



ROOM NAMING AND NUMBERING STANDARDS

A. NAMING FORMAT

1. Standard room names are as follows:
 - a. Breakroom
 - b. Data Center (all Data rooms)
 - c. Copy room (all copy/administrative workrooms)
 - d. Janitorial
 - e. Mechanical
 - f. Electrical
 - g. Fire Riser

B. NUMBER FORMAT

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

| <u>Floor</u> | <u>3-Digit Number Range</u> |
|-------------------------|-----------------------------|
| Sub-basement & Basement | 001 – 099 |
| First | 100 – 199 |
| Second | 200 – 299 |
| Third | 300 – 399 |
| 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 -- 001 to 039; basement -- 040 to 099).
 - b) A similar sharing of the number range would occur if a building had a relatively large mezzanine.

C. 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. Where large rooms occur, assume possible subdivision in the future and allow for new number assignments within the normal sequence.
5. Leave strategic gaps in the numbering system where future changes will likely occur.
6. Lay out the number sequence of rooms in the same manner on stacked floors.
 - a. For example, Room 200 should be above Room 100.



D. 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 105, Office 105A, Office 105B, Storage 105BA.
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. Large open offices with lab benches and/or cubicles shall be numbered in the same manner within a suite using the whole number of the room the cubicle resides followed by an alpha suffix (103A, 103B, 103C, etc.). Areas with more than 25 (skipping “I” and “O”) continue with a double alpha starting with AA (103AA, 103AB, 103AC, etc.).
6. Alpha characters “I” and “O” should never be used.

E. 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.

F. CORRIDORS

1. Number corridors with numbers that end in zero. Ex. 100, 200
2. Corridor room numbers beginning with “C” and then sequentially in a clockwise direction, usually beginning from the “main entry”. (Ex. C100, C200, etc.)
3. If the corridor is “sectioned” by doors, each is assigned a separate number.
4. Where corridors turn corners, the corridor is assigned a separate number.
5. Use even numbers on one side of the corridor and odd numbers on the opposite side.

G. STAIRWELLS

1. Stairwells room numbers beginning with “ST” and then sequentially in a clockwise direction, usually beginning from the “main entry”. (Ex. ST001, ST002, etc.)
2. Number the same stairwell at each floor with the same stairwell number.

H. ELEVATORS OR LIFTS

1. Elevator room numbers will be assigned by building maintenance.
2. Number the same elevator hoist way at each floor with the same elevator number.



I. MULTI-STORY SPACE

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

END OF ROOM NUMBERING STANDARDS