Room / Space Numbering System Guidelines

Overview

Historically, room numbering had been left to the architect as part of the development of building plans and construction documents. As buildings were later renovated, expanded or altered, however, sequences and numbering systems grew more incongruent over time. Further, there existed a wide range of designations and approaches to numbering which in turn led to inconsistencies between room designations in buildings across campus. Additionally, there are numerous spaces on campus which have no number at all, which only led to further confusion when requesting and completing maintenance tasks.

In an effort to better serve the students, faculty and staff of the University, as well as to better understand and track the maintenance issues which are inherent in managing over eight million square feet of building space, the Office of Design and Construction has worked with Facilities Engineering and Grounds and Building Maintenance to develop a cohesive system of numbering which can be applied to campus buildings.

The intent is to utilize this system in the following cases:
1. For all new projects under design as of 1/1/2010
2. For all major renovations
3. Lastly, it is intended to gradually convert much of the existing campus numbering already in place to the proposed system. There are many rooms across campus which will remain numbered as they currently are (course scheduled rooms, dormitory suites and single rooms, and conference areas); these will be addressed in time by the Design Standards Group and Facilities Administrative Services.

Process

During the Design Development Phase, the Architect shall use the following guidelines to number the spaces within the project. Prior to the development of door and finish schedules or electrical, OIT or fire alarm panel schedules, the designer should meet with and review the proposed room numbering with the Project Manager and the Architectural Engineer for Standards.

Examples

Standard room designations are made up of either 2, 3 or 4 parts, as indicated below:

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Number</th>
<th>Use</th>
<th>Suffix</th>
<th>Full Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>typ 1 char.</td>
<td>typ 2 char.</td>
<td>typ 3 char.</td>
<td>typ 1 char.</td>
</tr>
<tr>
<td>1</td>
<td>0</td>
<td>03</td>
<td>COR</td>
<td>003COR</td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>24</td>
<td>A</td>
<td>424A</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
<td>11</td>
<td>CHS</td>
<td>211CHS1</td>
</tr>
<tr>
<td>4</td>
<td>0</td>
<td>07</td>
<td></td>
<td>007</td>
</tr>
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<td>5</td>
<td>R</td>
<td>02</td>
<td></td>
<td>R02</td>
</tr>
<tr>
<td>6</td>
<td>5</td>
<td>33</td>
<td>A</td>
<td>533A</td>
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<tr>
<td>7</td>
<td>B</td>
<td>55</td>
<td>OTB</td>
<td>B55OTB</td>
</tr>
</tbody>
</table>
Breakdown of the Basic Numbering Format

Prefix Indicator - Designates building LEVEL (used in all references)

- **SB** - Sub Basement
- **0, B, G, A, B, C** - Basement / Ground Floor - Existing buildings to be renumbered using a similar logic to the previous numbering scheme wherever feasible.

Note: Areas below grade are to be reviewed and on a case-by-case basis. Existing buildings will generally retain the reference that has been established, while new construction may utilize a different series of indicators. Several acceptable ways of designating new below grade areas are shown in Figure 1, below.

[Diagram of various below-grade designations]

Figure 1 - Various below-grade designations used on campus

1. **First Level above Grade**
2. **Second Level above Grade**
3. **Third Level above Grade, etc.**
4. **M** - Mezzanine Level - Typically, buildings have no more than one "mezzanine" level. Buildings with one mezzanine should use an "M" designator for that floor level followed by a two-digit number, regardless of which area in the building the mezzanine actually occurs. Those buildings with multile mezzanine levels should use an "M" followed by a three digit indicator for room locations. The first digit will refer to the main floor level most closely associated with that mezzanine.

5. **R** - Roof Levels - Uppermost roof level will be designated with an "R". Roof levels which have horizontal access to one of the numbered building floors will be numbered to correspond with that floor, but will have an "R" prefix designator for the roof portions (see Figure 3). Balconies and other spaces adjacent to rooms should be numbered such that their location is related to the adjacent space when possible (i.e., balcony R302 would be located off of room 302).

Other considerations for floor numbering

1. When site conditions dictate that at-grade building entries occur at different levels of the building, it is recommended that a "G" (grade) level or a "0" level be used to designate transitional levels. The use of "Basement" should be reserved for levels that are wholly underground and do not generally have office or public spaces if possible (Figure 2).

2. When levels below grade are to have considerable office or public space, it may be advisable to use the "A, B, C" references that have been established in many of the buildings throughout campus (Figure 3). Floors referred to as A or B level are more inviting to those called Basement or Sub-Basement.

[Diagrams of sloping grade and multiple levels below grade]

Figure 2 - Sloping grade

Figure 3 - Multiple levels below grade
3. Neighboring buildings that have at grade entrances at the same level should attempt to maintain the same floor designations if possible. However, site conditions and the buildings unique conditions (site or otherwise) should ultimately dictate what constitutes the "Grade Level" (Figure 4). This is especially the case when a tunnel connects two buildings (Figure 5). In such instances, signage at both ends of the tunnel must clearly indicate that the user is in a different building and what level they are in relative to the new building.

![Figure 4 - Neighboring buildings along slope](image)

![Figure 5 - Tunnel connection](image)

**Number** - Two digit reference for LOCATION (used in all references)
Note: Most buildings will require only two digits for this portion of the designation. If a given building requires allowance for 100 or more numbers on ANY floor, a three digit designation will be used of ALL spaces throughout the entire building.

**Use Indicator** - For NON-NET ASSIGNABLE SPACE reference - (use as required)
The primary function of this designator is to identify spaces on floor plans that will not have a sign in the field. These spaces will share the room number of the main area adjacent to them, followed by the use code. It is not practical for these spaces to be assigned their own independent number and it will complicate any renovations / reconfigurations in the future.

**Suffix** - For separating MULTIPLE AREAS of same use - (use as required)
This element is only required when a given space has multiple rooms serving it (example: a classroom with 2 or more storage closets accessed only from the main space).
Stairs, Elevators and Archways

Since stairs, elevators and archways work vertically through the building, there is an inherent need for continuity of the labeling of these elements throughout the building plan. As such the numbering of stairs, elevators and archways will run independently of those numbers assigned for the rooms.

**Procedure:**

1. An overlay of the various floor plans is made designating the different stair towers throughout the building.
2. Stairways are numbered sequentially around the plan. Note: This may result in "skipped" numbers on given plans, but is considered acceptable. For example, the first floor of a building may have stair towers 1, 2, and 4. Stair #3 may appear only on a different floor plan due to its location in the building.
3. When numbering stairways and elevators, give consideration to its relative importance and location in the building. For instance, when a building has an obvious "main" stairway, it should be considered "Stair #1" regardless of its actual location. Those of lesser importance should be numbered in sequence accordingly.

4. Numbering system is as follows:

<table>
<thead>
<tr>
<th>ex #</th>
<th>Prefix</th>
<th>Use</th>
<th>Number</th>
<th>Full Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>2</td>
<td>STR</td>
<td>7</td>
<td>2STR7</td>
</tr>
<tr>
<td>9</td>
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<tr>
<td>10</td>
<td>4</td>
<td>STR</td>
<td>2</td>
<td>4STR2</td>
</tr>
</tbody>
</table>

This allows for sets of stairs to be numbered logically for the entire vertical run through a building.

**Note:** Example #10 indicates the space directly above that designated in example #9. The title and number will remain constant throughout a given stairway.

**Note:** When two sets of stairs "scissor" over one another (that is, they occupy the same space in plan, but do not actually connect to one another), they are to be designated as different stairs. This will help to avoid confusion in the case of locating maintenance issues as well as in cases of fire alarm / egress needs.

**NOTE:** Stairs and elevators which are completely contained within a suite (such as in certain two-story dorm suite conditions) should be named according to the room or suite number followed by an "STR" designation. While not consistent with the numbering scheme applied to 'common' vertical circulation, this coding makes for easier location and better responsiveness from Facilities' Maintenance personnel.

The same procedure applies to the naming of elevators. For example:

<table>
<thead>
<tr>
<th>ex #</th>
<th>Prefix</th>
<th>Use</th>
<th>Number</th>
<th>Full Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>2</td>
<td>ELV</td>
<td>1</td>
<td>2ELV1</td>
</tr>
<tr>
<td>12</td>
<td>4</td>
<td>ELV</td>
<td>3</td>
<td>4ELV3</td>
</tr>
</tbody>
</table>

The same procedure applies to labeling exterior archways. For example:

<table>
<thead>
<tr>
<th>ex #</th>
<th>Prefix</th>
<th>Use</th>
<th>Number</th>
<th>Full Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>1</td>
<td>ARC</td>
<td>1</td>
<td>1ARC1</td>
</tr>
<tr>
<td>14</td>
<td>0</td>
<td>ARC</td>
<td>3</td>
<td>0ARC3</td>
</tr>
</tbody>
</table>
General Room Numbering Principles

There are three main principles to be followed in the numbering process:

1. Retain existing numbers and signage where possible / feasible
2. Create vertical pockets for designating priority of stairs and elevators
3. Limit building signage to assignable spaces, plus stairs and elevators (unless required by code)

Note: SIGN ABBREVIATIONS - The primary function of this designator is to assist the maintenance shops and public safety in understanding what type of room to look for on site. These use indicators are to show up as abbreviations on signs / labels in the field when descriptive text is not present and are not built into the room number. Consult Appendix 1.5-7 for further assistance.

Note: In cases where a room does not require signage, 1/2" numbers adhered to the frames of doors will be used leading to non-net assignable spaces (closets, storage, toilets, etc). This will aid in the location of "non-signed" rooms for maintenance purposes.

Residential Notations

A classification system will be applied toward residential properties similar to that used for on-campus dormitory buildings. It follows the same methodology but uses the unit number as the prefix and number portions of the room numbering protocol. Use codes and suffixes will be added in the same manner as noted above.

Other underlying principles
1. Each building is to be considered individually - therefore, minor differences may exist between buildings. For example, some buildings may have a "Ground Floor" due to grading / site conditions, while others may go directly from the First Floor to the Basement Levels.
2. Evaluate existing numbers where applicable - refer to GIS info and site surveys
3. Confirm Building Floor Plans - site survey as needed
4. Number in same general sequence wherever possible
5. Number from point of main vertical access (elevator or main stair) in each "wing" of building
6. Continue systematically based on floor plan / layout
7. When numbering within a space, proceed in a consistent manner from floor to floor (this may include clockwise, counter-clockwise, odd / even, etc.)
8. Review with ODC Program Manager for Standards