Q&A: Street addresses for campus buildings

Where can I find the street address for a campus building?
Address lists (2) for campus buildings and residence buildings are available on a project website. Street addresses also have been added to facilities planning and management's building information website. When the building address system is fully implemented this spring, street addresses also will be available:

- In the university's online directory
- On a building's columnar sign near its front door

When should I start including the street address as part of my campus address?
The building street addresses took effect on Jan. 1, so you should be using yours now. Implementation will continue through spring semester. Key implementation pieces still to be completed include:

- Refacing the brown panels on outdoor building signs
- Updating the university online directory
- Assigning ZIP+4 codes to residence halls (a U.S. Postal Service responsibility); this task is complete for academic and administrative buildings

How soon do I need to replace printed materials (business cards, letterhead etc.)?
There is no deadline. Campus units should use the printed supplies they have on hand. ISU printing services has revised its templates for all university business products to create space for a building street address. Printing services has the list of all buildings' street addresses, including ZIP+4 codes, and will automatically add these when orders are placed.

Do I need to update my own entry in the online directory?
Not unless you're moving. An IT services team working on a directory update expects to load full street addresses into the database by the end of February. Street addresses will be attached to building addresses. In the future, employees who change office locations only will need to update their building address in AccessPlus; the correct street address automatically will follow.
The departmental section of the online directory is maintained by dozens of department coordinators. They have responsibility for updating their department entries to include street addresses.

**Is there a system-wide method for sharing ISU street addresses with external clients, vendors and associates?**
No. Employees and units will be responsible for alerting their own contacts to their updated mailing address. For example, when it's time to renew a magazine subscription or professional membership, include your complete address in your renewal response.

**Will off-campus mail come directly to my building now?**
There will be no changes to how mail is delivered. Mail to campus buildings will be sorted and routed by ISU postal and parcel services. (The two exceptions are the library and the Memorial Union, which receive deliveries directly from the U.S. Postal Service.) However, incoming mail that includes a building's street address and ZIP+4 code will allow the U.S. Postal Service to more effectively presort the mail before it arrives on campus.

**How should mail originating off campus be addressed to an ISU building?**
In addition to the recipient's name, mail coming from off campus should include:
- Iowa State University
- Room number and building name
- Street address
- City, state and ZIP+4 code

The U.S. Postal Service needs BOTH the street address and ZIP+4 code to complete its machine presort prior to delivering mail to campus.

**Should I use ZIP+4 codes for campus mail?**
The most useful information on intracampus mail is the individual's name, building name and room number. This informs postal and parcel employees which building mailbox should be used. When units do a bulk mailing to a campus audience, including ZIP+4 codes is helpful.

**Will the university install address numbers on campus buildings?**
Numbers will not be installed on building faces. In a phased process, the brown panel on every building's column sign will be redone. That process has begun and all signs should be switched out by early summer. The completed sign will include the university nameplate, building name and street address. Units no longer will be listed on the sign.

**Why is the university removing the unit names in each building from the outdoor sign?**
This decision primarily was a space consideration. For many buildings, adding the university nameplate and street address to a sign doesn't leave enough space to identify all of its tenants. Standardized signs create a unified appearance and also eliminate the difficulty of keeping signs current as units move or change names.

**Will services such as Google Maps use Iowa State's street addresses?**
FPM web technologist John Hoffman also is a regional lead for Google Maps and has added campus street addresses directly to the campus building features on Google Maps. Viewers can search by address or building name. This also allows use of Google's "Directions" feature for driving or walking.
Iowa State has no control over how quickly or accurately other navigation and map websites' algorithms -- which are road-based, not building-based -- calculate campus street addresses.

**In a campus emergency, do I need to know my building's street address when I phone for help?**
No. The most critical information to share is: Building name, floor and room number. The emergency response system can fill in location coordinates and the responders will find you. (ISU classrooms are equipped with a room-specific emergency response guide, usually near the door, that contains helpful information to be shared with the dispatcher during a 911 call.)

**How were street addresses assigned?**
The starting point was to align campus with the city of Ames address grid, for example 100-numbered buildings in the first block north of Lincoln Way or 2500-sequenced buildings west of Welch Avenue. Generally, a building's address reflects the named street closest to its front door. For example, Marston and Pearson halls have a Morrill
Road address and facilities at the Applied Sciences Complex have a Scholl Road address. There may be unnamed driveways or cul-de-sacs that are closer, but the system makes use of named campus roads.

**Does the building address system apply only to buildings?**
No, it includes more than 650 campus locations. The list includes academic and residence buildings; storage facilities; outdoor locations such as Lake LaVerne, the ISU cemetery or the central campus lawn; parking lots; and outdoor recreation and athletics properties.

**Why did Iowa State make this change?**
Assigning a street address to a building provides a "locatable" address to emergency service responders – police, fire and medical. This was the top priority. A building address system also will help visitors with wayfinding and simplify the task for package delivery and ride services.