PROCEDURES FOR ROOM NUMBERING STANDARDS

PURPOSE

- o Identify and assign numbers to individual spaces in university buildings.
- o Provide location information for university employees, students, visitors and emergency responders.
- o Room signage must be fixed, tamper resistant and in compliance with ADA regulations.

OVERVIEW

1. These procedures outline the room numbering conventions to be used at Angelo State University. Although they should be easily applied to most projects, logical discretion must be used to effectively apply these conventions. Care must be taken, and adequate review is built in, to ensure the exception does not become the rule.

2. Definitions:
   - o **Main Entrances** are outside door openings into a building accessible to the public.
   - o **Hallways / Corridors / Vestibules / Lobbies** are defined as circulation areas accessible to the public.
   - o **Custodial/Building Service Rooms** are building service rooms controlled by Custodial Services.
   - o **Mechanical / Electrical Rooms** are building service rooms controlled by Physical Plant (ASU FM) Services.
   - o **Restrooms** are designated for use by Men / Women / Unisex or Private.
   - o **Stairways** that are inside the building are given a number for identification.
   - o **Telecommunication** Rooms are rooms that house networking equipment controlled by Telecommunication (ASU IT) services
   - o **Closets** are numbered according to the room they are attached to using an alphabetic designation.
   - o **Chases** are inaccessible spaces built inside a building to house mechanical equipment or wiring.
   - o **Suites** are a series of attached rooms with a primary room that has entrance from a corridor. The primary room is numbered and the interior rooms adopt that number plus an alpha suffix.
   - o **Connecting/Adjacent Rooms** are rooms or suites joined by a shared door, all of which have a hallway entry.
   - o **Individual Rooms** have four walls with a hallway entry.
   - o **Rooms with Partial Walls or Counter Space** should be numbered within the larger space.
   - o **Cubicles** are furniture and not defined as rooms and will not be numbered.
   - o **Study Carrels** may be given an alphabetic suffix following the room number the carrel is housed in, depending on design intent.

3. Some buildings are designed in such a manner that different wings or sections exist within the overall structure. In such a case, the design professional may designate the wing or section with a unique character such as Tower A/Tower B, or wings "E" for east, "W" for west, etc.

4. If cardinal directions (i.e. compass directions; north, south, east, west) are used, care must be taken to ensure they are the actual directions and not the orientation of the plans on the paper space.

ROOM NUMBER ASSIGNMENT STEPS:

1. Determine location of main entrance
   a. Although there will be several entrances to any building, there is one that by design is considered the main entrance. This must be identified and will serve to maintain coherence to the numbering pattern (see figure 1).

Figure 1
Main Entrance Identification

2. Determine numbering start point
   a. First floor
      i. From the main entrance, follow a natural pedestrian footpath inside the building to what is the first left hand room entry of the building. The room numbering sequence will begin at this point (see figure 2).
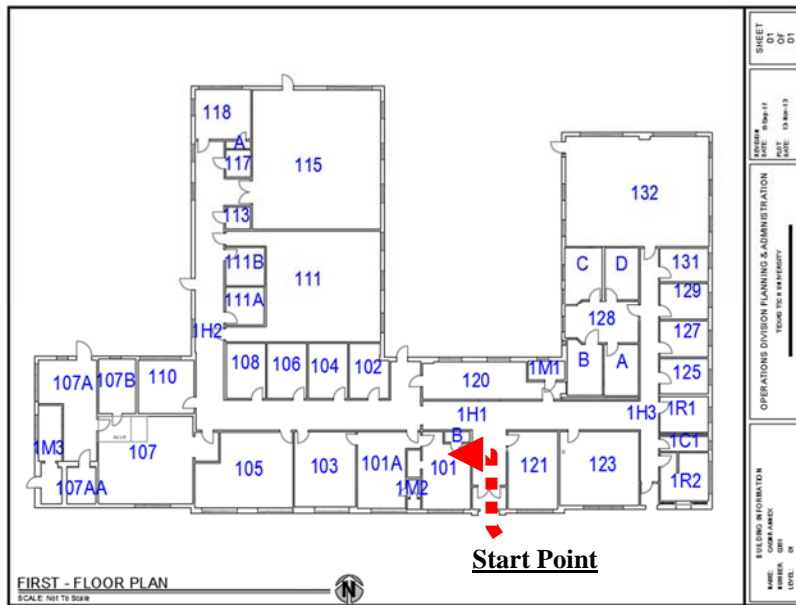

Figure 2
Start Point Identification

   b. Floors above and below first floor
      i. Follow the same numbering pattern established on the first floor. It is important to note that this is without regard to the location of stairs and elevators. The numbering start point for each floor must vertically correspond to the start point on the first floor.

3. Assign room numbers on first floor
   a. Once the start point is identified, begin numbering the rooms. Number rooms sequentially beginning at the start point and proceeding along the logical pedestrian path through the building (left to right).
   b. Odd numbered rooms will be on the South or East sides of the hallway, even numbers will be on the North and West. Unique rooms (e.g. restrooms, hallways, mechanical, etc) will be numbered in the order they are encountered.
   c. The room number format is arrayed in four main fields (wing, floor, room, and additional identifier). Wing is a single character; floor, room, and additional each have two characters for a total of seven. Wing, floor and room are mandatory and must be zero filled if not used. Additional fields are left blank if not used (see table 1). Floor number assignment is logical, intuitive and corresponds to the actual floor number (see table 2). Examples of complete room numbers are shown in table 3.
   d. If a large room exists, skip a number immediately preceding or following the room to allow for future expansion. This will not disrupt the way-finding characteristics of the system.
   e. If suites are used, alphabetically designate the far left room in the suite as "A" and follow a left to right, logical progression for the additional interior rooms. Exclude the use of "I" or "O" in the room number designation as these can often be misread as "1" (one) or "0" (zero).
   f. For connecting/adjacent rooms, number each one separately according to hall access order.

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Table 1
Room Number Format

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Wing Identifier	Floor # Identifier 1	Floor # Identifier 2	Room # Identifier 1	Room # Identifier 2	Additional Identifier 1	Additional Identifier 2
X MANDATORY (zero fill if not used)	**X** MANDATORY (zero fill if not used) (see table 2)		**X** MANDATORY (zero fill if not used)		OPTIONAL (leave blank if unused)	

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Table 2
Floor Identifier Examples

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Floor	Floor Identifier
Sub-basement	x**SB**xx_ _
Basement	x**00**xx_ _
First	x**01**xx_ _
First Mezzanine	x**M1**xx_ _
Second	x**02**xx_ _
Tenth	x**10**xx_ _
Second Mezzanine	x**M2**xx_ _
Fifteenth	x**15**xx_ _ _ _ _

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Table 3
Examples of Completed Room Numbers

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East Wing, First Floor, Room 121 -- B

Wing Identifier	Floor # Identifier 1	Floor # Identifier 2	Room # Identifier 1	Room # Identifier 2	Additional Identifier 1	Additional Identifier 2
E	**0**	**1**	**2**	**1**	**B**	
East wing	First floor		21st room on floor		Second room in suite	

Sub-basement, room 18

Wing Identifier	Floor # Identifier 1	Floor # Identifier 2	Room # Identifier 1	Room # Identifier 2	Additional Identifier 1	Additional Identifier 2
0	**S**	**B**	**1**	**8**		

No wing ID	Sub-basement level		18th room on floor		Not part of a suite	

Second Floor, hallway 1

Wing Identifier	Floor # Identifier 1	Floor # Identifier 2	Room # Identifier 1	Room # Identifier 2	Additional Identifier 1	Additional Identifier 2
0	**0**	**2**	**H**	**1**		
No wing ID	Second floor		Initial hallway originating at start point		Not part of a suite	

g. Specialty rooms
   i. In the event any of the room types listed in table 4 exist in the building, number them with the unique character in room # identifier 1.
   ii. Number room identifier #2 in numerical order, originating from the start point by type of specialty room. For example, the first hallway from the start point is x01H1_ _, the second hallway section is x01H2_ _, et cetera (see figure 6).

Table 4
Specialty Room Designation

Unique character		Definition
H		Hallways / Corridors / Vestibules / Lobbies
C		Custodial/Building Services
E		Elevator
S		Stairways
T		Telecommunications
R		Restrooms
U		Chase
M		Mechanical Room

4.   <u>Assign room numbers on subsequent floors</u>
      a.   The same process is followed as in 3 above. Ensure the start point is immediately above or below the start point on the first floor. This will help ensure all floors are numbered in a similar manner.

NUMBERING PICTORAL OVERVIEW
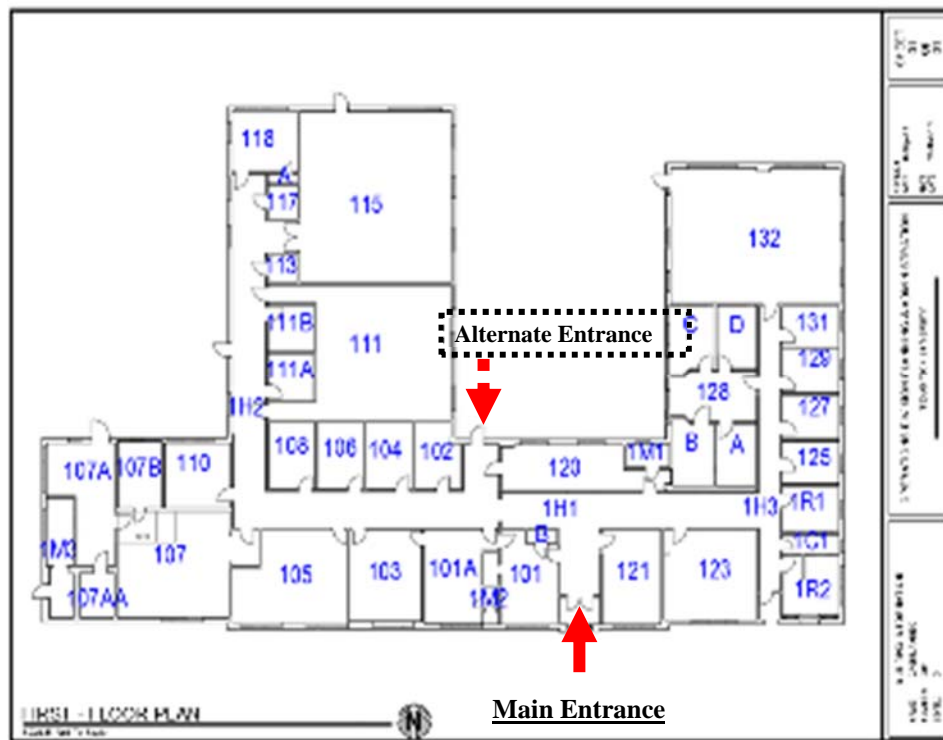
Figure 3
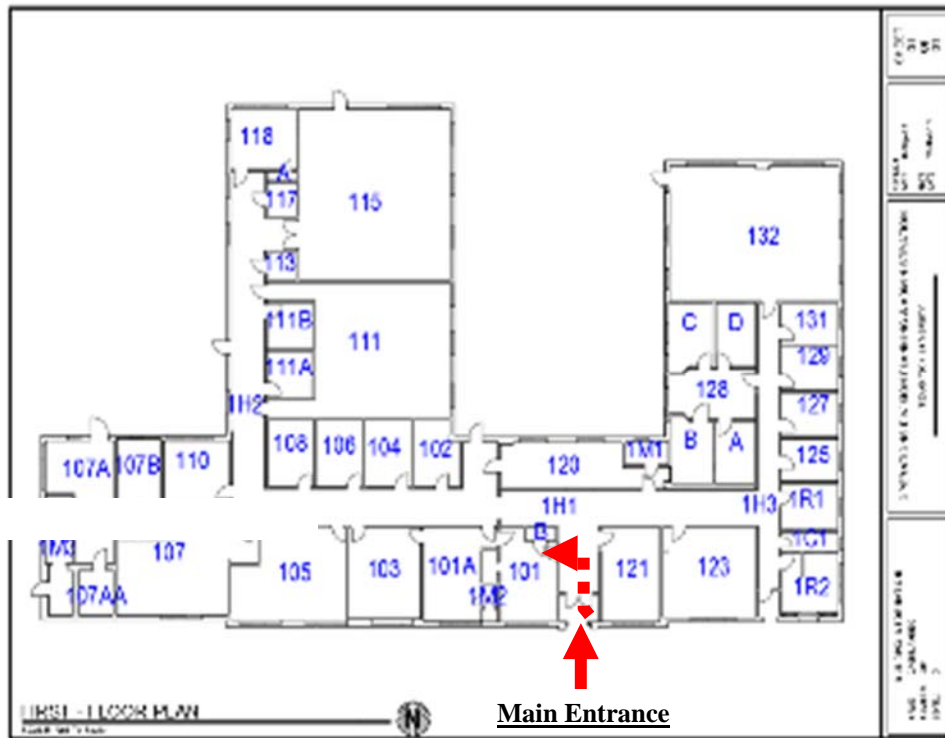Identify Main Entrance

Figure 4
Identify Start Point

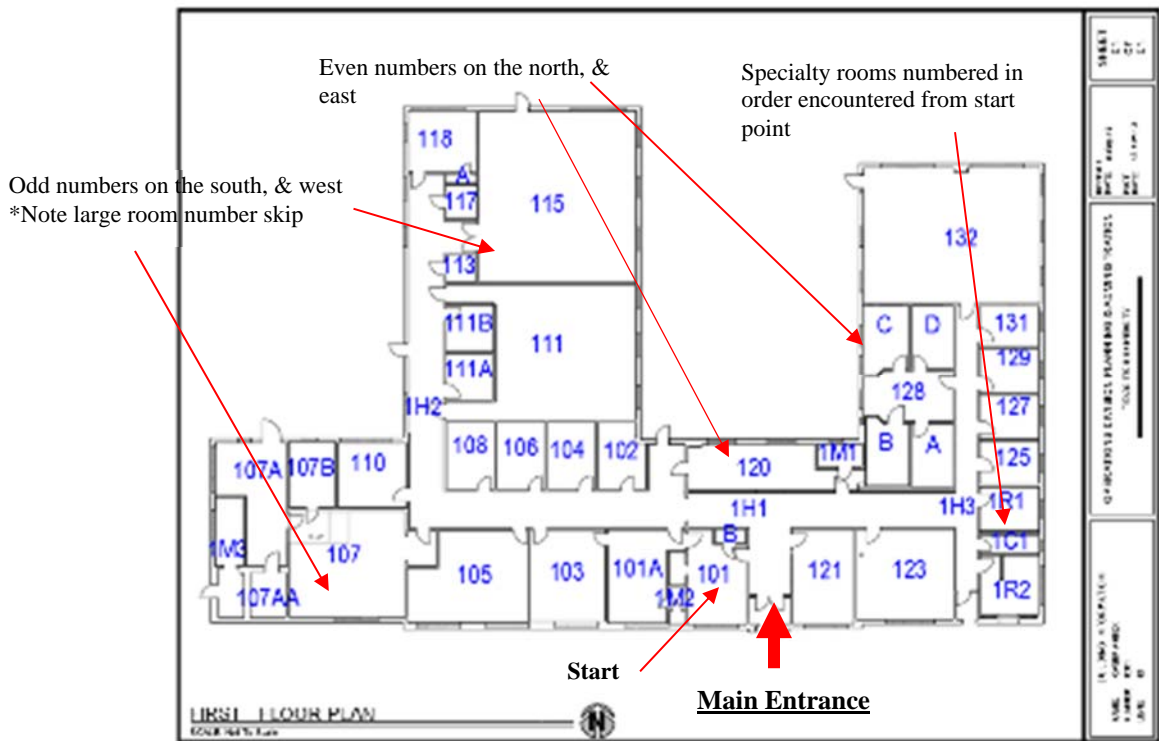Figure 5
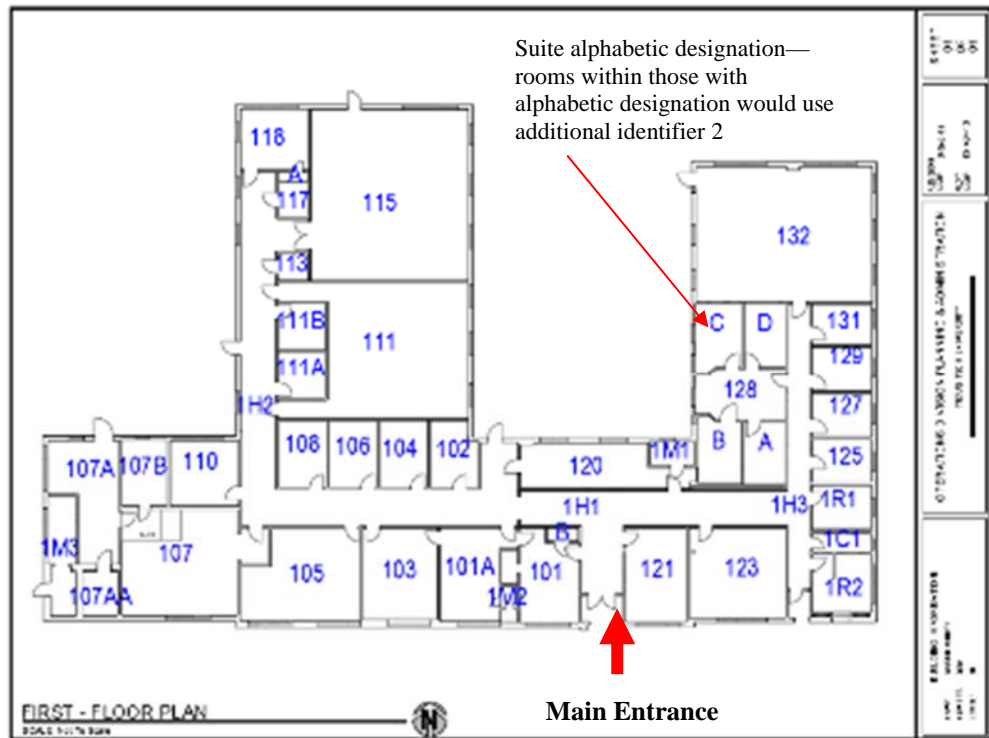Direction of Numerical Progression

Figure 6
General Room Numbering Pattern
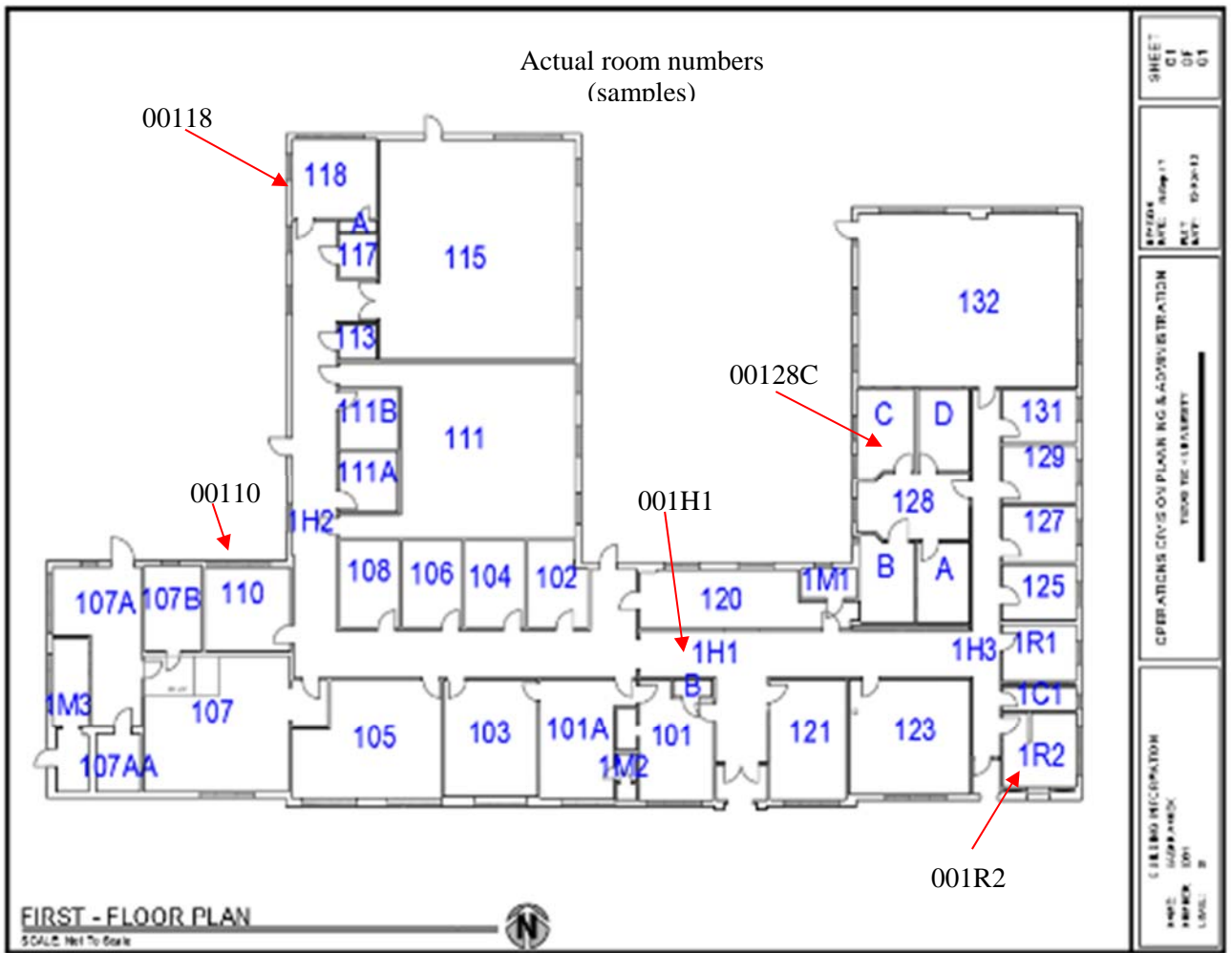

Figure 7
Use of Additional Identifiers

Actual room numbers
(samples)

Figure 8
Completed Room Numbers