FLOOR AND ROOM NUMBERING GUIDELINES

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UNIVERSITY of HAWAI'I®
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GENERAL:

These numbering conventions have been developed and should be followed throughout University of Hawaii at Manoa controlled facilities for the purpose of standardizing floor and room numbers.

For new buildings, these standards shall be followed as closely as possible. In cases of renovations or additions to existing buildings, the building's existing numbering system can be extended or abandoned. If abandonment is chosen, use the following standards to re-number the entire building including the renovated, additional and existing spaces.

The intention is 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.

FLOOR NUMBERING:

The first character 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. Levels below this shall use "B" for Basement, "SB" for Sub-Basement, and "SB2", "SB3", etc. for descending floors. See example below representing floor stacking.

	Level Character	*Level Description*	*Assignable Room # Example*	*Non-Assignable Room # Example*	
↑	3	300 Level	303	300ME1	
↑	2	200 Level	203	200ME1	↑
Grade	1	100 Level	103	100ME1	Grade
Below Grade	B	Basement Level	B03	B00ME1	Below Grade
↓	SB	Sub-Basement Level	SB03	SB00ME1	↓
	SB2	Sub-Basement 2 Level	SB203	SB200ME1	

Buildings located on severely sloped sites may need to vary from this rule, where necessary. On these sites, floor numbered "1" may not, in fact, be the uppermost floor entered at grade. In these cases "B", "SB", "SB2", etc. may also be used to represent these levels.

If a building has more than nine floors, the floor indicator shall consist of two characters, i.e. "08", "09" "10", "11", etc.

Usable attic floors and penthouse levels shall be numbered as whole floors. For example, a two-story penthouse atop a three floor building will be numbered as the fourth and fifth floors. Do not use prefixes such as "R" for roof level.

ROOM NUMBERING:

Use three or four digit numbers (plus optional alpha suffix) consistently throughout the building. Each rooms shall be numbered with a three or four digit number, where the first digit may be optionally replaced with the letter "B", "SB", "SB2", etc. (see floor numbering above). The length depends upon the size of the building and once chosen shall be consistent throughout the entire building.

Use three digit numbers for buildings with 9 or fewer floors and 99 or fewer rooms per floor.

Examples:

251 ← indicates room number (51)
↑ indicates floor (2)

123A ← indicates room number (23A)
↑ indicates floor (1)

B03 ← indicates room number (03)
↑ indicates floor (B)

Use four digit numbers for buildings exceeding 9 floors or having more than 99 rooms per floor. Buildings with wings or sections can also use four digit numbers if this makes the numbering scheme easier to navigate.

Examples:

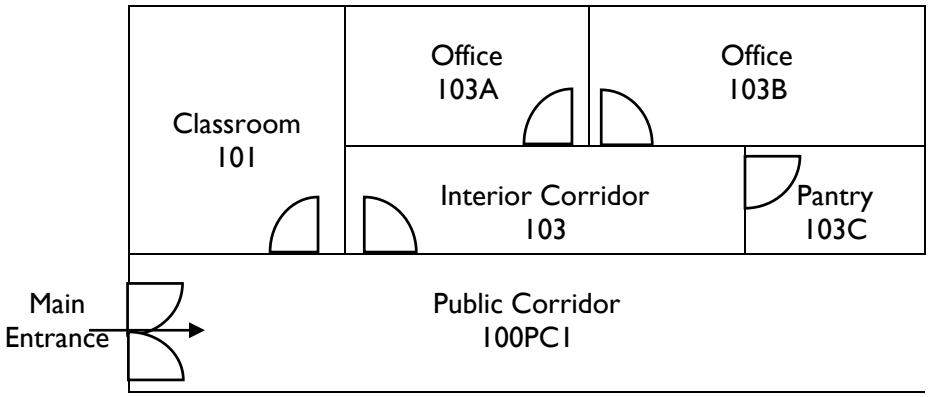
1251 ← indicates room number (51)
↑ indicates floor (12)

0123A ← indicates room number (23A)
↑ indicates floor (01)

0B03 ← indicates room number (03)
↑ indicates floor (0B)

CORRIDORS

All public corridors shall be identified using the century numbers followed by "PC1", "PC2", "PC3", etc. (example: B00PC1, 100PC1, 200PC1, 300PC1). Corridors located within assignable suites shall be given standard room numbers.



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

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

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

Room numbers shall be coordinated so that even numbers are on one side of a corridor and odd numbers are on the other side. 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.

SKIP NUMBERS TO MAINTAIN SUCCESSION OF ROOM NUMBERING:

In some instances, room numbers on one side of a corridor shall 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.

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 shall be skipped to allow for future renovation of a large space into smaller spaces. Sufficient numbers shall be reserved to allow for the large spaces to be divided into standard size office spaces. Consider using the structural grid as a reference.

USE SIMILAR NUMBERING ON EACH FLOOR

Numbering systems on all floors shall 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 shall be located in the same position within the building. Thus B01, 101, 201, 301, etc. occur in a vertical stack.

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

Rooms entered from a main corridor or lobby shall be numbered with no letter suffix. Rooms which open off of a primary room, and not from a corridor (such as in a suite of offices), shall inherit the primary room's number appended with a letter suffix (example: Reception 301, Office 301A, Office 301B, Office Storage 301C). Assign suffix letters in the order rooms are encountered and, where possible, in the same direction as the overall numbering sequence. Only a single suffix is allowed (unless the room is designated a non-assignable space, see section below); thus in the case where the first room already has a suffix, the next alphabetic designation shall be used. 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.

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.

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 shall be numbered in a manner as consistent as possible with standard room spaces. Where doors or walls separate different areas of these spaces, each area shall receive its own unique number.

NON-ASSIGNABLE SPACES

Non-assignable spaces (according to the Postsecondary Education Facilities Inventory and Classification Manual (FICM), 2006 Edition) shall be identified using the century numbers followed by the appropriate letter suffix as indicated below. Where multiple instances exist, use the appropriate letter suffix followed by a single digit number. Similar to assignable spaces, non-assignable spaces shall be aligned vertically where possible. For example, a continuous stairway shall be numbered accordingly on each floor; 100S2, 200S2, 300S2, 400S2, 500S2, etc.

FICM	*Description*	*Suffix*	*Room Number Example*
Circulation Areas			
W01	Bridge	BR	400BR
W01	Tunnel	TN	400TN
W02	Elevator	E	400E1, 400E2
W02	Escalator	ES	400ES1, 400ES2
W04	Loading Dock	LD	400LD
W05	Lobby	LB	400LB
W06	Public Corridor	PC	400PC1, 400PC2
W07	Stairway	S	400S1, 400S2
Building Service Areas			
X01	Custodial Supply Closet	CS	400CS
X02	Janitor Room	JC	400JC
X03.1	Public Restroom- Men	MR	400MR
X03.2	Public Restroom- Women	WR	400WR
X03.3	Public Restroom- Unisex	UR	400UR
X04	Trash Room	TR	400TR
Mechanical Areas			
Y01	Central Utility Plant	UT	400UT
Y02	Fuel Room	FL	400FL
Y03	Shaft	SH	400SH1, 400SH2
Y04.1	Mechanical Space	ME	400ME1, 400ME2
Y04.2	Electrical Space	EC	400EC1, 400EC2
Y04.3	Telecommunications Room	TE	400TE1, 400TE2

CONFLICTS AND SPECIAL CASES

In the case of conflicts or questions, the Office of Physical, Environmental and Long Range Planning shall be consulted and will provide an appropriate room numbering scheme to be implemented.

Special thanks to the Georgia Institute of Technology. Most of the content found herein was derived from the well-constructed *Building, Floor, and Room Numbering Guidelines* produced by their Office of Capital Planning & Space Management and published at www.space.gatech.edu/assets/RoomNumbering.pdf.