

Room and Door Numbering System

In order to facilitate locating rooms and doors within campus buildings, the Designer shall number spaces and doors following the numbering system used by the Space Management System to report space inventories. The following guidelines apply:

New Buildings

- A. The system shall be alpha-numeric consisting of no more than 5 characters—an alpha prefix, 4 integers and an alpha suffix for small closets (50 sf or less) only.
- B. The first integer represents the floor the room is located on (e.g. 1 indicated “First Floor”, 10 indicated “Tenth Floor”, etc.)
- C. The second, third and fourth integers designate room number.
- D. Generally, start numbering rooms at the main, front entrance to the building, beginning with the first room on the left when facing the interior from the main, front entrance doors.
- E. Proceed with numbering the rooms sequentially (e.g. 1001, 1002, 1003, etc.) by following a clockwise route along the main corridors, ending at the main, front entrance doors.

The important idea is to assist a person unfamiliar with the building to locate a specific room as easily as possible.

- F. Restrooms, Electrical, Data, Telephone, Mechanical, Housekeeping and any spaces that are not usually accessed by the general public should also be numbered sequentially.
- G. Room number shall be as follows:

1000 Typical spaces not for circulation

1000A Small closet spaces

Building Renovations and Additions

- A. For existing buildings that are involved in renovations or additions, the new numbers shall match the same room numbering system that is present in that building at the time of the renovation/addition work.

Circulation Areas

- A. Circulation areas required for public access, such as public corridors or walkways, whether walled or not, provided they are either within the outside face lines of the buildings to the extent of the roof drip line or, if covered, to the extent of their cover’s drip line, shall be prefixed with the letter “C” (e.g. C101, C102, C103, etc.)
- B. Circulation areas shall also include fire towers, elevator lobbies, tunnels, bridges, and each floor’s footprint of elevator shafts, escalators, stairways and receiving areas, such as loading docks.
- C. Circulation areas may follow as separate numerical sequence from other room numbers.
- D. Restricted access private circulation aisles used only for circulation within an organizational unit’s suite of rooms, auditoria, or other working areas should not be included. These restricted access

private circulation areas shall follow the alpha-numerical sequencing of the suite of room they belong.

- E. Number elevator and stair spaces for clarity. (e.g. Elevator #1 C100, Stair #1 C101)

Doors

- A. Door(s) shall be labeled the same as the room number into which the door accesses. (Example: Door into Room 1110 shall be labeled 1110, etc.)

Submittal Requirement

- A. The Designer shall submit one (1) hard copy of floor plan(s) without spaces numbered at the 30% submittal to UA.
- B. UA shall determine the room numbers for designer.

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