



OFFICE OF THE UNIVERSITY ARCHITECT

APRIL 2014

Room Numbering Guidelines

General

These guidelines will allow floor and room numbering and way-finding procedures to be applied consistently to all University buildings.

These room numbering guidelines are provided for use to design consultants for capital projects. Because room numbers affect emergency responders, as well as multiple campus databases, room numbers in renovation projects should not be changed without a formal review process by the Office of the University Architect.

Numbering Guidelines

Building Guidelines

Floors

Floors are numbered using a 2-digit standard starting with '01' for the first floor and continue up for every floor above (e.g., 02=second floor, 03=third floor).

Basement

Floors below the first floor shall be designated as basement or subbasement.

The initial floor below the first floor will be identified as Basement and have a floor code of '00'. Sub-basements, or floors below the basement, will be numbered starting at B1 and continuing down (e.g., B2, B3, etc.)

Mezzanines:

Mezzanines are assigned a two character floor code value of using a preceding M followed by the number of the floor below (e.g., "M2" where '2' is the floor below). A mezzanine is defined as a partial floor located between structural floors.

Attics

Attics are assigned a two character standard floor code of AT. An attic area is defined as the accessible floor area greater than 3' in height above the top floor.

Room Numbering Guidelines

Room numbering schemes shall leave one number unused for every five to seven consecutive room numbers.

Rooms are generally numbered using a standard three digit numbering scheme (e.g., 102, 137, 246). Four digit room numbers are used in buildings that are more than 9 floors (e.g., 1001, 1002, 1033).

Room numbers dedicated to specific room types:

X00 – Corridors

Example: Basement Corridor: 001
First Floor Corridor: 100
Second Floor Corridor: 200

X98 – Elevators

Example: Basement Elevator: 098
First Floor Elevator: 198

X99 – Stairs (includes ramps)

Example: Basement Stair: 099
First Floor Stair: 199

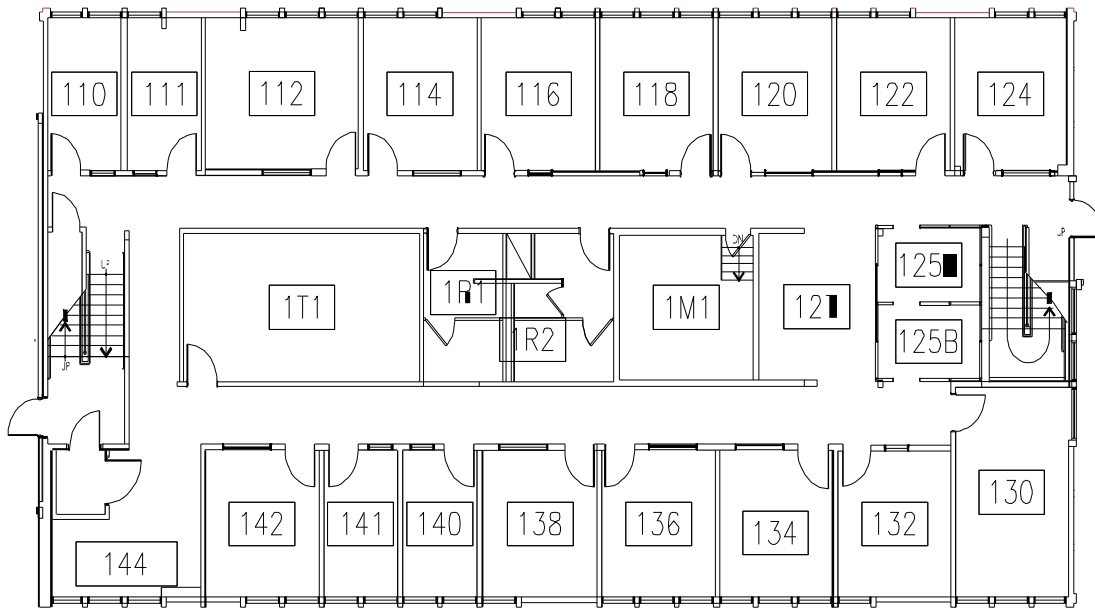
Example -- The main lobby/entrance can be numbered 100 with remaining rooms numbered starting to the left of the main lobby and continuing clockwise. Room numbers should be even numbered on one side of the corridor, and odd numbers on the other side of the corridor, if possible.

Figure 2



In a building with a more complex corridor system, numbers should follow in ascending order in a clockwise direction from the main entrance ensuring the system is easy to follow for way-finding. See Figure 3.

Figure 3



Suites and Sub-Rooms: Suites are identified as multiple spaces having one common entrance and are generally numbered using the 3-digit standard (i.e., 100)

Depending on the area layout, rooms inside of a large suite-like room that has more than one entrance may or may not be numbered using the sub-room standard.

Rooms within a suite are numbered with the entrance room number plus a letter suffix (100A, 100B, 100C) beginning with the room closest to the main entrance of the suite and proceeding in a clockwise direction.

Rooms inside sub-rooms are numbered with an additional letter. Example, 100AA would be assigned to a room within sub-room.

Cubicles: Each cubicles should have their distinct number based upon the number of the suite. Each cubicle is designated using this number followed by a dash and letter alpha order from the main corridor.

Review Process

The following is a step-by-step guide for the assigning of room numbers to university capital projects:

Step One

The designer consults the current Room Numbering Guidelines. The designer is expected to review any concerns, questions, etc with the Office of the University Architect **prior** to the



OFFICE OF THE UNIVERSITY ARCHITECT

APRIL 2014

initial room numbering scheme.

Step Two

Room numbers are initially assigned during the Design Development stage of project development. It is a requirement of the designer to complete the proposed room numbering scheme and submit it with the Design Development drawings.

Step Three

The Office of the University Architect reviews the proposed room numbers and submits comments as part of the university's Design Development review process.

Step Four

The designer incorporates any requested changes into the project documents.

Step Five

The designer submits a final room numbering scheme for review with the Construction Documents submittal.

Step Six

The Office of the University Architect reviews the submittal and submits comments as necessary.

Step Seven

The design incorporates any requested changes and completes the Bid Documents.

Note: is it a requirement of the university that all room numbers match the polylines of spaces in the CAD drawing set.

Any proposed project schedule change or additional design effort due to failing to comply with the room numbering process will not be accepted by the university



OFFICE OF THE UNIVERSITY ARCHITECT

APRIL 2014