BUILDING, FLOOR AND ROOM NUMBERING STANDARDS   v1.4

NOTE: Any and all changes affecting building or room numbering must be reviewed and approved by Space Management prior to proceeding with a project, including assigning new building or room numbers or implementing any room number changes.

1.0   GENERAL

The following conventions have been developed by Space Management for the purpose of standardizing building, floor and room numbers. The intention of this document is to provide a standard for each facility's floor and room numbering scheme to be structured so that the numbers flow through the building in a consistent, comprehensible, and user-friendly pattern. The scheme should be clear to the users of the facility, not causing confusion for individuals attempting to locate spaces.

2.0   BUILDING NUMBERING

Building numbers are assigned by Space Management and use three digit numbers plus alpha suffix. Building numbers with no suffix will show suffix as "0". The first three digits identify the facility number. The alpha suffix may be used to identify a building within a facility complex. Building numbers should be formatted as three digits, followed by a dash and a single digit suffix (e.g. "001-0").

A facility complex consists of two or more physical buildings. A complex shall use a common facility number and an alpha suffix shall be used to identify each individual building. The complex shall be numbered with a "0" suffix and is not assigned to a specific building but serves as a location identifier only.

2.1   BUILDING NAMING

Building names are assigned by Facilities Planning & Capital Projects. Building names may include a location and/or describe the purpose of the building. Building names shall include a descriptor, e.g. Building, Hall, Complex, etc. Buildings or complexes that include a donor name shall be approved by the CSU Board of Trustees and have a donor agreement on file with University Development and Facilities Planning & Capital Projects.

Each building shall have a full name and short name. The full name may include a specific donor name and may be used to identify a facility. The short name is meant to be generic and used for directories, maps, wayfinding, etc. The short name may include a donor name, last name only, if necessary to provide clarity, to prevent duplicate names, or for memorial naming. The short name is limited to a maximum of 30 characters to meet system requirements. E.g. William and Linda Frost Center for Research and Innovation (full name), Frost Center (short name). For purposes of wayfinding, the short name may differ or vary for ease of use in order to assist visitors with locating specific facilities.

3.0   FLOOR NUMBERING

The first two characters of a room number indicates the floor level of the building. Level 1 (or "01", see below) should be the uppermost floor entered at grade or one half flight above grade. One level below this should use "B1" for Basement, then "B2", "B3" etc. for descending floors. See example below representing floor stacking.

Level Character	Level Description	Assignable Room # Example	
03	300 Level	0301	
M2	Mezzanine above 200 Level	M201	

02	200 Level	0201	
M1	Mezzanine above 100 Level	M101	
01	100 Level	0101	Grade
00	Landscaped Area (not to be used for Buildings)	0001	Grade
B1	Basement Level 1	B101	Below Grade
B2	Basement Level 2	B201	

Buildings located on severely sloped sites may need to vary from this rule, where necessary. Usable attic floors and penthouse levels should be numbered as whole floors. For example, a two-story penthouse atop a three floor building should be numbered as the fourth and fifth floors. Do not use prefixes such as "R" for roof level.

4.0   ROOM NUMBERING

Use four digit numbers (plus optional alpha suffix) consistently throughout the building. Room numbers with no suffix will show suffix as "00". Each room should be numbered with a four digit number, where the first digit will be zero for buildings with fewer than 9 floors. Buildings with wings or sections can incorporate an alpha character in the first digit of the room number (e.g. Wing "A" and "B" can have room number "A101" or "B101") where a basement or mezzanine does not exist. Room numbers should be formatted as four digits, followed by a dash and a two digit suffix (e.g. "0101-00").

4.1   NUMBERS SHOULD FLOW FROM ONE END OF THE BUILDING TO THE OTHER

In a building with only one dividing corridor, room numbers should flow in ascending order from one end of the building to the other, starting at the main entrance. In a building with a more complex corridor system, numbers should flow in ascending order in a clockwise direction through the corridors from the main entrance, or similar location such as elevator lobby.

4.2   USE ODD NUMBERS ON ONE SIDE OF A CORRIDOR AND EVEN NUMBERS ON THE OTHER SIDE

Room numbers should be coordinated so that odd numbers are on the left side of a corridor and even numbers are on the right side of a corridor. In more complex designs, or where the availability of numbers is limited, the odd-even format can be abandoned if consecutive numbering results in a more logical scheme.

4.3   SKIP NUMBERS TO MAINTAIN SUCCESSION OF ROOM NUMBERING

In some instances, room numbers on one side of a corridor should be skipped in order to maintain succession with the room numbers on the opposite side of the corridor. This may occur, for example, when a suite of rooms or large space is accessed through a single door and there are no other doors on that same side until further down the corridor. This will allow for future renovations that may convert suites or large spaces into separate or small rooms with a corridor door.

4.4   SKIP NUMBERS TO ALLOW FOR FUTURE RENOVATIONS

When a corridor contains large rooms such as classrooms, meeting rooms, etc. on both sides of the corridor, room numbers should be skipped to allow for future renovation of a large space into smaller spaces. Sufficient numbers should be reserved to allow for the large spaces to be divided into standard size office spaces. Consider using the structural grid as a reference.

4.5   USE SIMILAR NUMBERING ON EACH FLOOR

Numbering systems on all floors should be as similar as possible even when the floor plans vary significantly. To the greatest extent possible, and without creating other inconsistencies, rooms with like digits in the last positions should be located in the same position within the building. Thus B101, 0101, 0201, 0301, etc. occur in a vertical stack.

4.6   USE ALPHABETIC SUFFIXES FOR ROOMS ENTERED FROM OTHER ROOMS (RATHER THAN A CORRIDOR)

Rooms entered from a main corridor or lobby should be numbered with no letter suffix (represented as "00"). Rooms which open off of a primary room, and not from a corridor (such as in a suite of offices), should inherit the primary room's number appended with a letter suffix (example: Reception 0301-00, Office 0301-A0, Office 0301-B0, Storage 0301-C0). Assign suffix letters in the same direction as the overall numbering sequence (clockwise from entrance) where possible. Only a single suffix should be used; thus in the case where the first room already has a suffix, the next alphabetic designation should be used. For example, where a room is entered through room 0301-A0, the interior room may be numbered 0301-AA. Avoid the letters "I" and "O" which may be interpreted as numbers. Large suites with many rooms can use non-suffixed numbers if it makes the numbering scheme more understandable.

4.7   EACH ROOM SHOULD HAVE ONLY ONE NUMBER

Each room should have only one number regardless of the number of doors opening into it. Exceptions can be made where a particularly large room is subdivided into different areas of use, such as by cubicles. In these cases, one-character letter suffixes are added to create unique numbers. Where the number of areas exceeds the suffixes available, additional sequential numbers should be used.

4.8   NUMBER ALL ACCESSIBLE SPACES

In addition to rooms, all interior spaces that can be directly accessed such as corridors, vestibules, stairwells, elevator shafts and accessible pipe spaces should be numbered in a manner as consistent as possible with standard room spaces. Refer to Non-Assignable Spaces for numbering corridors, stairwells and elevator shafts. Where doors or walls separate different areas of these spaces, each area should receive its own unique number.

4.9   NON-ASSIGNABLE SPACES

Circulation areas should be identified using a "C" in the first digit of the room number where appropriate. Circulation areas located within assignable suites should be given standard room numbers. For example, public corridors on the first floor may be numbered C101, C102, C103, etc.

Stairways should be identified using an "S" in the first digit of the room number where appropriate. Stairways should be numbered on each floor. For example, a single stairway may be numbered S101 on the first floor, S201 on the second floor, S301 on the third floor, etc.

Elevators should be identified using an "E" in the first digit of the room number where appropriate. Elevators should be numbered on each floor where it passes. For example, a single elevator may service the first floor, second floor and third floor of a building, and numbered as E101, E201 and E301 on each respective floor.

Other non-assignable spaces such as electrical, mechanical, telecom, custodial, public restrooms, etc. should follow the standard room numbering.

5.0 CONFLICTS AND REVIEW

In the case of conflicts or questions, Space Management should be consulted and will provide guidance for determining an appropriate room numbering scheme to be implemented. Any changes affecting building or room numbering must be reviewed by Space Management before proceeding with a project, assigning new building numbers, assigning new room numbers, or implementing any building or room changes.

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