displaying an old room number shall be removed and replaced as well.

II. FLOOR NUMBERING

A prefix indicator shall be used to designate building levels and assigned as follows:

A. Floors Below Grade

1. Occupiable and non-occupiable floors below grade level shall be "0". Any level below this shall be "OSL". This allows for the first occupiable (main) floor level to be "1".
2. The first occupiable level below grade shall be given the prefix "0". Any sub-lower level shall receive the prefix "0LL".
3. Numbers shall be assigned in a manner that is consistent with building floor numbers. Thus, the lowest level of a building shall be "0".

B. Floors Above Grade

1. The lowest above-grade floor that is suitable for occupancy shall be called the first floor ("1"). Floors above this shall be the second floor ("2"), the third floor ("3"), and so on.

C. Mezzanine Levels

1. Mezzanines shall carry the floor number of the level it is directly above (the level closer to grade) followed by the suffix "M" (ex: "3-M").
2. Mezzanine level room numbers shall be assigned with the prefix "M" followed by the floor (ex: "M305").

D. Roof Levels

1. Roof levels which have horizontal access to one of the numbered building floors shall be numbered to correspond with that floor, but shall have an "R" prefix designator for the roof portion of the floor plan. The uppermost roof level shall be designated with an "R".

E. Parking Decks Located Below a Building

1. The prefix "P" shall be used to identify the parking levels.

2. If a parking deck has multiple levels, “P1” shall be assigned to the lowest level with “P2”, ”P3”, and so on being assigned to ascending levels within the parking deck.

F. Other Considerations

1. Neighboring buildings that have at-grade entrances at the same level shall attempt to maintain the same floor destinations when possible.
2. Buildings connected by tunnels or bridges shall maintain consistent floor numberings when possible. When not possible due to grade changes, signage shall make explicitly clear which building and floor a user is on. For instance, a bridge may connect the first floor of Building A to the third floor of Building B.

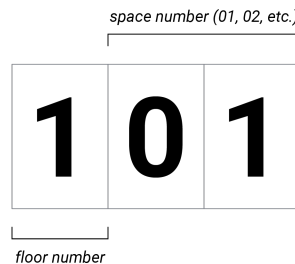
III. ROOM NUMBERING

Room numbers shall be assigned consistently throughout a building using either a three, four, or five digit number scheme. Rooms shall be numbered with vertical consistency on each floor through the building whenever possible.

A. Standard Numbering Schemes

1. Three digit numbers:

- a. A three-digit numbering scheme shall be used for buildings that have nine or less numbered floors and that have no floor with more than ninety-nine rooms.



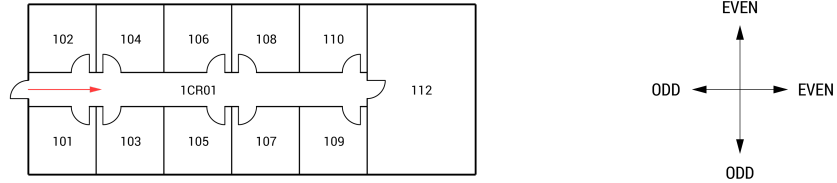
- b. The first floor shall be numbered “100”, the second floor “200”, the third floor “300”, etc.
 - c. Lower Level rooms shall be numbered beginning at “001” and ending at “099”.
 - d. Sub-lower level rooms shall be numbered beginning at “000LL” and ending at “099LL”.
2. Four digit numbers:
- a. A four-digit numbering scheme shall be used for buildings with ten or more numbered floors or buildings with less than ten numbered floors with any floor exceeding ninety-nine rooms.
 - b. A four-digit numbering system shall not be used for floors below the tenth level.
 - c. Well-defined areas or “wings” within a building may be grouped together as a zone and assigned a prefix accordingly. If a wing or an addition of a multi-story building is assigned a prefix, then the same prefix shall be used on all floors.
3. Five digit numbers:
- a. A five-digit numbering scheme shall only be used for buildings with ten or more numbered floors and that have at least one floor with one hundred or more rooms.

B. Numbering Rooms on a Floor

The appropriate room numbering sequence shall be determined based on the building's general plan layout. Judgment and common sense should be used with consideration for ensuring a logical flow of room numbers on the floor for wayfinding purposes.

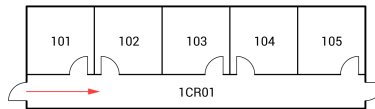
1. Double Loaded Corridor

- a. Starting at the main entrance, room numbers shall ascend sequentially while moving further away from the entrance. Even numbers shall be assigned on the north and/or east side of the corridor and odd numbers shall be assigned on the south and/or west side of the corridor.



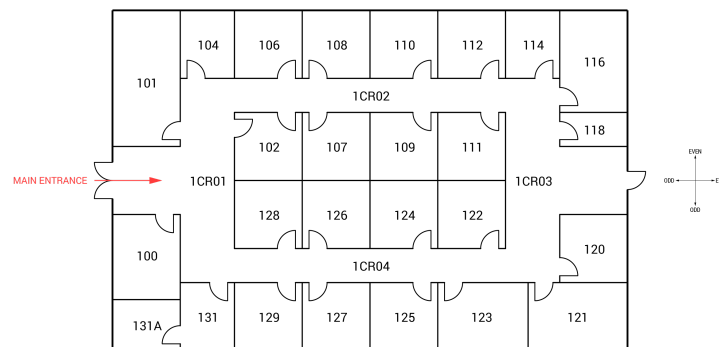
2. Single Loaded Corridor

- a. Starting at the main entrance, room numbers shall ascend sequentially while moving further away from the entrance. Even and odd numbers may be assigned on one side of the corridor.



3. Racetrack Plan

- a. Starting at the main entrance, the lowest room number shall be assigned beginning to the right. Room numbers shall be assigned in a clockwise direction. Even numbers shall be assigned on the right side of the corridor and odd numbers shall be assigned on the left side of the corridor.

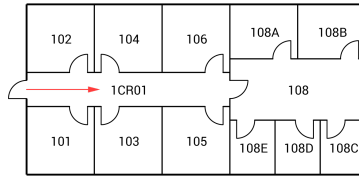


4. Zones

- a. Buildings with more complex corridor systems and/or spaces with a large collection of cubicles may be divided into well-defined areas or zones for numbering. Numbers shall follow in an ascending order in a clockwise direction. Room numbering may be advanced to the next decade when beginning a new zone or when a natural break occurs.

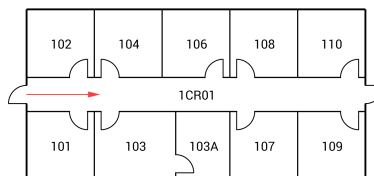
5. Suite Numbering

- a. Suite rooms shall be numbered by their appropriate suite number followed by a letter suffix. When multiple rooms are located within a suite, the suffix letter for the first interior room shall begin with “A” with each additional interior room being given the next alphabetical designation (e.g., “100A”, “100B”, etc.).

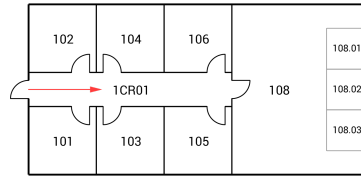


- b. Rooms that are entered directly from a corridor shall be assigned a three or four digit number with no alphabetical suffix.
 - c. Rooms that are entered from more than one corridor shall be numbered based on which entrance is the “primary” one (i.e., closest to elevator, main stair, or building entrance).
 - d. All additional rooms within a suite shall be assigned the same suite room number along with an alphabetical suffix at the end of the room number (e.g., Suite 100, Rooms 100A, 100B, 100C, etc.).
 - e. Numbering of sub-rooms shall typically be assigned in a clockwise direction starting at the room closest to the main suite area entrance. However, orientation of the space shall take precedence when assigning these room numbers. For instance, the numbering sequence may proceed in a counterclockwise direction depending on which rooms a user will encounter first.
6. Spaces Within a Room

- a. Rooms that are accessed only from within a primary room as opposed to directly from a corridor shall be assigned the number of the primary room followed by an alphabetical suffix (e.g., Office 301, Office Storage 301A, etc.). Suffix letters shall be assigned based on the order by which the rooms are encountered (with the suffix ‘A’ typically being nearest to the main entry) and, when possible, in the same direction as the overall numbering sequence. Only one suffix shall be used unless the room is designated as a non-assignable space (see section below). In cases where the first room already has a suffix, the next alphabetic designation shall be used.

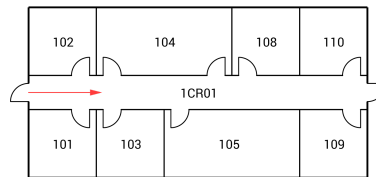


- b. In instances where a space is used for multiple purposes, properly coding the room’s use may require assigning a unique room number to areas within the room. Examples of this are open office workstations, reception desks, and waiting areas that are within main corridor areas.
- c. **Cubicle Numbering System** – Cubicles within a larger room shall be given their own station number within the office suite such as “107.01”, “107.02”, etc., whereas “107” is the number of the room containing the cubicles. These numbers are used for space planning and building operations purposes and are not typically noted on public documents or directories.



C. Other Considerations

1. **Odd and Even Numbering** – Room numbers shall be assigned such that even numbers are on one side of a corridor and odd numbers are on the opposite side.
2. **Skipping Numbers** – In cases such as when a large space or suite is accessed via a single door leaving no other doors on that side of the corridor until further down, numbers on one side of a corridor may be skipped in order to maintain succession with the numbers on the other side of the corridor. This may necessitate using a four-digit numbering scheme where a three-digit scheme would otherwise be used.



3. **Reserving Numbers for Future Growth** – Proper provisions shall be made in order to accommodate future rearrangement of large interior spaces. In these instances, certain numbers can be skipped to allow for future renovations that may convert large spaces or suites into separate or subdivided rooms.
4. **Multiple Room Entrances** – Rooms that have entrances on multiple levels shall be numbered based on the floor location of the primary entrance. Rooms that have entrances at different locations within the numbering scheme shall be numbered based on the location of the primary entrance.
5. **Proper Character Use** – Room numbering shall not use the alphabetical suffixes ‘I’ or ‘O’ as they are likely to be confused with the numerals “1” and “0” respectively. Only uppercase letters shall be used.
6. **Non-Alphanumeric Characters** – Periods, hyphens, commas, spaces, or any other non-alphanumeric character shall not be used with the sole exception being cubicle numbering.

IV. **STAIRWAYS AND ELEVATORS**

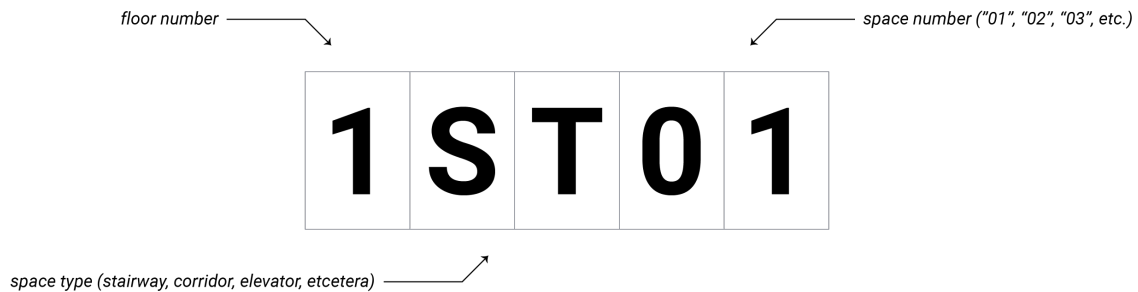
Being that stairways and elevators work vertically through a building, there exists a need for continuity in the labeling of these elements throughout a building. As such, the numbering of stairways and elevators shall run independently of those numbers assigned for the rooms.

- A. An overlay of various floor plans shall be made designating different stair towers in the building.
- B. Stairways and elevators shall typically be numbered sequentially in a clockwise direction starting from the main building entrance. This may result in skipped numbers on given building plans, but it is considered acceptable. For example, a building’s first level floor plan may contain Stair #1, Stair #2, and Stair #4 while Stair #3 only appears on a different level floor plan due to its location in the building. This allows for sets of stairways to be numbered logically for the entire vertical run through a building.

V. NON-ASSIGNABLE SPACES

- A. The following information is for non-net assignable spaces reference only. All other spaces should follow the typical room numbering pattern.
- B. The primary function of this designator is to assist the maintenance shops in understanding the type of room to look for when completing a work order.
- C. Distinction between a non-assignable and assignable corridor within a suite. Corridors that are assignable shall be assigned a traditional number.

Example Non-Assignable Room Numbering System Standard:



D. LIST OF USE CODES - see below

Common Suffix Areas Nomenclature		Example:
LL	Lower Level	
SL	Sub-Lower Level	
PH	Penthouse Level	
RF	Roof Level	
M	Mezzanine Level	
P	Parking Garage/Structure Level	
CR	Corridor/Lobby/Vestibule	"1CR01"
ST	Stairway	"1ST01"
EV	Elevator	"1EV01"
SH	Shaft	"1SH01"
MR	Restroom (Men's)	"MR01"
WR	Restroom (Women's)	"1WR01"
AG	Restroom (All-Gender)	"1AG01"
EC	Electrical	"1EC01"
ME	Mechanical	"1ME01"
DC	IT/Data	"1DC01"
HK	Housekeeping	"1HK01"
UT	Utilities	"1UT01"
TR	Trash Room	"1TR01"
LD	Loading Dock	"1LD01"

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