

Room Numbering

Records & Drafting Team

UWF ES

Room Numbering Request Process

Design Complete

- RE or Project Team sends flrplans@uw.edu for review their plans with room numbers based on the Room Numbering process, including FacNum, project #, project description, areas and rooms to be numbered, and the floor plans

Room Numbering

- Initial room numbering review, 2-4 week lead time
- ES and RE or Project Team work on edits together
- ES sends over final floor plans with new numbers

Release Numbering

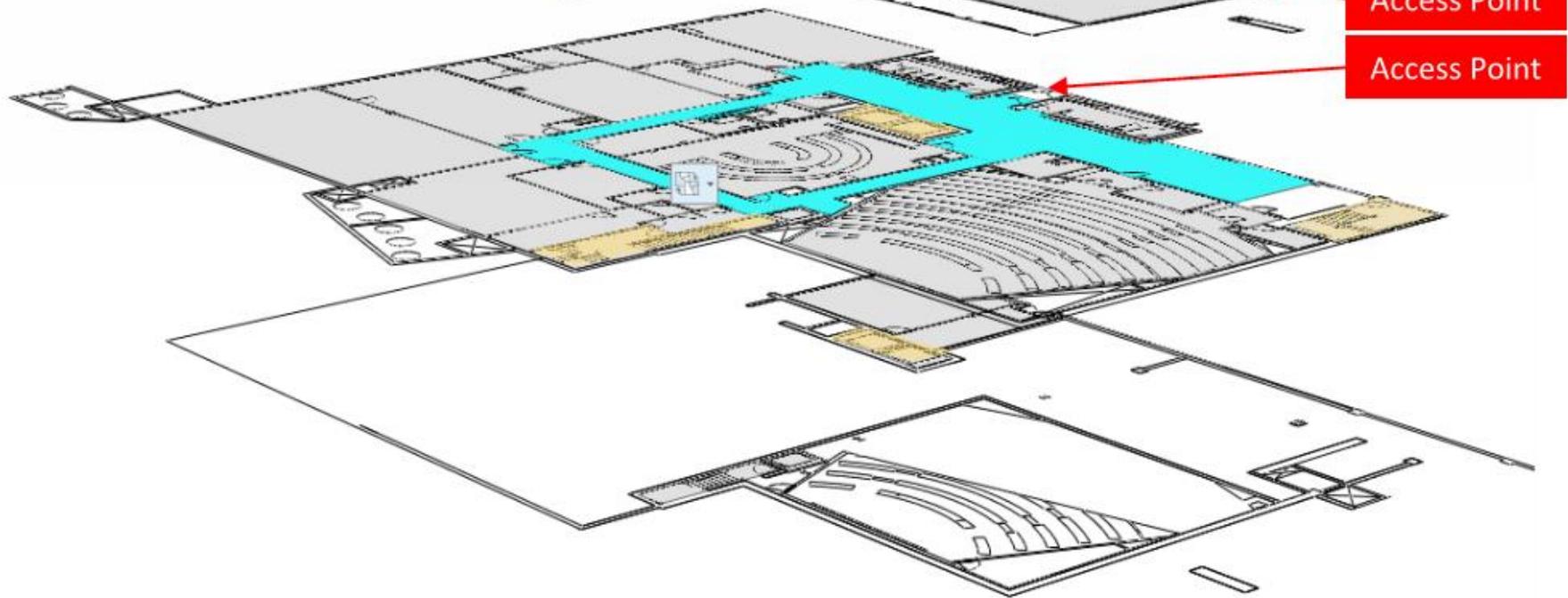
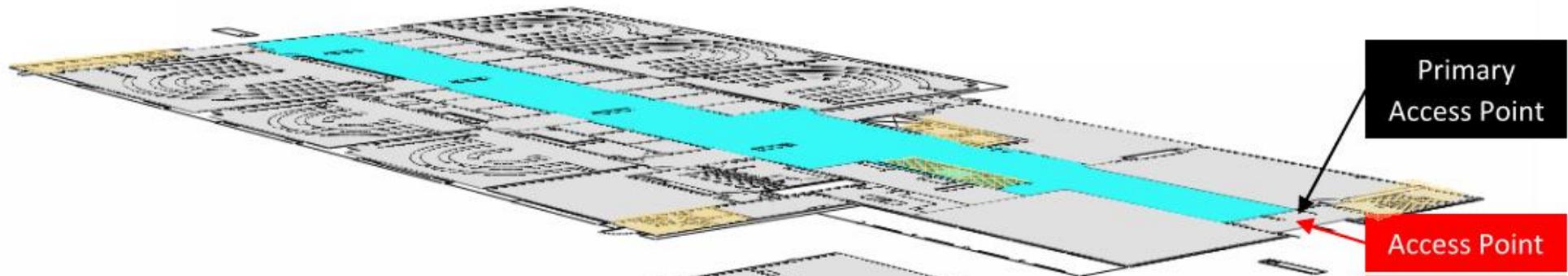
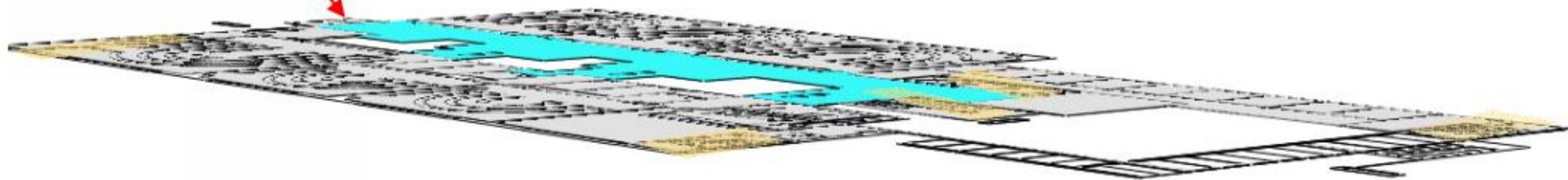
- Official issuing of UW approved Room Numbering (before CD)
- Release Vault drawings and update GeoSIMS and InVision
- RE or Project Team saves drawings to the project files and sends the new map to UWIT (help@uw.edu) to complete their port numbering process

Room Numbering Instruction

- Phase I

1. Review full extent of building and spaces that need to be numbered.
2. Identify access points to the building.
3. Identify the primary entrance floor to the building.
4. Identify the level which has the most specialty areas – Elevators and Stairs (most commonly the main floor).
5. Identify any mezzanines, parking, or other non-typical spaces.
6. Assign floor numbering to floors, mezzanines, basements, and parking.
7. Assign numbering to Stairs and Elevators starting with the level that has the largest volume of specialty areas.

Access Point



Floor Numbering

	Level Character	Level Description	Room Number Example	
	MRF	Mezzanine Roof Level	Not numbered, if there is occupia space it would be designated as next floor up - i.e. 500	
	RF	Roof Level		
	4	400 Level	410	
	M3	Mezzanine 300 Level	M311	
	3	300 Level	311	
↑	M2	Mezzanine 200 Level	M221	
	2	200 Level	247	
↑	1	100 Level	119	
	Grade	G	Ground or Entry Level	G11
↓	Below Grade	B1	Basement 100	B110
		B2	Basement 200	B229
↓		MB3	Mezzanine Basement 300	MB329
		B3	Basement 300	B329
	P1	Parking 100	P108	
	P2	Parking 200	P221	
	P3	Parking 300	P368	

Room Numbering Instruction

- Phase II

8. Select primary entry floor.
9. Identify primary entry space and number it as a X00.
10. Define direction of traffic flow through floor.
11. Assign numbers to corridors and circulation spaces based on flow.
12. Determine appropriate room numbering system
 - Sequential
 - Racetrack
 - Zone
 - Suites

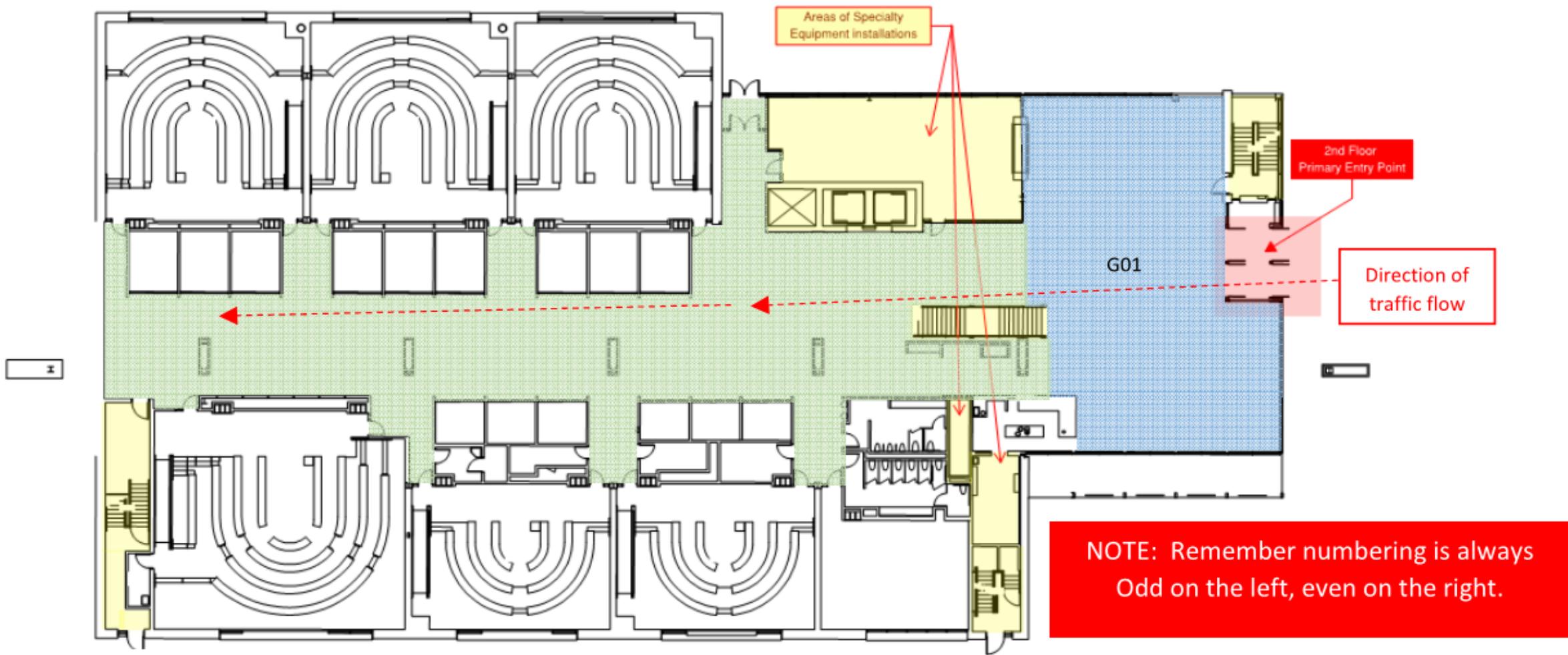


Figure 3

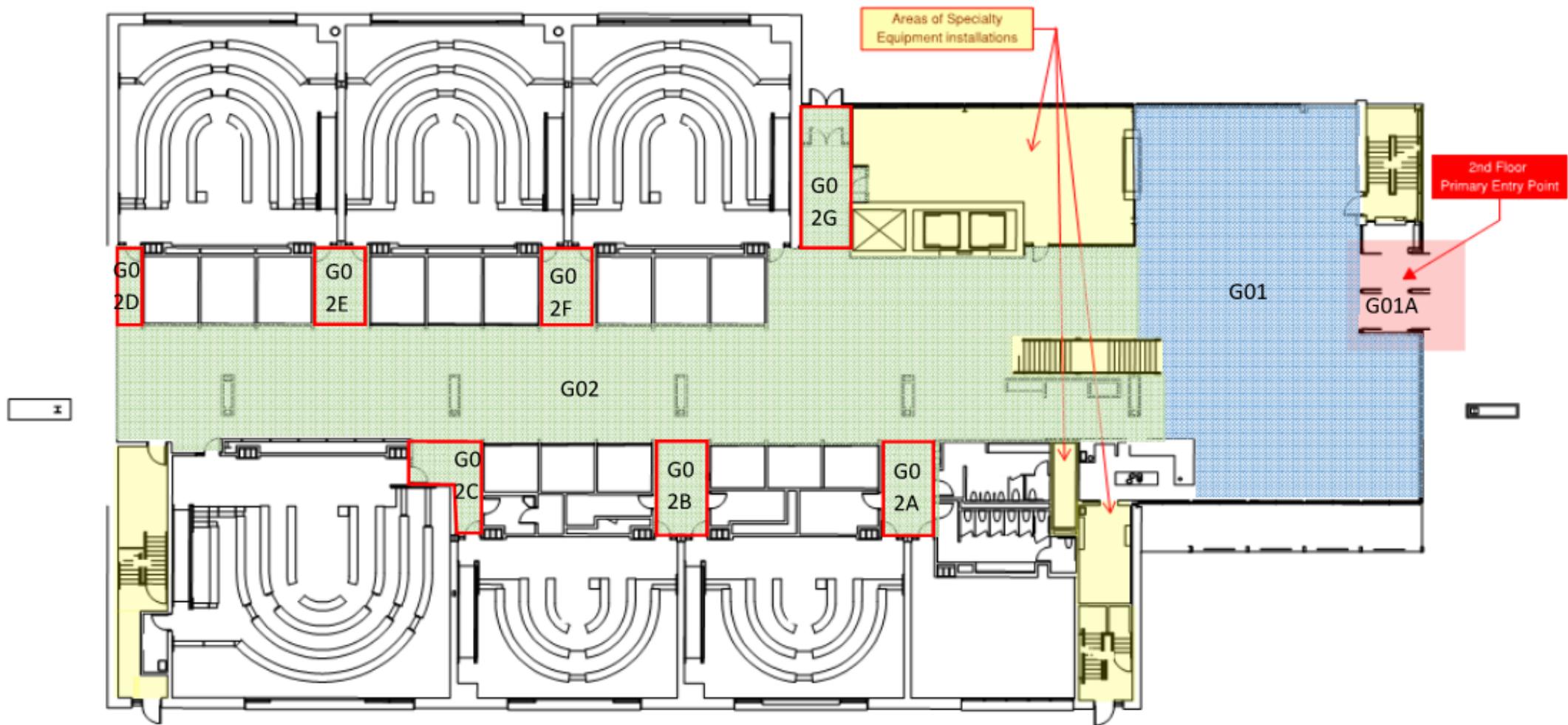


Figure 4

Room Numbering Instruction

- Phase III

13. Number rooms starting at the earliest point of entry to the floor.

14. Number all rooms according to spec on single floor.

15. Check all numbering to remove duplicates, and to ensure consistency and predictability.

Structure of Room Nomenclature

- 3-digit numbers for buildings up to nine floors (*example: 311*).
- 4-digit numbers for buildings with more than nine floors (including Mezzanine and basements) (*example: 2111*).

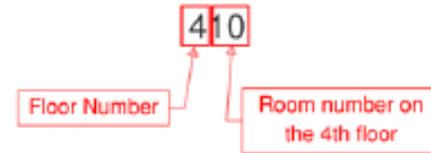


Figure 5

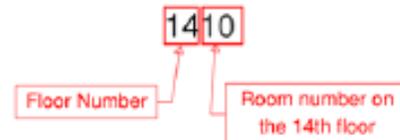


Figure 6



Figure 7

- Do not use "I" or "O" in room numbering.
- Use only upper case letters.

Room Numbering Process

- Numbering begins with the space closest to the primary entry point.
- The first whole number on any floor (*example: 100, 200, etc.*) is reserved for hallways and circulation space. Hallway, vestibules, and corridor numbers correspond to the primary entry number and are carried through the entire floor with the addition of an alpha suffix such as 100A, 100B, 100C, etc.
- Typically, hallways will *not* have signage.

Best Practices

- Room numbers should be *sequential* but not necessarily in a *consecutive* way to allow for assignment of additional room numbers when spaces are split or consolidated resulting from remodeling and occupant changes.
- When a natural break occurs such as a turn in the floor layout or a crossing corridor it is appropriate to advance room numbering to the next decade.
- Maintain vertical continuity between the floors.

Elevator and Stair Numbering

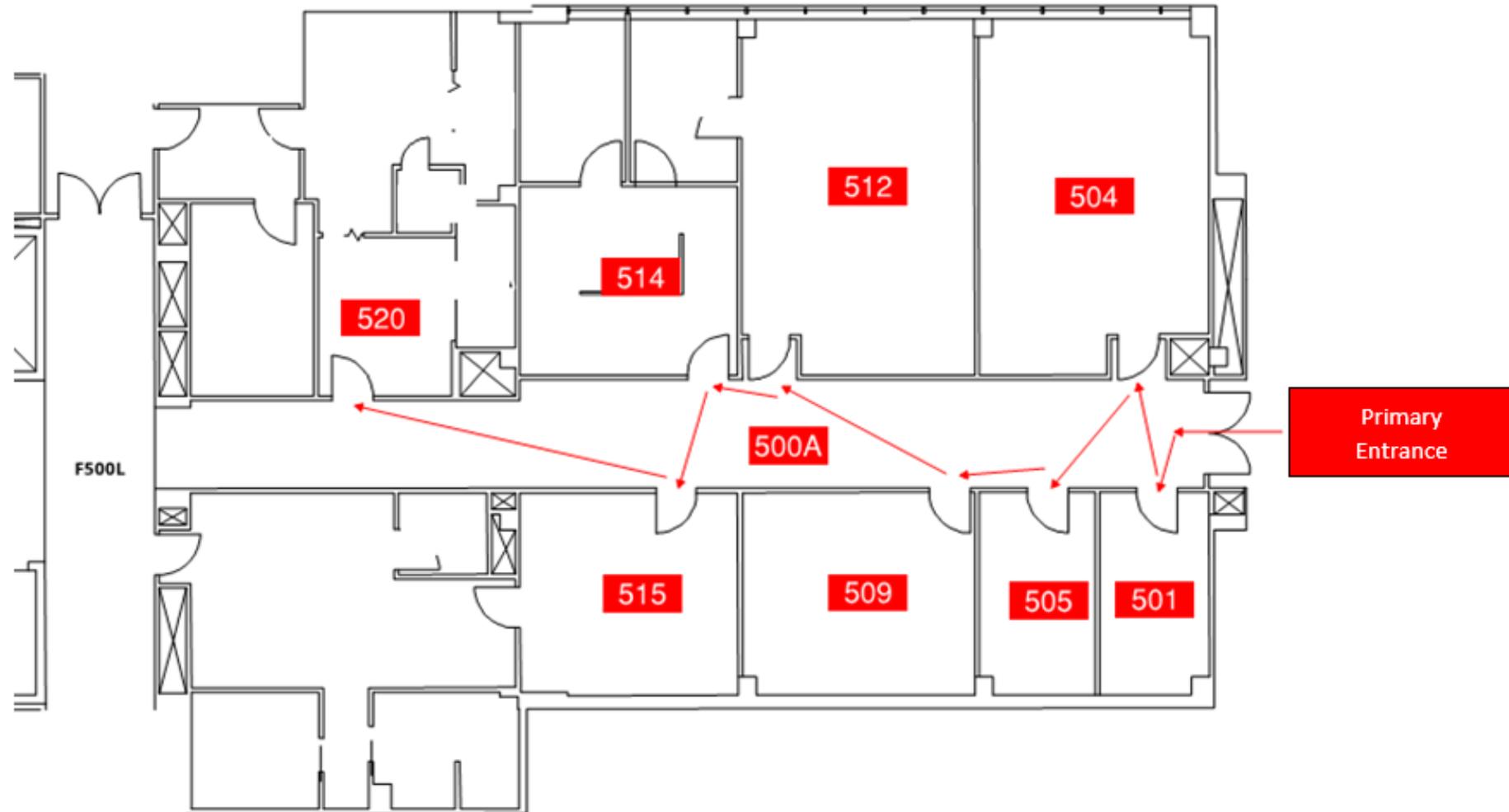
- "ST" = stairs (*example: 1ST1 = First Floor, Stair core one*)
- "EL" = elevator (*example: 5EL3 = Fifth floor, Elevator car three*)
- Elevators and stairs are numbered clockwise from the main entry of the building.



Figure 8

Sequential Numbering

- Start at the primary entrance
- Odd numbers on left; even numbers on right
- Skip numbers if possible



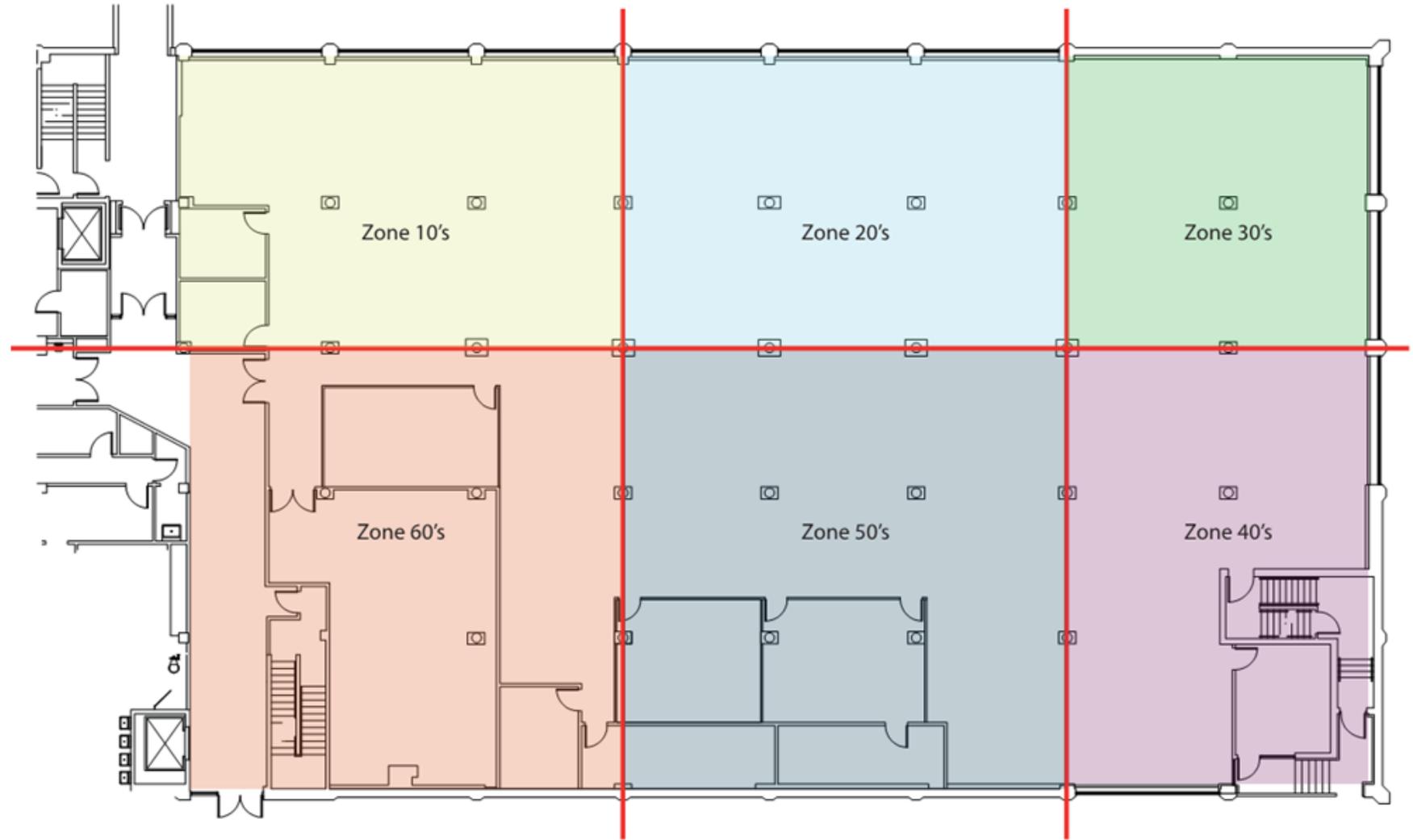
Racetrack Numbering

- Start at the primary entrance
- Move in a clockwise direction
- Odd numbers on left; even numbers on right
- Skip numbers if possible



Zones

- Used for numbering spaces with large collections of cubicles
- Move in a clockwise direction



Cubicle Numbering

- Cubicle numbers have a dash “-” after suite number
- Move in a clockwise direction
- Odd numbers on left; even numbers on right
- Treat cubicles in a cluster as a suite when numbering

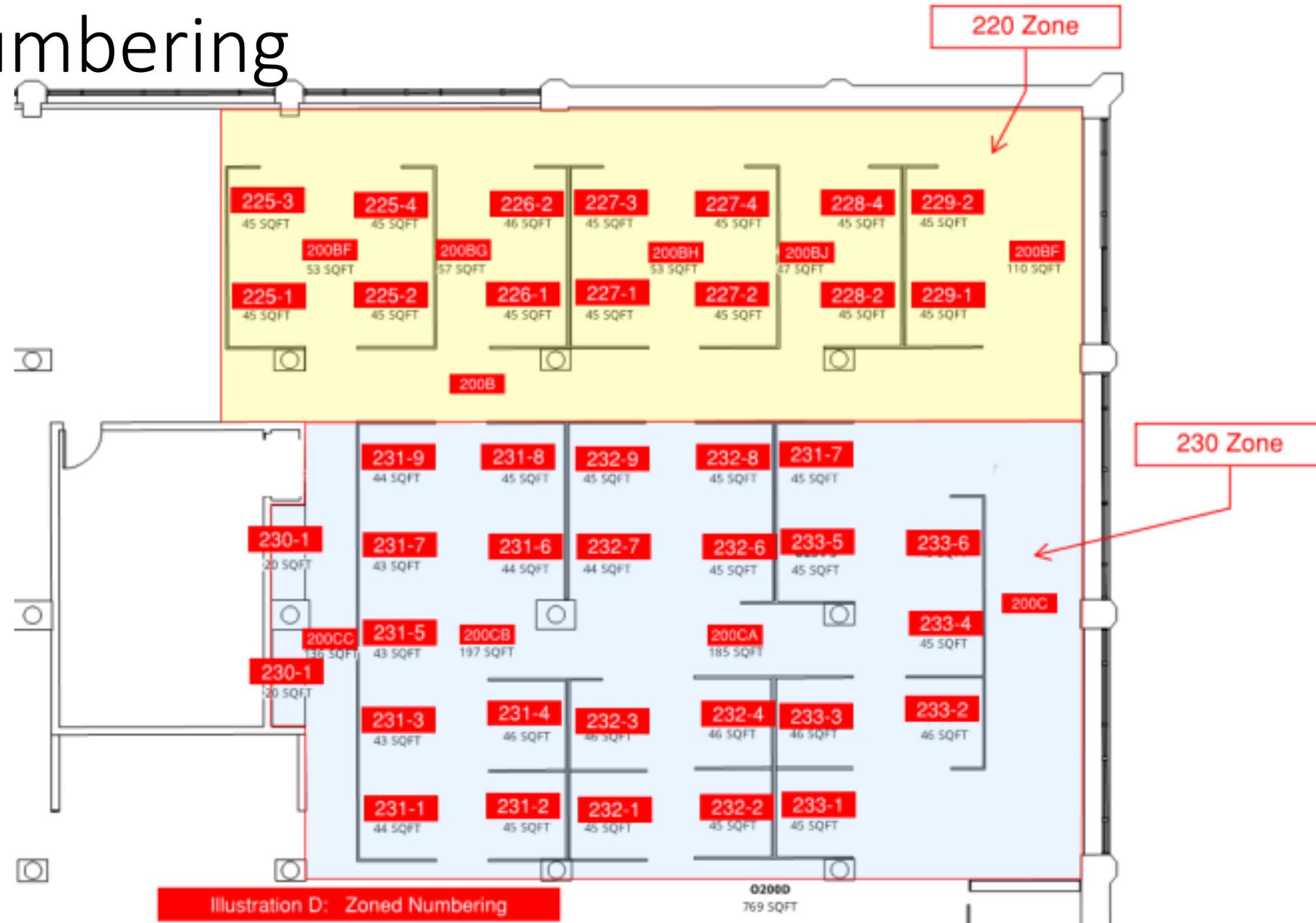


Illustration D: Zoned Numbering

Zones Numbering Variation

- Zones cross the full width of the building
- The numbering begins on one side and progresses in a manner similar to the Sequential method



Suites

- Numbering of the primary room in the standard way
- Nested rooms should be identified with the same prefix but have an alpha added to the number, *example:* 245A
- If you must pass through the primary room to a secondary to enter a tertiary space, the tertiary room will receive a second alpha, *example:* 245AA

