

Building and Room Numbering Guidelines

GENERAL INFORMATION

The primary function of room numbering is to serve as a wayfinding tool for building users. Room numbers also serve as a method of identifying each space for planning, scheduling, and other operational purposes.

The following numbering conventions have been developed based upon nationally accepted industry standards specifically for Case Western Reserve University buildings and should be followed as closely as possible throughout all university facilities for the purpose of standardizing room numbers. Questions regarding building and room numbering guidelines should be directed to the University Space Administrator within the department of Campus Planning and Facilities Management.

NEW BUILDINGS, ADDITIONS, AND RENOVATIONS

New buildings shall implement these standards as closely as possible. All numbering of buildings, floors, and individual rooms shall be coordinated through the University Space Administrator within the department of Campus Planning and Facilities Management.

Renovations and additions to existing buildings will initiate a review of the existing numbering system and a determination will be made to extend or abandon current numbering. An entire building, entire floor, entire suite, or segments of these may be renumbered to implement university standards. If the existing numbering system is used, existing room numbers shall not be duplicated. All numbering and/or renumbering of buildings, floors, suites, and individual rooms shall be coordinated through the University Space Administrator within the department of Campus Planning and Facilities Management.

BUILDING IDENTIFICATION NUMBERS

Each separate structure is given a unique building identification number.

Building identification numbers are derived from a grid overlaid on the campus map and determined based upon the building's location.

Whenever possible, building identification numbers should not be re-issued after building demolition.

ROOM NUMBERS

These guidelines have been created with the intention of creating a floor and room numbering scheme for each building that is structured so that numbers flow through the building, and campus-wide, in a consistent, comprehensible, and user-friendly pattern. Questions regarding building and room numbering guidelines should be directed to the University Space Administrator within the department of Campus Planning and Facilities Management.

All accessible spaces with a minimum three foot ceiling height are required to have room number assignments.

Each room shall have only one number, regardless of the number of doors entering into it.

Each room number within a building must be unique.

Room numbering shall generally commence from the main entrance, or what is perceived as the main entrance, and proceed clockwise.

The same room numbering sequence should be used on all floors within the same building. Room number systems on all floors should be similar to the greatest extent possible, even when floor plans are significantly different.

All room numbers shall progress sequentially. Lower room numbers should be at one end of the building and higher room numbers at the other end of the building.

Buildings with only one dividing corridor shall flow in an ascending order from one end of the building to the other. Even room numbers should be on one side of the primary hallway and odd room numbers on the other in so far as possible. Numbering shall cross the corridor, not go all the way around the outside, then all the way around the inside. In buildings with a more complex corridor system, numbers shall flow in an ascending order, in a clockwise direction from the main entrance or similar location such as an elevator lobby.

Room numbers on one side of a corridor may be skipped in order to maintain succession with the room numbers on the opposite side of the corridor.

Rooms in similar locations on different floors shall have similar room numbers so that room numbers are coordinated on a vertical basis (stacked) as well as a horizontal basis throughout the entire building. To the greatest extent possible, without creating other inconsistencies, rooms with the same digits in the last positions shall be located in the same position in the building. Thus, 01, 101, 201, etc. occur in a vertical stack.

Room numbers shall be assigned to reasonably allow for renovations. Rooms shall be numbered in such a manner that, should renovations occur in the future, intervening numbers will be available for room assignments (especially where larger rooms are built that may be subdivided into smaller rooms at some time in the future). Sufficient numbers shall be reserved to allow for large spaces to be divided into standard size office spaces.

The first two digits of a room number indicate the floor on which the room is located. Thus, 0101 is located on the first floor, 0301 is located on the third floor, and 1001 is on the tenth floor. Floors below-ground level will be preceded with "0B" or "SB". "0G" shall only be used when partial sections of the building are underground.

All room numbers contain seven digits in the University Space Inventory Database (0B01000, 0101000, 0201A00, 0301B20), although room signage does not typically reflect empty placeholders (01, 101, 201A, 301B2).

Suites

Alphabetic suffixes shall be used for rooms that can only be entered from within another room, such as in a suite of offices. Suffix letters are assigned in the order rooms are encountered and in the same clockwise direction as the overall numbering sequence beginning from the main entry. All interior rooms accessed from a primary room have an alphabetic character following the primary room number ("0300A", "0300B", "0300C", etc.). A

secondary interior room shall have a single digit following the alphabetic character of the first level interior room (“0300A1”, “0300A2”, etc.). All interior rooms do not require signage.

* **Alpha characters “I” and “O” should never be used.**

Large open offices with lab benches and cubicles shall be numbered in the same manner as rooms within a suite using the whole number of the room the cubicle resides followed by an alpha suffix (“0101A”, “0101B”, “0101C”, etc.). Areas with more than 25 (skipping “I” and “O”) continue with a double alpha starting with AA (“0101AA”, “0101AB”, “0101AC”, etc.).

Cubicles or benches located within rooms numbered with an alpha suffix shall number the cubicles using the room number followed by a numerical character (“0101T1”, “0101T2”, “0101T3”, etc.)

NON-ASSIGNABLE SPACES

All non-assignable rooms including bathrooms, corridors, stairwells, elevators, janitor closets, and mechanical and electrical rooms with a minimum height of 3 feet, shall be assigned a room number. All rooms do not require signage.

Room numbering for corridors, stairwells, and elevator hoist ways are for record and drawing designation only and should not be reflected on building signage.

Non-assignable spaces in similar locations on different floors shall be assigned similar room numbers so that room numbers are coordinated on a vertical basis (stacked) as well as a horizontal basis throughout the entire building to the extent possible. Thus, 01ST001, 02ST001, 03ST001, etc., occur in a vertical stack.

Corridors

Corridors are assigned room numbers beginning with the appropriate floor level followed by “C”. The main corridor is the first number for that floor’s sequence. 01C010 is the main corridor on the first floor. Continuous corridors, regardless of length or configuration, carry one number. If a corridor is “sectioned” by doors, each sectioned length is assigned an alpha suffix. The main corridor on the first floor sectioned in three parts is numbered 01C0100, 01C01A0, and 01C01B0. Sectioned corridors are numbered in a clockwise direction beginning from the main entry. Main floor vestibules are considered a section of the main corridor and are numbered in the sequence.

C: Corridor

Numbered as: (01C010 – 01C990, 02C010 – 02C990, etc.)

Stairwells

Stairwells are assigned room numbers beginning with the appropriate floor level followed by “ST” according to relative importance and then sequentially in a clockwise direction, usually beginning from the “main entry”.

ST: Stairwell

Numbered as: (01ST001 – 01ST099, 02ST001 – 02ST099, etc.)

Elevators

Each elevator on campus is assigned an identification number by the Customer Service department within Campus Planning and Facilities Management. The elevator identification number is assigned based upon the sequence elevators enter into the inventory. Elevator identification numbers shall not be re-issued after elevators are removed from service. Elevator hoist ways are assigned room numbers beginning with the appropriate floor level followed by “EL” and the appropriate elevator inventory number.

EL: Elevator

Numbered as: **(0BEL069, 01EL069, 02EL069)**

FLOOR DESIGNATIONS

The first two digits of a room number shall indicate the floor on which the room is located. “0102” is located on the 1st floor, “0515” is located on the 5th floor, and “1023A7” is located on the 10th floor. Floors below grade will be preceded with “B” and/or “SB”. “B01” is located in the basement. “SB33” is located in the sub-basement. “G” may be used when partial sections of the building are underground. “G23” is located on the ground level.

Floor levels 1 through 9 are represented with two digits in the space inventory system (01, 02, 03, etc.), but building signage should not be created in this manner.

Single level buildings shall be numbered “100 – 199”.

Multi-level buildings shall use the following room numbering structure:

3: Third level above grade, etc.

Numbered as: **300 - 399**

2: Second level above grade.

Numbered as: **200 - 299**

1: First level *substantially* above grade.

Numbered as: **100 - 199**

* *Existing buildings may have this level designated as “G” numbered as: G01 – G99*

G: First level above grade.

Numbered as: **G01 - G99**

* *Ground is only to be used in buildings with at-grade entries that occur at different levels of the building, using “1” and “G” in descending order.*

B: First level *fully below* grade.

Numbered as: **B01 - B99**

SB: Second level below grade.

Numbered as: **SB01 – SB99**

M: Mezzanine

Numbered as: **M01 - M99**

- * **In existing buildings only - All mezzanines, attic floors, and penthouse levels should be numbered as whole floors.**

RENUMBERING PROCESS

All renumbering of buildings, floors, suites, and individual rooms shall be coordinated through the University Space Administrator within the department of Campus Planning and Facilities Management working with the appropriate departments and staff to ensure changes occur with the least amount of disruption and addressing all appropriate operational and safety concerns.

- * Conduct a review of the existing building conditions.
- * If necessary, develop a numbering plan for the entire building. All buildings should anticipate future renovations and have renumbering plans in place.
- * Working with the department of Planning, Design & Construction and Marketing and Communications to ensure university signage standards are followed, review current signage and obtain quotes for all levels of implementation; single room, entire suite, entire floor, and entire building. Do not overlook directory and elevator signage.
- * Determine the appropriate level of action based on current building wayfinding conditions, current renovation project, overall impact, and associated costs.
- * Alert building occupants, facility managers, safety personnel, and Registrar (as needed) via email and general posting throughout the facility including conversion dates and contact information for questions.
- * The preferred time to implement renumbering is during the completion of a renovation project, over the weekend, or during a holiday period.
- * Installation of the entire program should occur at one time to avoid confusion.
- * Create and share a conversion sheet that identifies “old” and “new” in advance of implementation. Leave in prime areas (elevator lobbies) several weeks after implementation.