

Capital Programs Management Group (CPM)

CPM 317: Numbering Rooms and Other Areas in University Facilities

Effective: 10/1/1987

Revised: 7/1/2023

Purpose

To establish a uniform approach to the numbering of rooms and other spaces in university facilities

Source

University policy

Applicability

Consultants, design project managers, construction administrators, design coordinators, and facilities analysts Any facility that ASU is maintaining a property presence within.

Policy

Room Numbering on Working Drawings

During the development of working drawings, rooms and other spaces in facilities shall be numbered in accordance with the guidelines below. Each submission of numbered floor plans is reviewed by the user group for the accommodation of their management needs and by University Facilities Records Management (UFRM) for conformance with the room numbering guidelines. In an extraordinary situation only, an alternative numbering scheme may be approved with sufficient justification. UFRM must approve any alternative numbering scheme before it is used. If an alternative numbering scheme is approved, UFRM may require the consultant to prepare a room numbering schedule that provides an approved room number for each numbered room on the working drawings. The room numbering schedule must be included on the working drawings. All room numbering controversies are resolved by UFRM.

Room Numbering Guidelines

These room numbering guidelines were established to assure that the numbering of spaces in university facilities will guide people to their destinations, facilitate management, and ensure control and consistency from facility to facility. Because of the infinite number of possible facility designs, i.e., shapes, levels, etc., it is impossible to describe a system that will cover all alternatives. Therefore, after careful consideration, it may be necessary to deviate from these guidelines.

Identification of Floors and Levels in a Facility

The main or first floor of a facility is identified as the location of the major pedestrian entrance level and should be at the same level as the outside grade or the lower level of a split-level entry. For example, the main level or floor would be 100 series numbers with successive levels above being 200, 300, etc. Floors below the main level would be L1-00, L2-00, L3-00, etc. Levels such as penthouse, mezzanine, etc., or any part thereof, will be a part of the total facility number system.

Consistent Room Numbering

Room numbers in a facility must follow a consistent room numbering system that provides information and a logical sense of direction and continuity. Room numbering should facilitate pedestrian movement within the facility. Each room or space in a facility must have a unique room number.

Room numbering should reflect a general location within the facility, one that relates to circulation elements and is consistent from floor to floor. Every attempt should be made to “stack” similar numbers by floor levels so that Room 120 is in the same relative position in the facility as are Rooms 220, 320, and so on. Interior graphics should also be taken into consideration, assigning ranges of numbers to facilitate directional signs.

Room Numbering and Pedestrian Movement within a Facility

The location of the main entrances, secondary entrances, interior stairs, and elevators are the keys to pedestrian movement within a facility. Room numbering should be consistent, compatible, and relative to key movement elements at all levels.

Room numbers should indicate a consistent orientation from a public circulation element within a facility such as an exterior entrance, stair, or elevator. They should indicate the same sense of direction (increasing or decreasing) from the primary circulation element, for example, the main elevator lobby.

Assignment of Room Numbers

Flexibility of Room Numbering Systems

Room numbering systems should be flexible enough to allow for possible changes. If the facility is being developed on a modular system, future room numbers should be reserved for possible room subdivisions.

Even and Odd Room Numbers

Normally, odd room numbers shall be assigned to rooms on one side of a corridor and even room numbers on the other. Numbers on one side of the corridor shall correspond with room numbers on the other side (e.g., 112 across the hall from 111 or 113). Room numbers may be skipped to maintain this correspondence. Skipping room numbers will often facilitate renumbering after subsequent renovation.

Number of Digits Allowed in Room Numbers

Room numbers may contain up to six digits.

	level		primary room number		room number suffix	
sample room number		4	1	9	A	
digits	1	2	3	4	5	6
Digit	Use					
First	The first digit is used to identify floor levels above nine (e.g., 1025, 1130, etc.) and to identify lower levels (e.g., L1-00, L2-00, L3-00, etc.). Wing prefixes should only be used if there are too many rooms on a floor to allow rooms to be numbered without using a wing prefix. If used, the wing prefixes may be separated from the room number by a hyphen (-) on the working drawings and on room number signs.					

Second	<p>The second digit is used to identify floors between level 1 (ground level) and level 9 (e.g., 133, 722, etc.) and to identify levels below grade (e.g., L1-01, L2-35, etc.).</p> <p>Below Grade Level Prefixes</p> <p>The first digit (L) identifies that the level is below grade. The second digit (1, 2, 3, etc.) identifies the level, with 1 being the first below grade level.</p>
Third and Fourth	<p>The third and fourth digits (01 through 99) are primary room numbers for rooms on the same level that are entered from a public circulation corridor. Mechanical rooms, janitorial areas, utility closets, and public restrooms are included in the room number sequence with a facility service space suffix.</p>
Fifth and Sixth	<p>An alpha or numeric character is used to number rooms that are not entered from a public circulation corridor.</p>

Base Room Numbers and Suffixes

Each room entered from a public corridor should have a unique base room number without a suffix (e.g., 101, 102, 103, etc.). Where rooms are not entered from a public corridor, the room number should be keyed to the primary room. The number of an interior room shall carry the same number as the room through which it is entered, plus an alpha suffix to uniquely identify it. It is more reasonable to look for Room 606B inside Room 606 than it is to look for Room 608 inside Room 606. Room number suffixes shall reflect a logical system of identification as one enters a room, i.e., right to left, left to right, clockwise, or counterclockwise. When it is necessary to enter a room from a room whose number already has one suffix, a second suffix should be added to identify this interior room, such as 606E1. No more than two suffixes are allowed. The first suffix must be a letter. The second suffix may be a number.

Room Numbering for Cubicled Space or Landscape/Modular workspaces

Where modular office layouts are implemented, the room number shall contain a double alpha suffix, i.e. 110AA, 110AB, 110AC and so on. The numeric portion of the room number shall indicate the host room that the cubicled space is located in. 111AA cannot exist in room 110. A new suffix series can be started as determined by the space layout, i.e. 224AA, 224AB, 224AC, 224BA, 224BB would all be cubes in host room 224. The new suffix should aid in navigation of the cubicled space. Contact UFRM for determination of cubicled space numbers.

Room Numbering for Facility Service Space

Facility circulation spaces (e.g., corridors, stairs, lobbies, vestibules, and elevators) and mechanical shafts are not included on numbered graphics (e.g., plaques, signs, decals, etc.) in the facility. However, it is recommended that these spaces be numbered on the facility floor plans. The numbering system for these spaces reserves double zero (e.g., 100, 200, 300, etc.) on each floor. A suffix is added that uniquely identifies individual spaces of the same type. For example, 100S1 identifies stairway number 1 on the main entrance level; 200S1 identifies stairway number 1 on the second level; 300C3 identifies corridor number 3 on the third level.

Although janitorial areas, public toilets, mechanical rooms, and utility closets are numbered in sequence with other room numbers on a floor, a facility service suffix is added (e.g., 244M1, 352U1, etc.). To conserve on the quantity of primary room numbers used for facility service rooms, adjacent service rooms may use the same primary number with distinguishing suffixes (e.g., an adjacent restroom and janitor closet may be numbered 244M1, 244W1, and 244J1). Alpha suffix characters for numbering facility service space:

Alpha Suffix Character	Building Service Space
C	Public circulation corridors, including building entries
E	Elevators
H	Public hallways
J	Janitorial areas
L	Lobbies
M	Men's public toilets
P	Pipe or duct chases
S	Stairs
T	Unisex public toilets
U	Mechanical rooms and utility closets
V	Vestibules
W	Women's public toilets