

ROOM NUMBERING STANDARDS

A. NUMBER FORMAT

1. Number rooms with four digit numbers.
 - a. For example...

<u>Floor</u>	<u>4-Digit Number Range</u>
Sub-basement & Basement	0001 – 0999
First	1000 – 1999
Second	2000 – 2999
Third	3000 – 3999
etc	...

- 1) The above example shows that when a building has a sub-basement and a basement, the number range is shared between the two levels.
 - a) Use the smallest numbers for the lowest level, with the balance of the number range used for the upper level (example: sub-basement -- 0001 to 0399; basement -- 0400 to 0999).
 - b) A similar sharing of the number range would occur if a building had a relatively large mezzanine.

B. PLANNING

1. Begin the numbering sequence at the building where an addition would not be built.
2. End where an addition would most likely be built.
3. Plan the numbering sequence to have adequate capacity and be easily extended for future additions.
4. Coordinate the numbering sequence with the building's smallest size room module, which is often dictated by window spacing.
5. Where large rooms occur, assume possible subdivision in the future and allow for new number assignments within the normal sequence.
6. Leave strategic gaps in the numbering system where future changes will likely occur.
7. Lay out the number sequence of rooms in the same manner on stacked floors.
 - a. For example, Room 2200 should be above Room 1200).

C. SUITES

1. When rooms open off another room and not from a main corridor, use the number of the first room with a letter suffix.
 - a. For example: Reception 1105, Office 1105A, Office 1105B, Storage 1105BA.
2. Consider circulation space to rooms in a suite as part of the primary room or space first entered from the main corridor.
3. Assign suffix letters of interior rooms, beginning with the door to the first interior room encountered after passing through the primary entrance from the main corridor.
4. Continue numbering any remaining rooms in the same direction (either clockwise or counterclockwise in plan) as initiated by numbering the first room.
5. Due to database restrictions, do not number rooms with more than two suffix letters.

D. OTHER SPACES

1. In addition to rooms, number all interior spaces that can be directly accessed.
 - a. For example, corridors, vestibules, stairwells, elevator shafts, accessible pipe spaces.
2. Other accessible spaces that may not appear on the finish schedule.

E. CORRIDORS

1. Number corridors with numbers that end in zero.
 - a. For example, 1100, 1120
2. Use the corridor number as the beginning of a sequence of room numbers that open off that corridor
3. Use even numbers on one side of the corridor and odd numbers on the opposite side.
4. There are no firm rules as to where sections of a main corridor system end.
 - a. Unless the main corridor system is relatively short, assume each straight section of a main corridor system is numbered.
 - b. Where main corridors turn corners, normally assume the end boundary is a diagonal line at the corner.
 - c. Relatively short dog-legs or secondary corridors off the main corridor may be included with the main corridor.
 - d. Corridor sections can also be identified at major changes in architectural features or finishes at ceiling, wall or floor.

F. STAIRS

1. Number stairs to identify the adjacent landing area plus the steps and landing(s) down to, but not including, the next floor level below.
 - a. The lowest level has only a landing.
 - b. There may be exceptions to avoid omitting or duplicating calculated areas.
2. Number stairwells at each floor with the same right three digits.
 - a. For example, 0120, 1120, 2120, 3120, etc.

G. MULTI-STORY SPACE

1. Identify a multi-story room or space with the floor having the main entrance to the room or space.

H. ELEVATOR SHAFT

1. Number elevator shafts at each floor level.

END OF ROOM NUMBERING STANDARDS