

## 00710 ROOM NUMBERING AND WAYFINDING

### Part 1: General

1.01 These standards will allow room numbering and wayfinding procedures to be applied consistently and uniformly to all University buildings.

1.02 Refer also to Section 10400 - Interior and Exterior Signage.

### Part 2: WHEN TO APPLY ROOM NUMBERING STANDARDS

2.01 New buildings.

2.02 Renovations where the entire building or large portions of the building are being renovated.

2.03 Smaller renovations where confusion may result from the renovation or where new rooms are created.

2.04 Existing buildings in order to improve clarity and wayfinding.

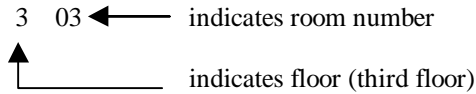
### Part 3: STANDARDS FOR ROOM NUMBERING

3.01 Rooms shall be numbered with a three or four digit number.

3.02 Three digit numbers:

- a. Shall be used for buildings with less than 9 floors and/or have less than 99 rooms per floor.
- b. First floor will be numbered "100", second floor will be "200", third floor will be "300", etc.

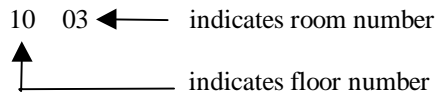
Example:



3.04 Four digit numbers:

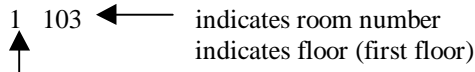
- a. Shall be used for buildings exceeding 9 floors or have more than 99 rooms per floor.
- b. When building exceeds 9 floors

Example of tenth floor:



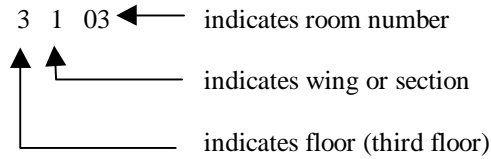
- c. When building exceeds 99 rooms per floor

Example of 100+ rooms on floor:



- d. When building is divided into sections or wings

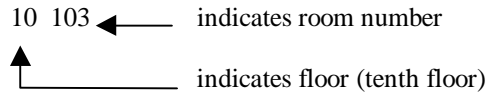
Example:



3.04 Five digit Number

- a. Shall be used only for buildings exceeding 9 floors with more than 100 rooms per floor.

Example:



PART 4: STANDARD FOR FLOOR NUMBERING

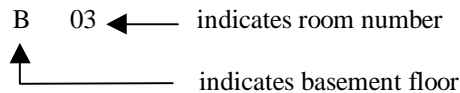
4.01 The lowest floor suitable for occupancy shall be the first floor. Floors above will be the second, third, etc.

4.02 Mezzanines will be numbered as a whole floor. Example: When a mezzanine exists between the first floor and the next whole floor, it will be numbered as the second floor.

4.03 Unoccupied floors below the first floor shall be designated as basement or subbasement.

- a. Floor will have a “B” prefix and a one, two or three digit room number

Example:



- b. Levels below the basement will have a “BB” prefix

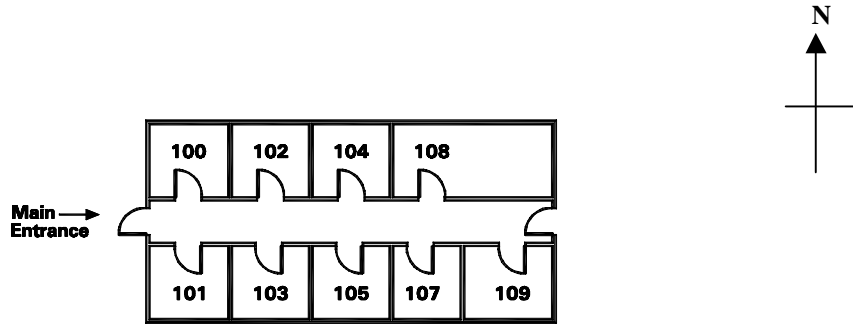
PART 5: STANDARDS FOR PARKING DECKS LOCATED BELOW A BUILDING

5.01 A prefix “P” will be used to identify the parking deck.

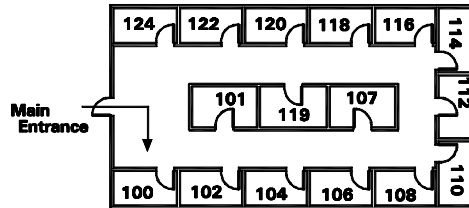
5.02 If the parking deck has multiple levels, “P1” shall be the lowest level with “P2,” “P3”, etc. being assigned to ascending levels within the parking deck.

PART 6: STANDARDS FOR NUMBERING ROOMS ON A FLOOR

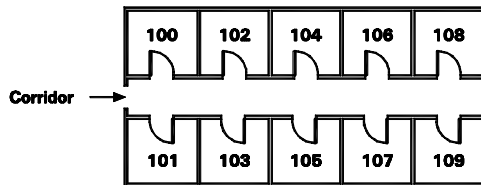
6.01 Single, Straight, Double Loaded Corridor main passageway for floor: Upon entering the main entrance, assign even numbered rooms on the north and/or east side of corridor and odd numbered rooms on south and/or west side.



6.02 Race Track Plan: Upon entering the main entrance of the building, the lowest room number should be set beginning to the right. Even numbers should be assigned on the right side of the corridor and odd numbers on the left side.

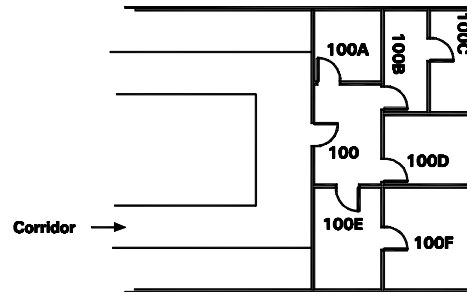


6.03 Rooms Entered Directly from a Corridor: These rooms will be assigned a three or four digit number with no alphabetical suffix.



6.04 Rooms Entered Via Another Room .i.e. Suite Arrangement: These rooms will be numbered by the appropriate suite number plus a letter suffix.

- a. When multiple rooms are located within a suite, the suffix letter for the first interior room should begin with an “A” and each additional interior room should be given the next alphabetical designation, i.e., Rooms 100A, 100B, 100C, 100D, etc.



6.05 Reserving Numbers: When numbering rooms off a corridor, numbers should be reserved, i.e. periodically skipped to allow for future growth.

- a. These reserved numbers are for use when future renovations or room changes are made in the area.

6.06 Room Numbers vs. Door Numbers: Room numbers and door numbers are not necessarily the same. Doors are numbered according to the rooms that they access. A room may have multiple doors with each door having its own door number. A room, however, will only have one room number.

## PART 7: SIMPLE RENNOVATIONS

7.01 When an existing interior room (i.e., a room that has no direct access to a corridor) has a new door added giving it direct corridor access, the room number will not change. It will keep its current number with the alphabetical suffix.

## PART 8: SUITE ROOM NUMBERING

8.01 The Suite number will be assigned based on the main entrance room into the suite and how it is located within the building. (See Standards for Room Numbering.)

8.02 All additional rooms within the suite will have the same suite room number assigned plus an alphabet suffix being added to the room number, i.e., Suite 100, Rooms 100A, 100B, 100C, 100D, etc.

- a. When a suite has more than 26 rooms, please contact Facilities Planning & Design for assistance in numbering the suite.

### PART 9: INTERIOR SPACES WITHIN A ROOM

9.01 There are situations where a room is used for multiple purposes and to properly code the room use, it may require a unique room number to be assigned to areas within the room. Examples of this situation would be open office work stations, reception desks, and waiting areas that are within main corridor areas.

### PART 10: EXTERIOR DOOR

10.01 Exterior doors will be numbered with an “E” prefix to signify an exterior door.

10.02 The number portion shall be the same as the room (corridor, foyer, etc) where the door is located.

Example:

