

## SECTION 005009 – BUILDING FLOOR AND ROOM NUMBERING

### **PART 1 - GENERAL**

#### 1.1 Summary

- A. As new buildings are constructed or undergo major renovations, the rooms shall be numbered using this standard guideline. The room numbering system should be incorporated into the Construction Documents during the design phase. The primary purpose for room numbering is to identify spaces and facilitate way-finding within a facility. It is critical that each space has a unique number and the building signage matches the official University floor plan drawings and room inventory. As room numbering is developed, the plans shall be reviewed with the Project Manager and the Facilities Planning and Scheduling Department.

### **PART 2 - PRODUCTS N/A**

### **PART 3 - EXECUTION**

#### 3.1 Floor Numbering

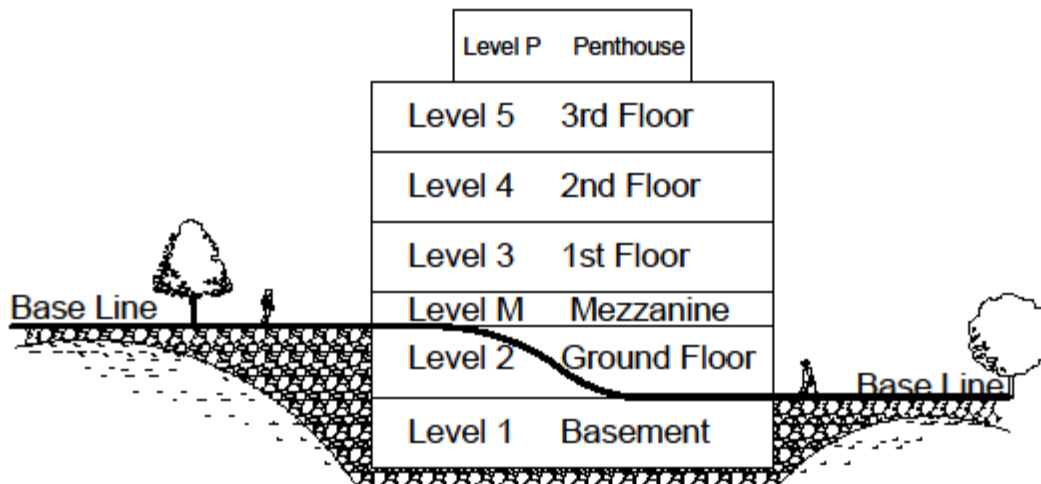
- A. The baseline should be determined first. The baseline is defined as the grade level of the surrounding terrain (see Figure 1 – attached). Floor “01” should be the floor which has all sides of the building exposed above the baseline. All floors above this baseline floor should be numbered consecutively in ascending order. All floors below the baseline, being those floors not exposed on all sides, should be consecutively numbered, in descending order, “ground”, “basement”, and “sub-basement.”
- B. A mezzanine is a partial story containing a flooring system, affixed to a vertical wall, between two main stories of a building; and is usually located within one room. All mezzanines should be designated with the room number prefix “M” followed by the same room number as the room below or as the room it is located within (i.e. M120). Any subdivisions of this area should have an alphabetical suffix (i.e., M120A, M120B).
- C. Usable floors and penthouse levels should be numbered as if they are whole floors. The designated room should start with the prefix “P” followed by the same room number as below (i.e., P100).

## 3.2 Room Numbering

- A. A building should be assigned a three digit room number for the first and above floors, unless the building size calls for a greater breakdown of spaces, thus requiring a four-digit room number. Rooms located below the baseline would normally be numbered 1 through 99. No space number may be more than four numeric characters (this does not include suffixes). Normally, the first digit (or two, as appropriate) represents the floor number.
- B. Rooms should be numbered in logical sequence with provisions for future subdivisions in areas programmed or designated for future renovation (i.e., unfinished areas, generic spaces). In these instances, the room numbering should be rounded to the nearest 10<sup>th</sup> (i.e., if sequence is 10, 11, 12....., the “generic” space should be numbered 20, rather than 13).
- C. The designation of room numbers should be as consistent as possible from floor to floor, based upon building configuration. Room numbers should begin in numerical sequence beginning from the main entrance of the building running consecutively down the main corridor with odd numbers on one side and even numbers on the other side (see Figure 2 – attached). Exceptions are permissible in facilities with a more complex design or where the availability of numbers is limited. The odd-even format can be abandoned if consecutive numbering results in a more logical scheme.
- D. In case of a “race track” design, starting at the main entrance rooms will be numbered with even numbers down the right corridor and odd numbers down the left corridor. These numbers will alternate back and forth across the corridor if possible. (See Figure 3 – attached).
- E. Corridors on each floor should be given the space identification of “CIR1.” Non-assignable, secondary corridors can be included in the main corridor space if no doors are present (see Figure 4 – attached). The square footage of the secondary corridor should be counted as part of the total floor circulation “CIR1” square footage.
- F. An assignable interior corridor or primary room, to a suite of rooms, should be given a whole number based upon the room numbering system (see Figure 5 – attached). Any rooms with primary entrances from the interior corridor or primary room should have the same number and an alphabetical suffix (i.e., 130A, 130B – the suffixes I and O should be skipped due to the fact they look like numbers). Further breakdown to interior rooms should be provided an alphabetical plus numeric suffix (i.e., 130A1, 130B1, 130B2).
- G. Rooms with two or more doors should be given a single room number. All entrances, regardless of where located, should carry that same number (see Figure 6 – attached). Any rooms with primary entrances from the interior corridor or primary room should have the same number and an alphabetical suffix (i.e., 130A, 130B). Further breakdown to interior rooms should be provided an alphabetical plus numeric suffix (i.e., 130A1, 130B1, 130B2).

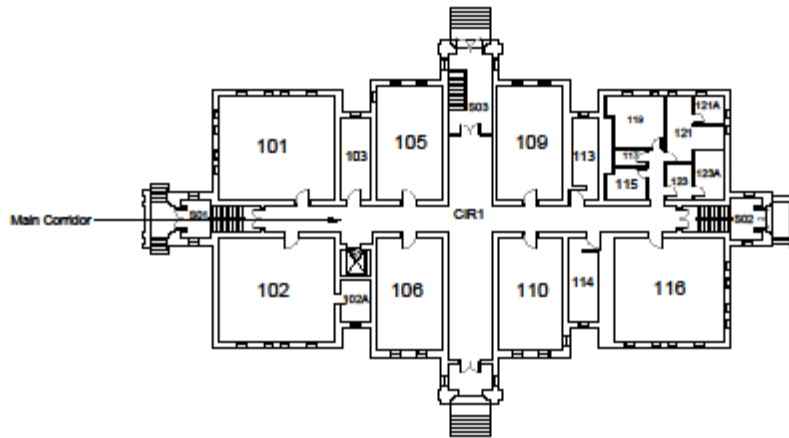
- H. Stairwells should be numbered beginning with “S01” for the first stairway located clockwise from the main entrance of the building. Each elevator should be numbered as if facing the elevator shafts (i.e. “E1, E2, etc.”) moving right to left (see Figure 7 – attached). The prefix “S” or “E” should be used to assist readers in understanding the floor plan drawings and room inventory. Each stairwell and elevator identification should be included on each floor.

# FIGURE 1



## FLOOR NUMBER; Determining the Baseline.

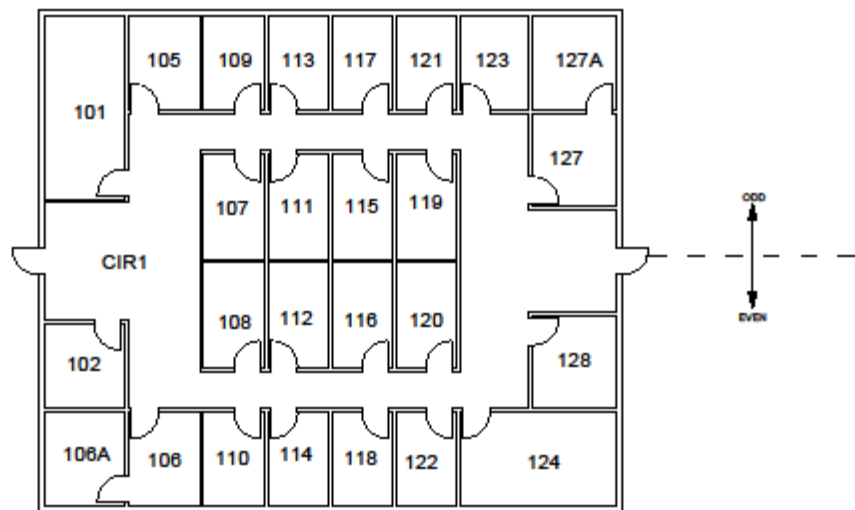
FIGURE 2



**ROOM NUMBERING:**

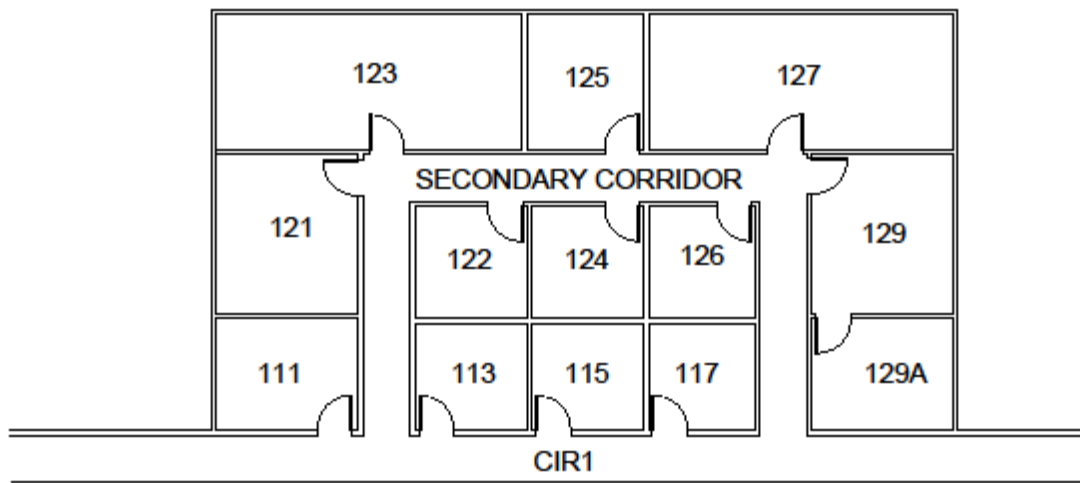
Building with one dividing corridor, room numbers should flow in ascending order from one end of building to the other. Odd numbers on one side and even numbers on the other side.

# FIGURE 3



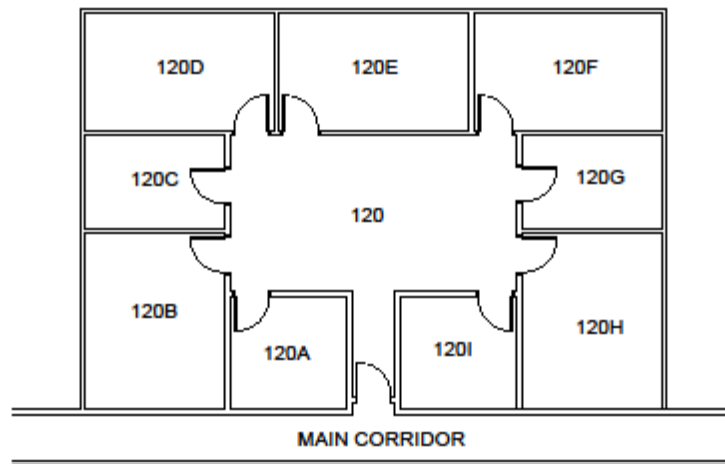
**ROOM NUMBERING:**  
Building with "race track" design, room numbers will be numbered with even numbers down the corridor on the right and odd numbers down the left corridor.

FIGURE 4



**CORRIDORS;**  
Assigned "CIR1", Secondary Corridors Should be  
Included Into Main Corridor Sqare Footage.

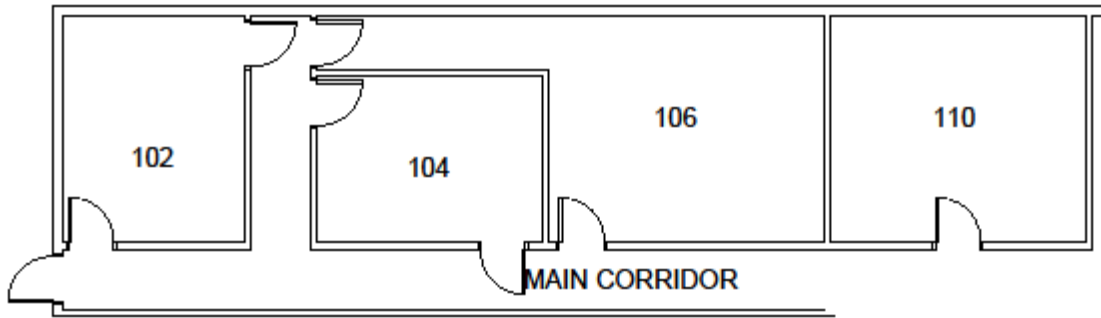
**FIGURE 5**



**ROOM NUMBER SUFFIX;  
for Rooms Entered Through Other Rooms.**

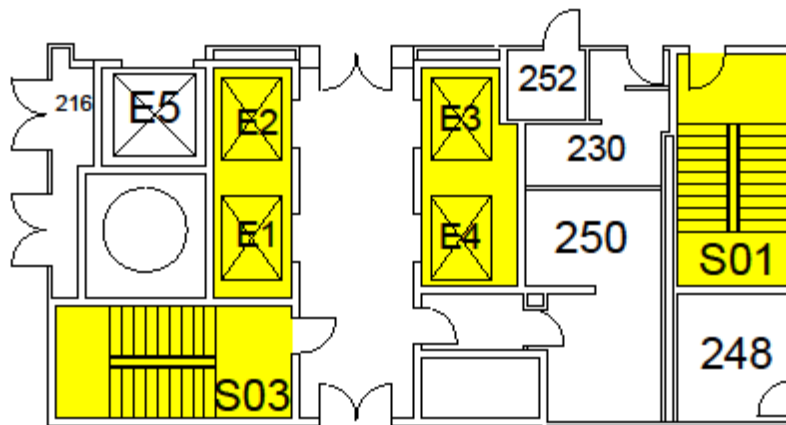


# FIGURE 6



NUMEROUS ROOM ENTRANCES;  
Number with the Same Number.

# FIGURE 7



**STAIRWELLS AND ELEVATORS;**  
Stairwells assigned "S01" starting clockwise from main entrance.  
Elevators assigned "E1" starting left, facing elevators

---

END OF SECTION 005009