

Room & Floor Numbering

Records & Drafting Team

UWF ES

August 2024

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 & Floor Numbering process, including FacNum, project #, project description, areas and rooms to be numbered, and the floor plans.

Room Numbering

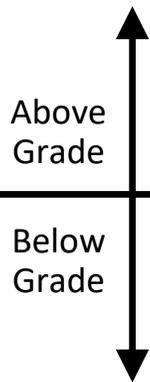
- Initial room numbering review, 2-4 week lead time
- ES and RE or Project Team work on edits together.
- ES sends over final floor plans with new numbers.

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.

Floor Numbering

Floor	Floor Number	Room Numbering	Floor Definition
Roof	RF	RF	Roof level is the top covering of the building. If roof level penthouse exists the RF level is the roof on top of the penthouse and the floor plan would only show the roof at that elevation. The area of the roof will be labeled "RF" to help locate roof top equipment.
Roof level Mech Room/Penthouse	PH	PH00, RF	If penthouse space exists and there is NOT any other occupied space, the floor will be labeled as "PH". This floor plan shall include all roof area at the same elevation and that area will be labeled as "RF" to help locate rooftop equipment.
Roof level Mech Room/Penthouse	7	700, RF	If penthouse space exists AND there is occupied space on the same level it carries the next sequential floor number. This floor plan shall include all roof area at the same elevation and that area will be labeled as room "RF" to help locate rooftop equipment.
6	6	600	
5	5	500	
Mezzanine	4M	4M00	An intermediate story partly open to double height ceiling between two other floors in a building. This floor carries the floor number of the level closer to grade with added "M" suffix.
4	4	400	
3	3	300	
2	2	200	
Mezzanine Upper/Lower	1M1, 1M2	1M100 1M200	If multiple levels of mezzanine exist between the same two levels of a building then they will be tagged with added sequential number suffix starting at 1. This only applies to the mezzanine's access floor, meaning more than one mezzanine must exist between floor X and floor Y access. For example, an auditorium is a large open room with many balconies or partial floors, however these are accessed from different "main" floors meaning they would NOT all be mezzanines for the auditorium level.
Mezzanine	1M	1M00	An intermediate story partly open to double height ceiling between two other floors in a building. This floor carries the floor number of the level closer to ground level with added "M" suffix.
1	1	100	This is the first level above ground floor.
Ground	G	G00	The ground floor is the main point of entry for the building, this is typically designed for high traffic and with a lobby or reception area. The ground floor is typically accessible from grade without use of steps or elevators, regardless of if part of the floor is even/below grade or how many floors are above or below. All floors will be labeled in relation to this baseline. Ground level tag supersedes all other tags including Mezzanine, Parking, and Basement.
Basement 1	B1	B100	This is the first level below ground floor.
Basement 2	B2	B200	
Basement Mezzanine	BM	BM200	An intermediate story partly open to double height ceiling between two other basement floors in a building. This floor carries the floor number of the level closer to grade with added "M" suffix.
Basement 3	B3	B300	
Basement 4	B4	B400	
Parking 1	P1	P100	Parking will always start at P1 regardless if it is above or below ground level. P1 is reserved for the first non-ground floor that has the sole purpose of vehicle parking. Parking tag will supersede Basement tag for underground parking levels.
Parking 2	P2	P200	
Parking 3	P3	P300	

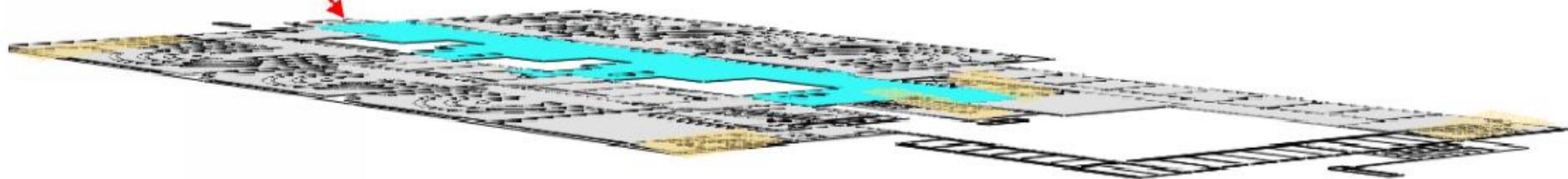


Room Numbering Instruction

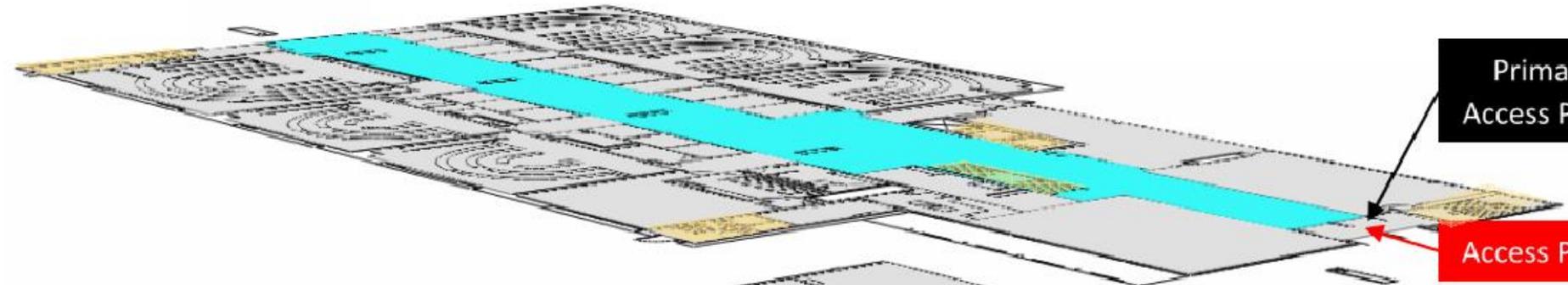
- Phase I

1. Review full extent of building and spaces that need to be numbered.
2. Identify access points to the building marked on plans.
3. Identify the primary entrance floor to the building marked on plans.
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

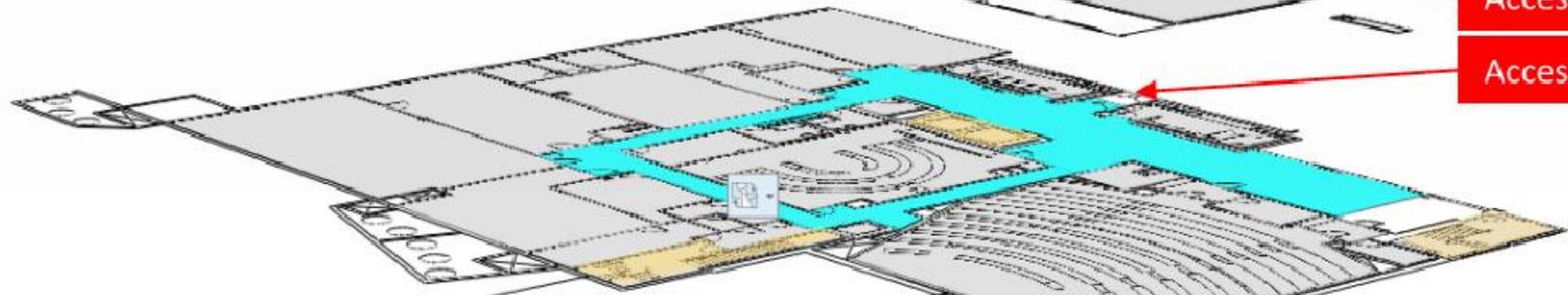


Primary Access Point



Access Point

Access Point



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, mark on plans.

11. Assign numbers to corridors and circulation spaces based on flow, mark on plans.

12. Determine appropriate room numbering system

- Sequential
- Racetrack
- Zone
- Suites

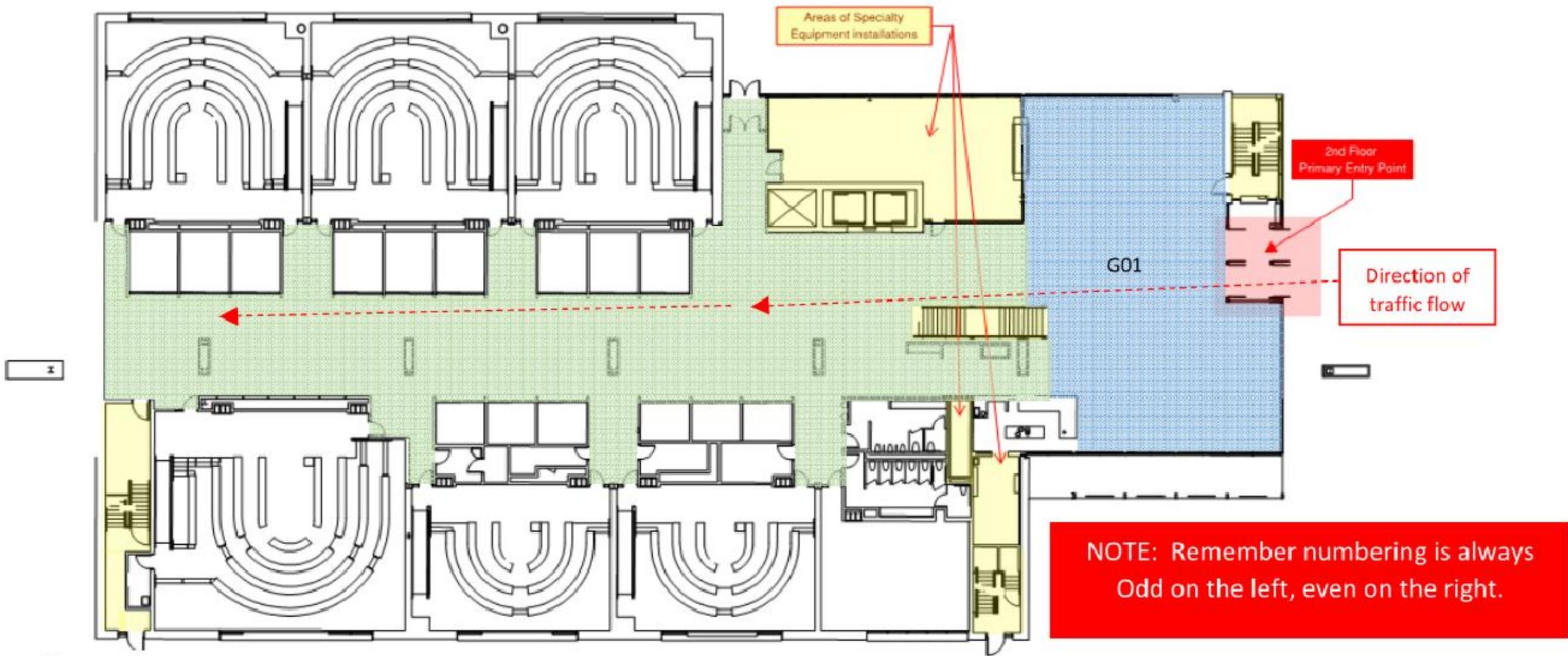


Figure 3

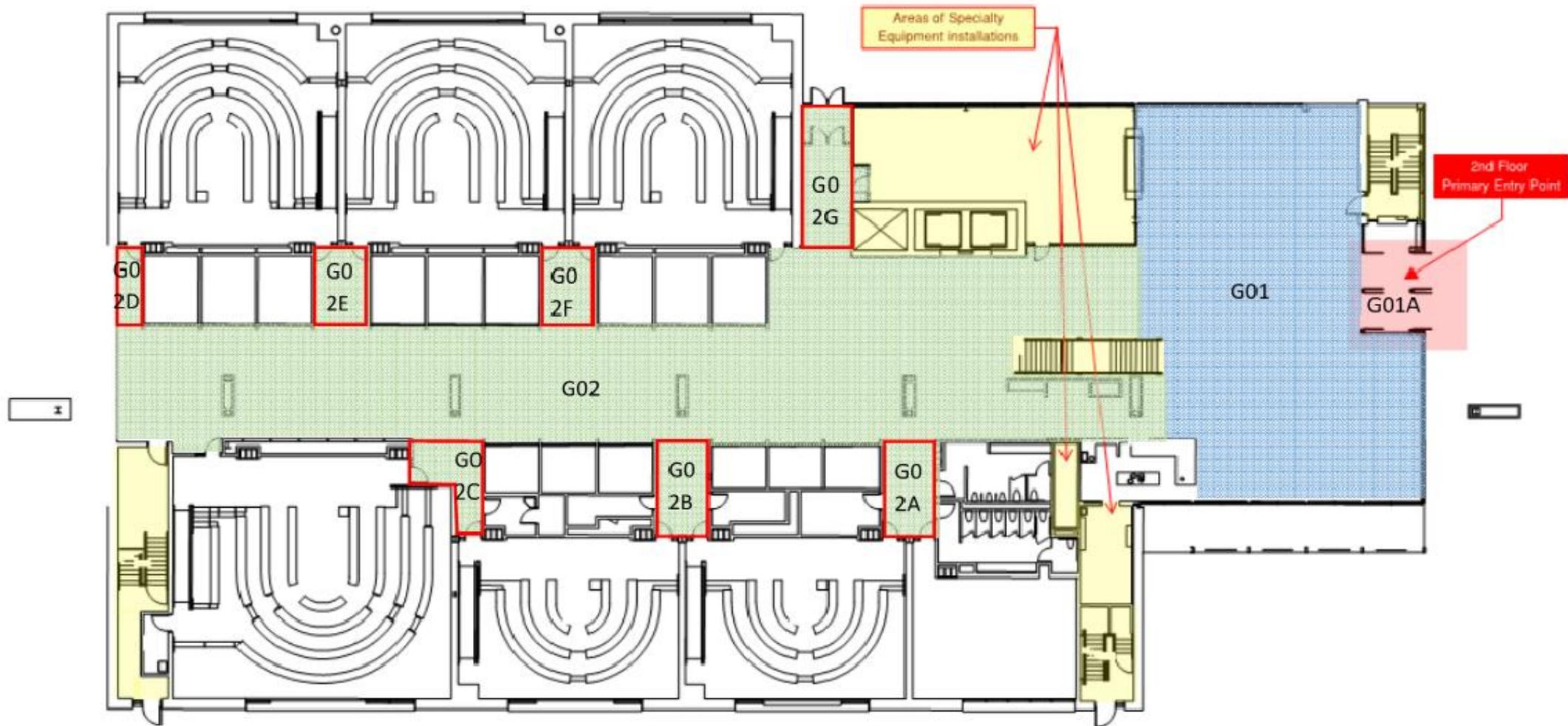


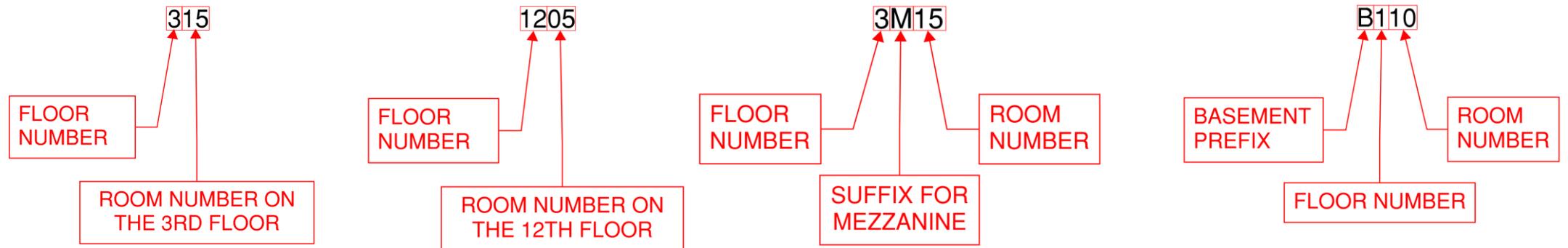
Figure 4

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, ensure consistency and predictability

Structure of Room Nomenclature

- 3-digit numbers for buildings up to nine floors (For example: 315)
- 4-digit numbers for buildings with more than nine floors (including Mezzanine and basements) (For example: 1205, 3M15, B110).



- Do not use "I" "O" in room numbering.
- Use only uppercase 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

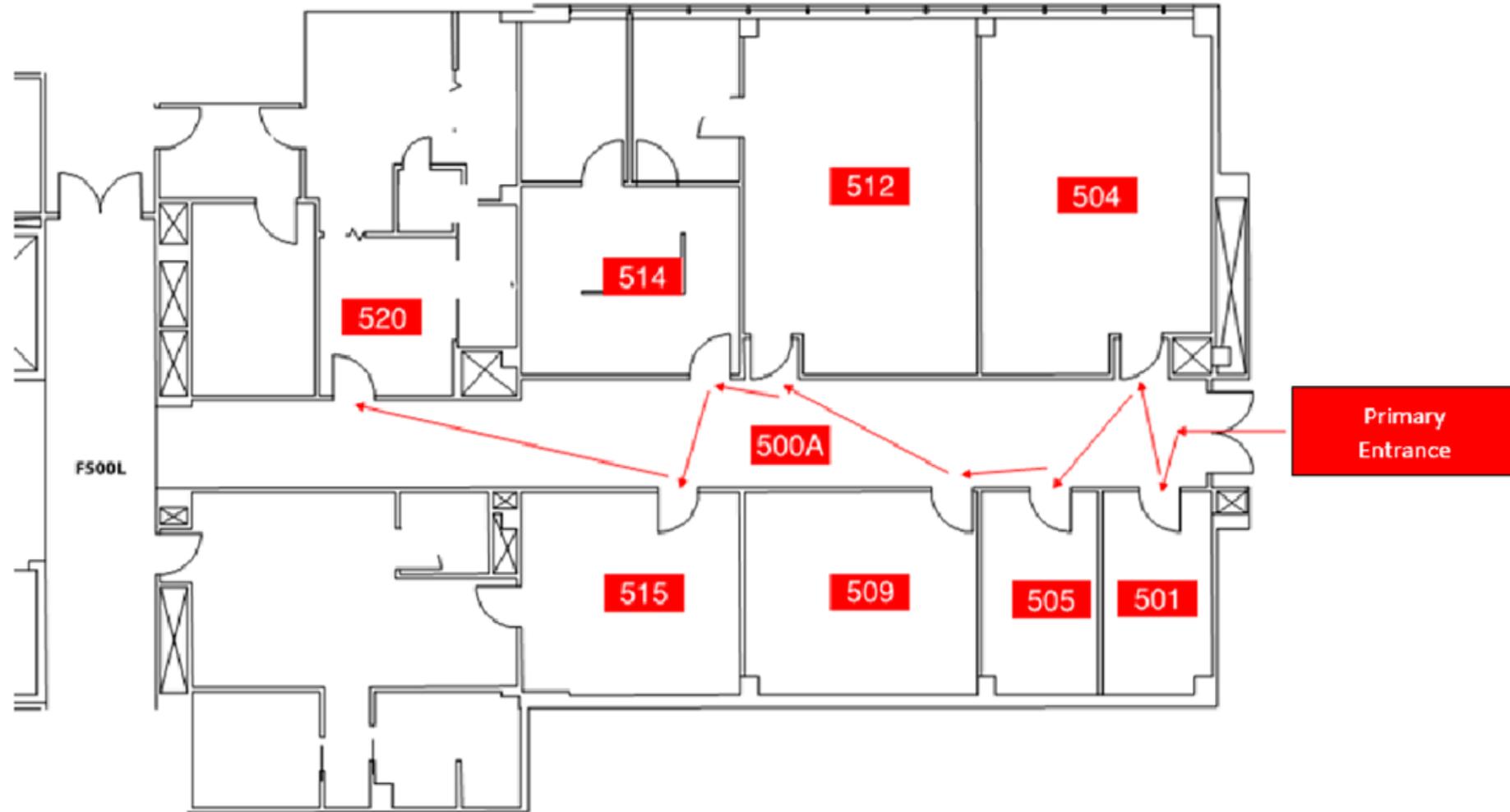
- "*ST*" = stairs (i.e. 1ST1 = First Floor, Stair core one)
- "*EL*" = elevator (i.e. 5EL3 = Fifth floor, Elevator car three)
- Elevators and stairs are numbered clockwise from the main entry of the building.



Figure 8

Sequential Numbering

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



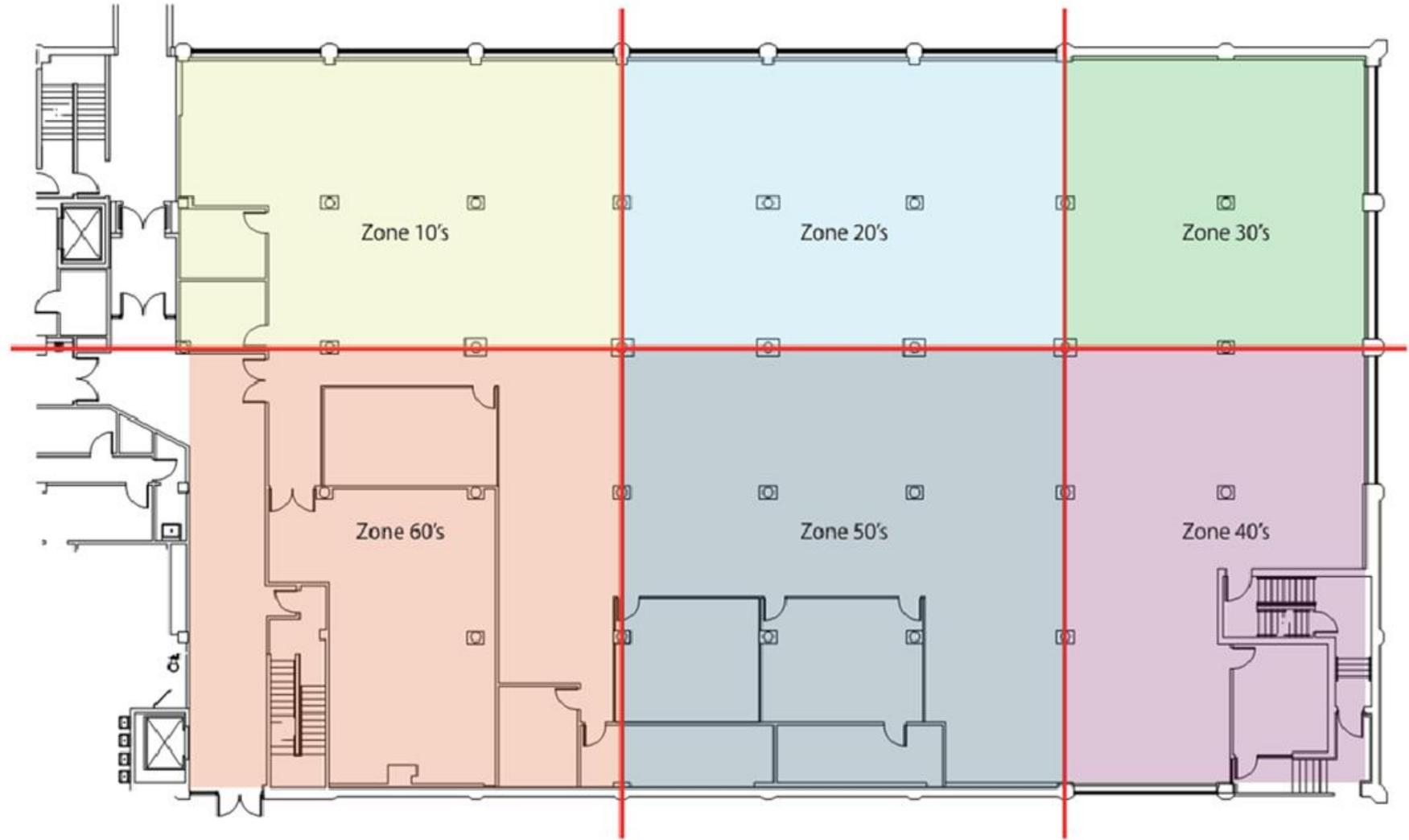
Racetrack Numbering

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



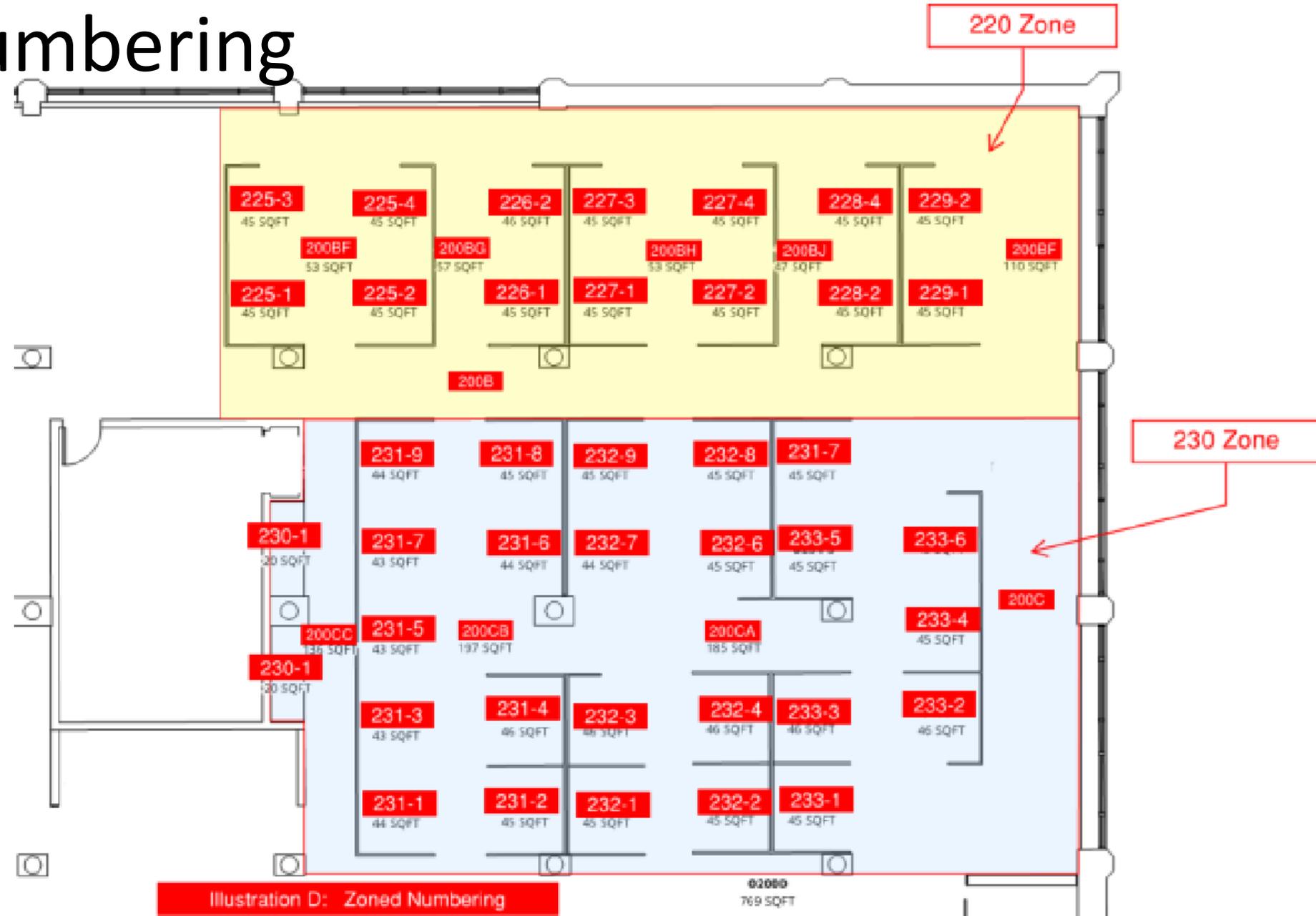
Zones

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



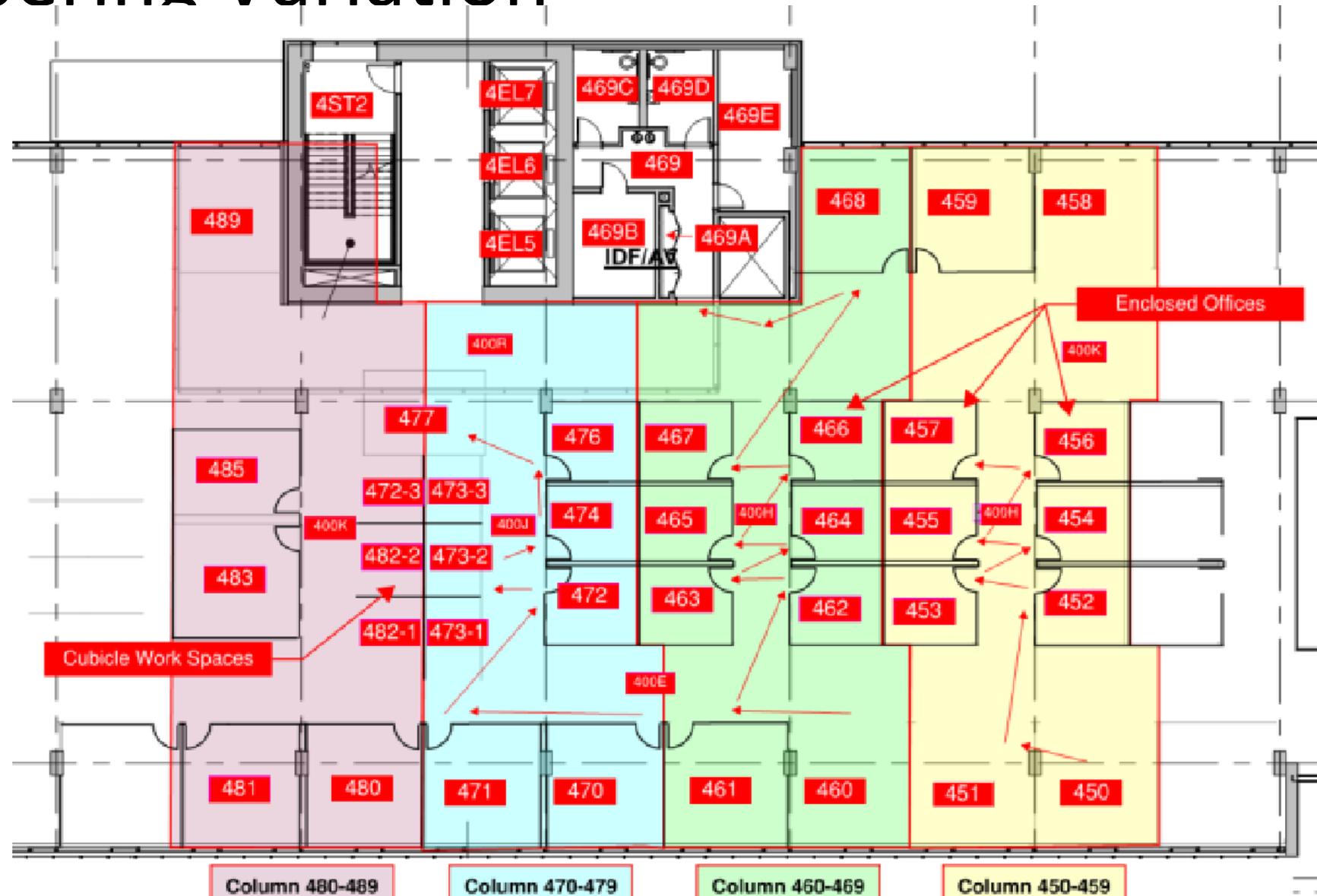
Cubicle Numbering

- 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.



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 ways
- Nested rooms should be identified with the same prefix but have an alpha added to the number, i.e. 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 i.e. 245AA

