Office of University Architects
for Facilities Planning
UNIVERSITY OF GEORGIA
1785

00 00 09
ROOM & SPACE NUMBERING

1. **GENERAL**
   A. Related sections:
      i. 00 00 06 – Access to Existing Documents
   B. These numbering conventions have been developed and must be followed throughout all phases of the Project for UGA controlled facilities for the purpose of standardizing room numbers.
   C. For new buildings, these standards must 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 in order to use the following standards to renumber the entire building including the renovated and/or added space. If the existing numbering system is used, existing room numbers shall not be duplicated. For a list of existing room numbers, refer to Section 00 00 06 Access to Existing Documents for building floor plans with room numbers. In addition, e-mail facilities-inventory@fmd.uga.edu and request an Excel spreadsheet of the existing room numbers related to the Project.
   D. 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.

2. **FLOOR NUMBERING**
   A. The first character of a room number indicates the floor level of the building. The level with a "1" as the first character should be the uppermost floor entered at grade or one half flight above grade. Levels below this can use the character "0" (zero), "B" (basement), or "G" (ground), depending upon the arrangement and number of these floors. Buildings located on steeply sloping sites may need to vary from this rule; where necessary, the floor numbered "1" may not in fact be the uppermost floor entered at grade. Where "B" and "0" (zero) are used in the same building, the "B" level will be below the "0" level. *The only cases where the floor indicator should be more than one character are buildings with more than nine floors.*
   B. Large mezzanines shall be numbered as a whole floor. Example: When a mezzanine exists between the first floor and the next whole floor, it will be numbered as the second floor.
   C. Usable attic floors and penthouse levels should be numbered as if they are 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.

3. **ROOM NUMBERING**
   A. The guidelines in this section should be followed as closely as possible when assigning numbers to individual rooms.
   B. Use 3 or 4 digit numbers (plus optional alpha suffix) consistently throughout the building. Rooms shall be numbered with a three or four digit number, where the first digit may be optionally replaced with the letter "B" or "G" (see floor numbering above); the length depends upon the size of the building and once chosen shall be consistent throughout the entire building. *With an optional letter suffix, the maximum length of a room number is 5 characters.*

C. Three digit numbers shall be used for buildings with 9 or fewer floors and 99* or fewer rooms per floor. The first floor will be numbered 100's; second floor will be 200's; third floor will be 300's etc.

D. Ground floor or basement rooms could be numbered 001, 002, etc. or G01, G02, etc. or B01, B02, etc. *Note: the following examples use spaces in the room number to clarify and illustrate the numbering scheme; these spaces should not appear in the actual room number.*

Example: Building with 9 or fewer floors and 99* or fewer rooms per floor

G 41 ← indicates room number
↑ indicates floor (ground floor)

3 02 ← indicates room number
↑ indicates floor (third floor)

E. <u>Four digit numbers</u> shall be used 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.

Example: Building with more than 9 floors and 99* or fewer rooms per floor

B0 02 ← indicates room number
↑ indicates floor (basement floor)

01 02 ← indicates room number
↑ indicates floor (first floor)

11 02 ← indicates room number
↑ indicates floor (eleventh floor)

Example: Building with 9 floors or less but more than 99* rooms per floor

B 102 ← indicates room number
↑ indicates floor (basement floor)

1 102 ← indicates room number
↑ indicates floor (first floor)

Example: Building divided into wings or sections

G 1 02 ← indicates room number
↑ ↑ indicates wing or section (numeric only)
∟ indicates floor (ground floor)

1 1 02 ← indicates room number
↑ ↑ indicates wing or section (numeric only)
∟ indicates floor (first floor)

*The actual number of rooms requiring the use of four-digit room numbering will vary, depending upon how many numbers are skipped and also the number of suites vs. rooms requiring non-suffixed numbers.

F. Numbers should flow from one end of the building to the other
    i. In a building with only one dividing corridor, room numbers should flow in ascending order from one end of the building to the other. 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.

G. Use odd numbers on one side of a corridor and even numbers on the other side
    i. 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.)

H. Skip numbers to maintain succession of room numbering
    i. 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.

I. Skip numbers to allow for future renovations
    i. 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.

J. Use similar numbering on each floor
    i. Numbering systems on all floors should be similar as much as possible, even when the floor plans are significantly different. To the greatest extent possible, and without creating other inconsistencies, rooms with the same digits in the last positions should be located in the same position in the building. Thus, B01, G01, 001, 101, 201, etc., occur in a vertical stack.

K. Use alphabetic suffixes for rooms entered from other rooms (rather than a hallway)
    i. Rooms entered from a main corridor or lobby are numbered with no letter suffix. When rooms open off of another room and not from a corridor (such as in a suite of offices), use the number of the first room 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; 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.

L. Each room should have only one number

   i. 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.

M. Number all accessible spaces (Non-assignable spaces)

   i. 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. Where doors or walls separate different areas of these spaces, each area shall receive its own unique number. The following room number guidelines shall be used for Non- assignable spaces.

Type	Room Number*	Notes
Porch/Deck/Ramp	XX94S	
Lobby/Foyer	XX95S	Includes lobby, foyer, vestibule, anteroom
Dock	XX96S	Includes receiving areas, loading docks
Elevator	XX97S	
Stair	XX98S	
Hall/Corridor	XX99S	Includes halls, corridors
* XX is the floor number (01, 02, 03, etc.) and S is an alphabetic suffix, i.e., A, B, C, etc.		
General notes for Non-assignable spaces: All room numbers shall have an alphabetic suffix. Begin the numbering with the suffix rather than beginning with blank, i.e., 0198A, 0198B, etc.; NOT 0198, 0198A. When a building has stairs, label stairs as separate space labels rather than merging with hall/corridor space labels. No distinction between public and private corridors other than private corridors should typically have a "real" space label rather than be labeled using the circulation scheme.		

N. **DO NOT:**

   i. Do not use two-character floor level indicators for buildings with 9 or fewer floors.
   ii. Do not number mezzanines as "M" floor level.
   iii. Do not number penthouses as "R" for roof level.
   iv. Do not use more than five or less than three characters for a room number.
   v. Do not use a letter prefix or suffix to indicate a room type (such as M101 or 101M for a first floor mechanical room).
   vi. Do not use letters except as a floor prefix, or suffix for a room accessed through another room (do not number a data room as 1D00).
   vii. Do not use periods, hyphens, spaces, or any other non-alphanumeric character

in room numbers (do not number a room as 1-16 or 01.14.03).

    viii.   Do not number internal courtyards and roof areas, unless covered. Exception: The uncovered top level of parking decks used for parking should be assigned numbers.

    ix.   Do not number rooms on one side of a hallway and then back down the other side.

O. **DO:**

    i.   Do number all accessible spaces, including stairwells and elevator shafts.

    ii.   Do number all exterior covered spaces, whether walled or not.

    iii.   Do number all penthouse spaces.

4. **STANDARDS FOR PARKING DECKS**

A. Standalone parking decks are considered buildings and will have a building number and room numbers to cover all usable space within the structure. This also includes the top uncovered level.

5. **CONFLICTS AND SPECIAL CASES**

A. In the case of conflicts or questions, contact the Project Manager who will coordinate with FMD.