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.
## Floor Numbering

<table>
<thead>
<tr>
<th>Grade</th>
<th>Level Character</th>
<th>Level Description</th>
<th>Room Number Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Below Grade</td>
<td>B1</td>
<td>Basement 100</td>
<td>B110</td>
</tr>
<tr>
<td></td>
<td>B2</td>
<td>Basement 200</td>
<td>B229</td>
</tr>
<tr>
<td></td>
<td>MB3</td>
<td>Mezzanine Basement 300</td>
<td>MB329</td>
</tr>
<tr>
<td></td>
<td>B3</td>
<td>Basement 300</td>
<td>B329</td>
</tr>
<tr>
<td></td>
<td>P1</td>
<td>Parking 100</td>
<td>P108</td>
</tr>
<tr>
<td></td>
<td>P2</td>
<td>Parking 200</td>
<td>P221</td>
</tr>
<tr>
<td></td>
<td>P3</td>
<td>Parking 300</td>
<td>P368</td>
</tr>
<tr>
<td></td>
<td>G</td>
<td>Ground or Entry Level</td>
<td>G11</td>
</tr>
<tr>
<td></td>
<td>RF</td>
<td>Roof Level</td>
<td>410</td>
</tr>
<tr>
<td></td>
<td>M3</td>
<td>Mezzanine 300 Level</td>
<td>M311</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>300 Level</td>
<td>311</td>
</tr>
<tr>
<td></td>
<td>M2</td>
<td>Mezzanine 200 Level</td>
<td>M221</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>200 Level</td>
<td>247</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>100 Level</td>
<td>119</td>
</tr>
<tr>
<td></td>
<td>Ground or Entry Level</td>
<td>Not numbered, if there is occupiable space it would be designated as next floor up – i.e. 500</td>
<td></td>
</tr>
</tbody>
</table>

- **Note:** Room numbers are based on the model year and floor level.
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
Areas of Specialty Equipment installations

2nd Floor Primary Entry Point

Direction of traffic flow

NOTE: Remember numbering is always odd on the left, even on the right.
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).
• 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.
When a floor turns or a natural break occurs between sections of a floor it is appropriate to advance the numbering to the next decade - as shown here; transition from the 550 set (past the hallway 500B) to the 560 series.
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 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