



Floor and Room Numbering Guidelines

Authored by: Facilities Management Planning Office

Created: March 17, 2015

<u>CONTENTS</u>	<u>PAGE</u>
Overview	2
Authority & Approvals	2
Definitions	2
Methodology	3-6
FLOOR DESIGNATION FOR FLOOR AND ROOM NUMBERING DESIGNATIONS	3
ROOM NUMBER DESIGNATIONS FOR NEW BUILDINGS	3-4
ROOM NUMBER DESIGNATIONS FOR RENOVATIONS IN EXISTING BUILDINGS	4
GUIDELINES	5-6

GOALS AND OBJECTIVES

Overview

The Floor and Room Numbering Guidelines and Procedures (Guidelines) were created to provide consistent identification of rooms for all members of the College community, support facilities management and planning, construction and renovation coordination, facilitate work and key control, support public safety and disaster planning and recovery through standardized way finding on all campuses, and promote standardization of interior signage.

Any unit undertaking the task of designing floor or room numbers should become familiar with this document; and in compliance with such apply the definitions, methodology, and guidelines listed herein.

Authority & Approvals

The task of room numbering must be coordinated through the College's Facilities Management Planning Office. No additions to or changes in floor or room numbers or signage may be completed without final written approval from this office.

A. DEFINITIONS

- Floor – the horizontal plane the rooms are located on. For the purposes of these guidelines, the terms “floor,” “level,” and “story” are considered equal and interchangeable
- Mezzanine – an intermediate level or levels between the floor and ceiling of any story.
- Modular – office landscaping or systems furniture which may or may not contain full height walls, doors or work surfaces
- Room – any space contained between any type of partitions, floors, and ceilings. For the purpose of these guidelines the terms “room” and “space” are considered equal and interchangeable. Spaces such as corridors, elevators, and shafts are also referred to as rooms.
- Room Schedule – similar to a door or finish schedule, however this grid would include a line for each numbered space on the drawing, the room types for each room, and the capacity where applicable (i.e. classrooms, labs, conference rooms, auditoria).
- Room Type – all room types are defined XXXX document and are to be the only room types listed on the plans and room schedules.
- Suite – a group of related rooms typically assigned to a single department, which has its own internal circulation independent from the center building circulation.
- Whole Number – a room without a suffix (e.g. 1000)

B. METHODOLOGY FOR FLOOR AND ROOM NUMBERING DESIGNATIONS

B.1. FLOOR DESIGNATION

- Review/become familiar with the configuration of a building
- Determine whether the floor designations for the project apply to a single building or need to be coordinated with one or more other buildings.
If a single building – The building’s lowest level should be identified with the ‘1000’ number series (depending on the number of rooms found per floor) regardless of where the entry level(s) is or are located. The second level as the 2000 number series and so on. This strategy applies also to parking levels that are part of stand-alone buildings.

If coordinated with other buildings – Levels of all buildings in the group, parking levels included, should be coordinated so that designations are at or near the same elevation. The lowest level in the group should be identified with the 1000 number series. All floors in the group should ascend together, so that individuals moving from one to another may leave the one and enter the other on the same level. When a new building is added to this grouping its floor numbering should coincide with the existing structures.
- Mezzanines and Catwalks – Mezzanines should be coordinated so that the numbers telegraph vertically with the floor immediately below it. The letter “M” following the designation of the floor below it should be used for Mezzanines and Catwalks (e.g., 1M000).
- Multi-story spaces – The designation for all rooms exceeding one story in height shall be attributed to the floor of primary/main entry. If the room contains more than one primary/main entry. If the room contains more than one primary/main entry, the entry at the lowest established floor will apply.
- Parking Levels – Contingent upon the approval of the Facilities Management Planning Office, selected parking structure levels, that sit under buildings, may be designated with the prefix “P” followed by three-digit numbers (e.g. P200). If a parking structure is entered from street level and descends to additional levels the entry level will be designated “P100” and progress upward from there.

B.2. ROOM NUMBER DESIGNATIONS FOR NEW BUILDINGS

- All rooms on main corridors must be signed.
- Identify the main points of entry into the building; the organization of major groups of rooms on each floor, and what groupings are typical and atypical from floor to floor; the primary means of circulation through the building, and on each floor; and the need, if any, to identify special blocks of groups of rooms.
- Determine the direction of way finding throughout the building; and identify those areas on the floor plans. All net square footage is to be accounted for. Pay particular attention to spaces that may require special room number designations – such as non-assignable room types. See Section C Conventions.
- Determine a lay out the maximum number of spaces to be numbered whether a three- or four-digit numbering system is needed. Recommend and obtain formal concurrence from Facilities Management Planning Office to proceed with the selected system.

- Draft a room numbering scheme and submit a floor plan and room schedule for each floor of the project to Facilities Management Planning Office for review and approval. Submittal is preferred in electronic format regardless of project size or scope.
- Obtain approval of room numbering scheme, initiate, and complete a final room numbering scheme. Include any explanations and clarifications that may be needed. In completing the final scheme the Guidelines in Section C must be applied.

B.3. ROOM NUMBER DESIGNATIONS FOR RENOVATIONS IN EXISTING BUILDINGS

- All rooms on main corridors must be signed.
- Become familiar with the configuration of the building or buildings in question.
- In coordination with the Facilities Management Planning Office determine whether the new room(s) can be coordinated within the existing room numbering scheme of the suite, floor or building.
- If the new room(s) can be coordinated within the existing scheme, draft a room numbering scheme and submit a floor plan and room schedule for each floor of the project to the Facilities Management Planning Office for review and approval. Submittal is preferred in electronic format regardless project size or scope.
- If the new room(s) cannot be coordinate with the existing room numbers, consult with the Facilities Management Planning Office for direction.
- Using guidance provided initiate and complete a final room numbering scheme. Include any explanation and clarifications that may be needed. In completing the final scheme the Guidelines in section C must be applied.

C. GUIDELINES

- All room types, assignable or non-assignable, must be identified with a room number. Walls, fixed or moveable partitions, cages, or systems furniture may distinguish them. For the purposes of

entering room numbers into the documents, each number position should be determined as follows;

- The first position indicates the building number or identifier.
- The second and third positions indicate the floor, depending on total number of floors in the building. Buildings with 9 floors or less only need/use one position, whereas Buildings having greater than 9 floors, will need/use two positions with leading zeroes for floors less than 10
- For Buildings equal to or less than 9 floors;
 - The third position through the sixth position identifies the room within the floor
- For Buildings greater than 9 floors;
 - The fourth position through the sixth position identifies the room within the floor
- Leading zeroes are required for all room numbers (positions 3-6) less than 10 (e.g. 08)
- Letter suffixes will be used to identify rooms within a suite

For Buildings equal to or less than 9 floors:

Bldg # Floor Room Number

For Buildings greater than 9 floors:

Bldg # Floor (leading zero) Room Number

- Zones may be established within a building to differentiate wings or to organize a large floor area. Zones must “telegraph” vertically throughout the building so that room numbers are grouped similarly from floor to floor.
- Wherever possible, start room numbering at, and or progress from, major entries or major circulation intersections and move in a clockwise direction.
- Where the traffic pattern is a loop, progression should be clockwise.
- Odd numbers should be assigned to the left and even numbers to the right of the chosen way finding circulation flow coming from a major entry or circulation intersection.
- Numbers should be organized, as much as practically possible, in a modular form to maintain consistency of location from floor to floor.
- Rooms off feeder corridors should be numbered using whole numbers without suffixes starting at the main corridor
- If the available whole numbers are insufficient to complete an area, a logical and sequential reorganization of adjacent areas, or of the entire floor, may be necessary.

- Secondary rooms that are accessed via another room should bear the primary room number with an uppercase letter suffix (e.g., 1230A). Letter suffixes “A” to “Y” (except letters “I” and “O”) may be added to whole numbers for the purpose of subdividing rooms divided by hard walls.
- Open offices with individual workstations enclosed by partial height walls, or caged areas that are laid out inside a room should also be assigned the whole number of the room of which they are a part of, with a letter suffix
- Rooms that are accessed via a secondary room with a letter suffix should be the secondary room number/suffix followed with a new letter suffix (e.g., 1230AA)
- A suite or group of related room with common internal circulation will be assigned a whole number and each room within will receive a letter suffix.
- Cubicles or workstations will be numbered using whole number (with or without a suffix) of the room of which they are part of followed by decimals starting with .01 or .001 if the number of workstations in the area demands it (e.g., 6600.04)
- Internal corridors, hallways, lobbies or other circulation as part of an assignable space or suite should be numbered with the room using the primary number in a suite followed by the suffix “Z.” The “Z” is reserved to designate circulation space within a suite
- Stairs and escalators whether they are a part of the general or internal circulation of the building or rooms will use the ST# to define it from others on the same floor. Each stair will be defined as a separate space and the numbers must telegraph from floor to floor. Number all stairways that traverse the entire building before numbering stairways that may only span a few floors, regardless of location.
- Elevator and dumbwaiter shafts whether they are a part of the general or internal circulation of the building or rooms will use the EL# to define it from others on the same floor. Each enclosure/shaft/car will be defined as a separate space and the numbers must telegraph from floor to floor. As with stairs number all elevators that traverse the entire building before numbering elevators that may only span a few floors, regardless of location.
- Shafts and chases (for ventilation, utility, waste, etc.) either multi- or single-story that are part of the unassigned space of the building will end with a Y# to define it from other on the same floor.
- Bridges, tunnels, breezeways, or covered walkways that are part of the general circulation of the building will end with 95 followed with a letter suffix to define it from others on the same floor.
- Void/non-functional space between walls or created by architectural features is not numbered.