PART 1: GENERAL

1.01   The purpose of this standard is to describe the procedures to be used in establishing building and room numbers on campus.

1.02   The assignment of room numbers on construction documents for individual rooms shall be coordinated with the University so that Room Numbering is in accord with the University Standard System, as described below. The Architect shall assign room numbers prior to completion of Design Development documents and verify the room numbering with the Project Manager prior to numbering of the rooms on the drawings.

1.03   Building Numbers

A.   Buildings must be given a unique number. Numbering begins at the northern edge of the Campus and is generally grouped by location/campus. Due to the new space management software system InVision, building numbers should be four digits (0001-0999). Suffixes can be used for Annexes or where no logical number in the sequence is available. Using suffixes will result in a building number looking like STEPS – 009A. The suffix is contained as part of the four digits.

B.   Separate wings can be identified with a letter prefix in the room number only, but numbers should be unique if possible. Iacocca Hall is an example of wings labeled as part of the room number.

C.   Every effort should be made not to change a building number once assigned.

3.01   Room Numbers

A.   Number all accessible spaces. In addition to rooms, all interior spaces that can be directly accessed, such as corridors, vestibules, stairwells, elevator shafts, and accessible pipe spaces shall be numbered in a manner as consistent as possible with standard room spaces. Where doors or walls separate different areas of these spaces, each area shall receive its own unique number.

B.   Each room should have only one number regardless of the number of doors opening into it. Exceptions can be made where a particularly large room is subdivided into different areas of use, such as by cubicles. In these cases, one-character letter suffixes are added to create unique numbers. Where the number of areas exceeds the suffixes available, additional sequential numbers should be used.

C.   All room numbers must use a three digit format and are assigned to each level according to the following schedule:
- Basement or Ground/Garden Floor 000 - 099
- 1st Floor 100 - 199

- 1st Floor Mezzanine M100 - M199
- 2nd Floor 200 - 299
- 2nd Floor Mezzanine M200 - M299
- 3rd Floor 300 - 399
- 3rd Floor Mezzanine M300 – M399, etc.

D. Rooms which open onto two levels, such as sloped floor lecture rooms, shall be numbered according to the floor from which the most common entrance would be made.

E. Elevators only receive a number on the lowest level. Note: Spaces IDs shall be in place in order to deduct "open" square footage from total gross square footage.

F. Use alphabetic suffixes for rooms entered from other rooms (rather than a hallway). Rooms entered from a main corridor or lobby are numbered with no letter suffix. When rooms open off of another room and not from a corridor (such as in a suite of offices), use the number of the first room with a letter suffix (Examples: Reception 301, Office 301A, Office 301B, Office Storage 301C). Assign suffix letters in the order rooms are encountered and, where possible, in the same direction as the overall numbering sequence. Only a single suffix is allowed; thus in the case where the first room already has a suffix, the next alphabetic designation shall be used. Avoid the letters "I" and "O" which may be interpreted as numbers. Large suites with many rooms can use non-suffixed numbers if it makes the numbering scheme more understandable.

G. Numbers should flow from one end of the building to the other. In a building with only one dividing corridor, room numbers should flow in ascending order from one end of the building to the other. In a building with a more complex corridor system, numbers should flow in ascending order in a clockwise direction through the corridors from the main entrance, or similar location such as elevator lobby.

H. Use and odd/even numbering sequence. Room numbers shall be coordinated so that even numbers are on one side of a corridor and odd numbers are on the other side. (In more complex designs, or where the availability of numbers is limited, the odd-even format can be abandoned if consecutive numbering results in a more logical scheme).

I. Skip numbers to maintain succession of room numbering. In some instances, room numbers on one side of a corridor shall be skipped in order to maintain succession with the room numbers on the opposite side of the corridor. This may occur, for example, when a suite of rooms or large space is accessed through a single door and there are no other doors on that same side until further down the corridor. This will allow for future renovations that may convert suites or large spaces into separate or small rooms with a corridor door.

J. Skip numbers to allow for future renovations. When a corridor contains large rooms such as classrooms, meeting rooms, etc. on both sides of the corridor, room numbers shall be skipped to allow for future renovation of a large space into smaller spaces. Sufficient

numbers shall be reserved to allow for the large spaces to be divided into standard size office spaces.

K.   If two smaller rooms are renovated to become one larger room, the lowest room number should become the new room number. When combining two rooms into one classroom, the number listed in the Registrar's Database shall take precedence. If the two rooms are classrooms, or two other room types, use the lowest room number.

L.   Numbering systems on all floors should be similar as much as possible, even when the floor plans are significantly different. To the greatest extent possible, and without creating other inconsistencies, rooms with the same digits in the last positions should be located in the same position in the building. Thus, B01, G01, 001, 101, 201, etc., occur in a vertical stack (stairs, stacked bathrooms, network equipment rooms, etc.).

M.   Classrooms should be given numbers that are easy to remember. Where possible, use, for example: symmetric as in 101, 303; repetitive as in 222; sequential as in 151, 161, 171, 181, etc.