



Room Numbering Guidelines

Xavier University

Last Updated: October 27, 2020

General

These guidelines will allow floor and room numbering and way-finding procedures to be applied consistently to all University buildings.

These room numbering guidelines are provided for use by Architects for projects involving new construction. Existing University buildings will also be evaluated for these guidelines when remodels take place. Room numbers should not be changed without a formal review process by the Xavier Construction Project Manager because room numbers affect emergency responders, as well as multiple campus databases, including HR, Registrar, Campus Directory Administrator (webmaster@xavier.edu), Auxiliary Services Mail, Building Coordinator, Physical Plant Operations, Director of Facilities Strategy & Assessment, Xavier Communications, and Information Technology.

Questions may be forwarded to the Project Architect in Physical Plant
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1. Floor Numbering Guidelines (see Figure 1)

1.1 Floors:

Floors are numbered using a 2-digit standard starting with '01' for the first floor and continue up for every floor above (e.g., 02=second floor, 03=third floor).

1.2 Basements and Sub-Basements:

Floors below the first floor shall be designated as basement or subbasement. The floor below the first floor will be identified as Basement and have a floor code of '00'. Sub-basements, or floors below the basement will be numbered starting at B1 and continuing down (e.g., B2, B3, etc.).



1.3 Mezzanines:

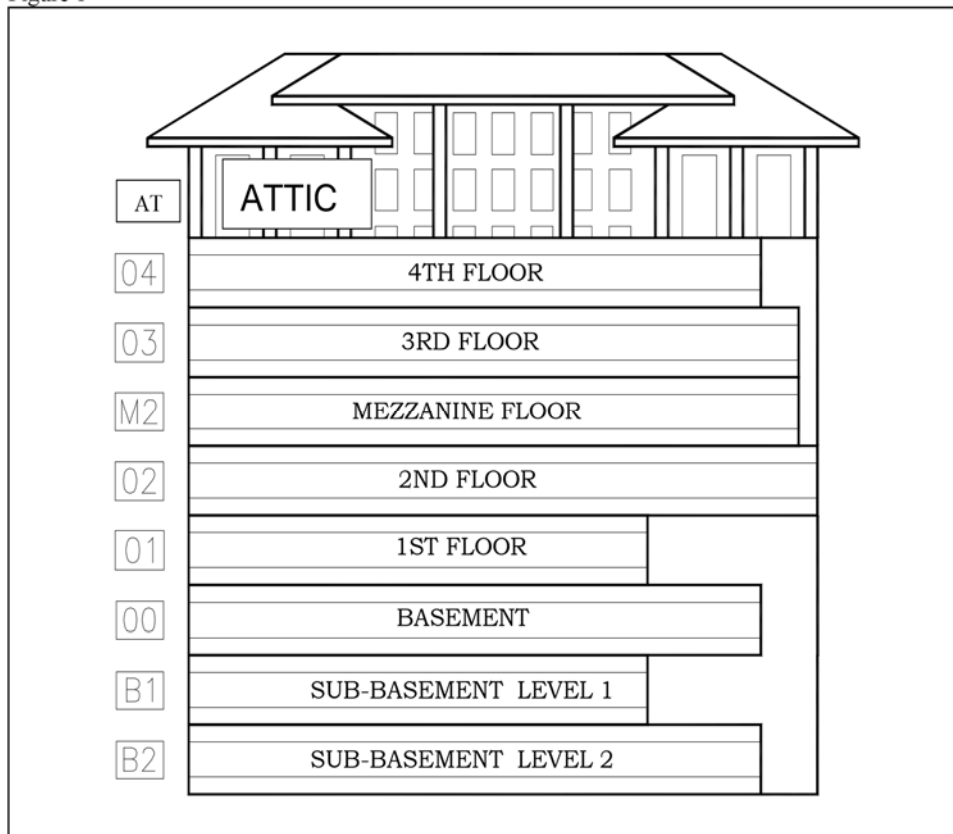
Mezzanines are assigned a one character floor code value of M, using a preceding M followed by the number of the floor below (e.g., “M2” where ‘2’ is the floor below).

A mezzanine is defined as a partial floor located between structural floors.

1.4 Attics

Attics are assigned a two character standard floor code value of AT. An attic area is defined as the accessible floor area above the top floor which is greater than 3’ in height.

Figure 1

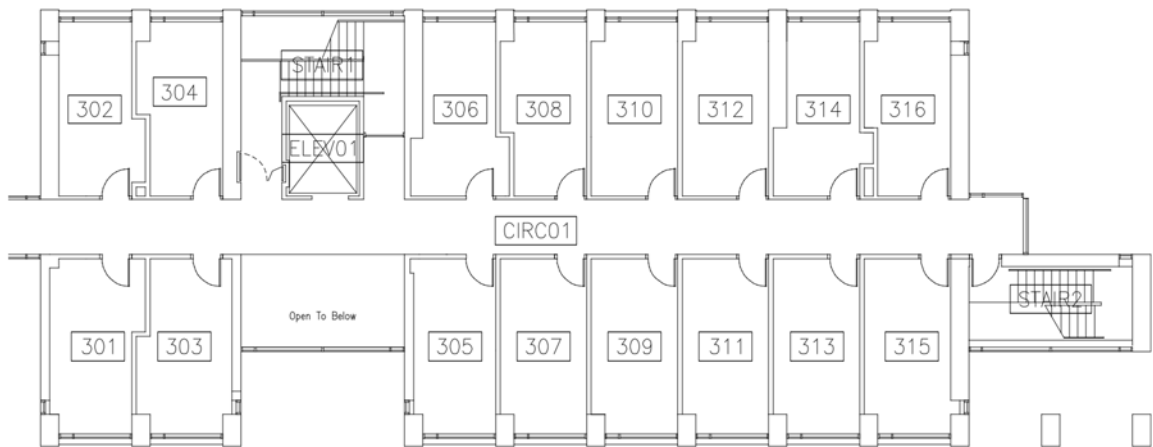




2. Room Numbering Guidelines

- 2.1 Rooms are generally numbered using a standard three digit numbering scheme (e.g., 102, 137, 246). Four digit room numbers can be used in buildings that are more than 9 floors (e.g., 1001, 1002, 1033).
- 2.2 The main lobby/entrance can be numbered 100 if on the first floor. Rooms should be numbered starting with 101 closest to the main lobby and continuing clockwise. Create continuous sequence for rooms to be regularly occupied like classrooms, offices suites, dorm rooms, conference rooms.
- 2.3 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 from the main entrance with even numbers on the left and odd numbers on the right. See Figure 2 below.

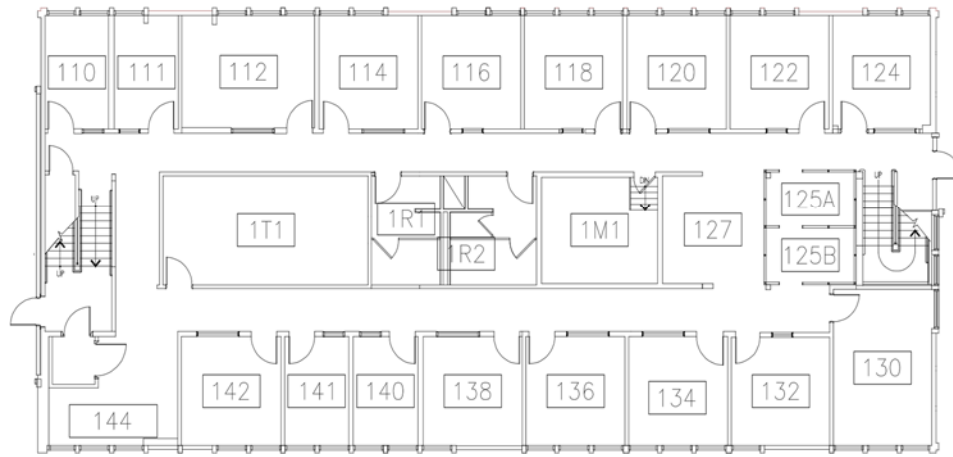
Figure 2



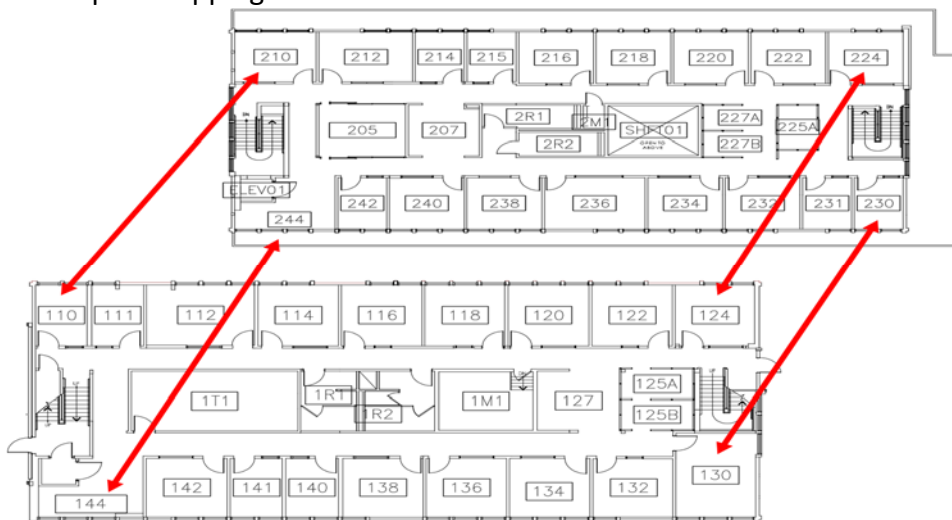


- 2.4 In a building with a more complex corridor system, numbers should follow in ascending order in a clockwise direction from the main entrance ensuring standard is easy to follow for way-finding. See Figure 3.
- 2.5 Skip numbers to reserve numbers for future use. Those numbers will be used if a building/floor undergoes a renovation or rooms are divided resulting in the creation of new rooms. Windows, columns and other structural features offer keys to possible future wall placement. See Figure 3.

Figure 3



- 2.6 To the greatest extent possible, rooms with the same digit in the last two positions should be located in the same position in the building (e.g., rooms 110, 210 and 310 should all occur in the same vertical stack). This may require skipping room numbers.



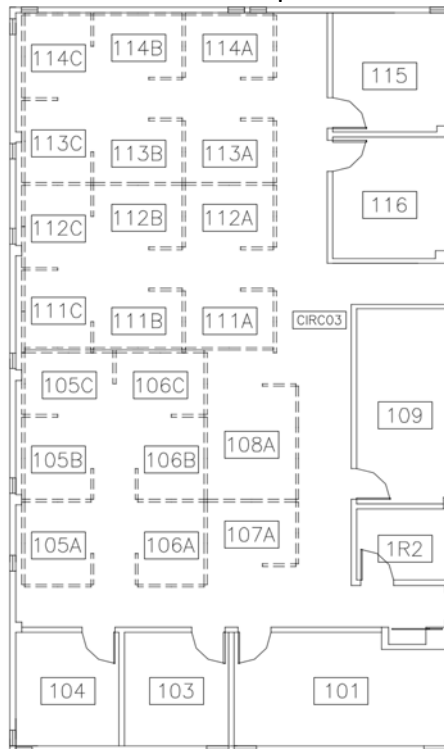


- 2.7 Suites and Sub-Rooms: Suites are identified as having one entrance and are generally numbered using the 3-digit standard (i.e., 100). Depending on the area layout, rooms inside of a large suite-like room that has more than one entrance may or may not be numbered using the sub-room standard.

Rooms within a suite (sub-rooms) are numbered with the entrance room number plus a letter suffix (100A, 100B, 100C) beginning with the room closest to the main entrance of the suite and proceeding in a clockwise direction.

Rooms inside sub-rooms are numbered with an additional letter. Example, 100AA would be assigned to a room within sub-room.

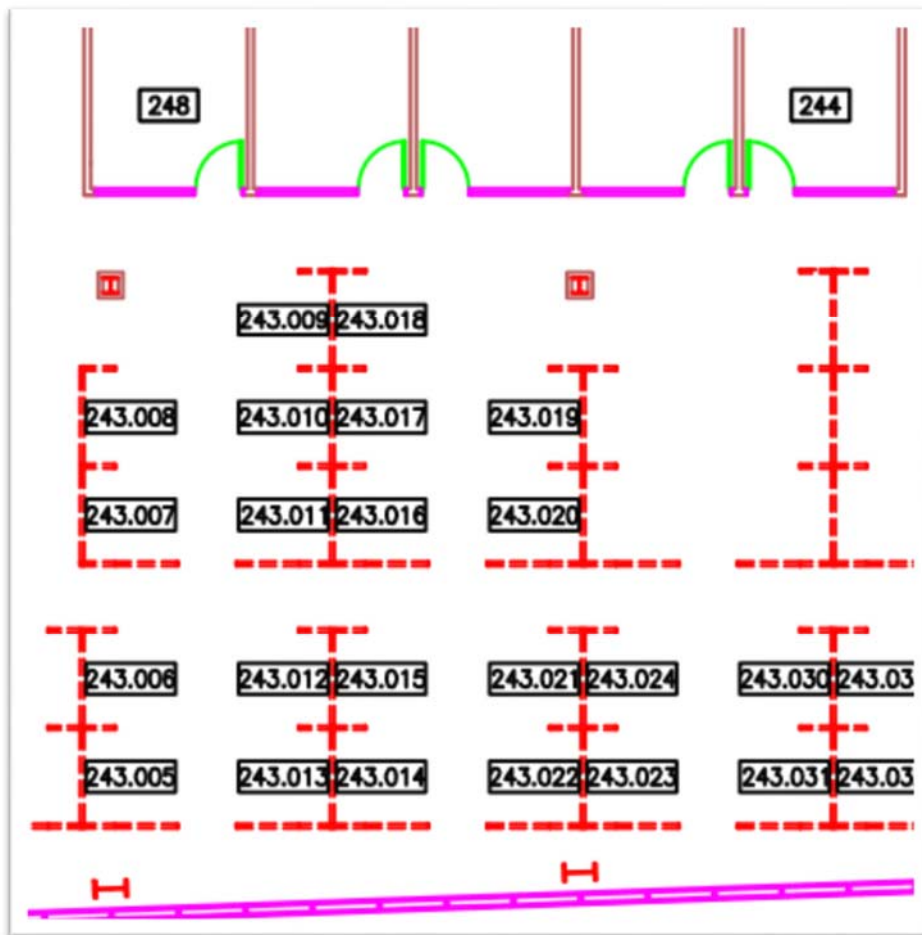
- 2.8 Movable Cubicles: Each row of cubicles should have their distinct room number. Each cubicle within the row is designated using this room number followed with a letter. Letters are in alpha order from the main corridor.





2.10 Workstations: Use the suite (or open area) room number followed by a period (';'), then a 2-digit number starting with 01. Example: 245.01

Workstation numbering should be in consecutive order and follow a clockwise pattern when possible. Start numbering closest to the main entrance to the area.





2.11 Special room numbers are given to building common areas. Below are the current standards for building common areas. Note: where exists, the first digit represents the floor e.g., 1M1 is a Men's Restroom on the first floor and 2W1 is a Women's restroom on the second floor.

Elevators:	ELEV01, ELEV02
Corridor:	1C1, 1C2
Stairs:	1SA, 1SB (match last letter to stair name)
Shafts:	SHFT01, SHFT02
Restrooms:	1M1, 1W1, 1SU1
Electrical:	1E1, 1E2
Mechanical:	1M1, 1M2
Telecommunications:	1T1, 1T2
Custodial:	1J1, 1J2
Trash Recycle:	1R1, 1R2
Utilities:	1U1, 1U2
Fire Suppression Service:	1F1, 1F2
Storage	1S1, 1S2
Laundry	1L1, 1L2

NOTE: All vertical penetrations (elevators, shafts, etc.) will have the same room number for each floor they pass through. Example: The room number ELEV01 will be identified in the same location on the floor plan for every floor it passes through.



Appendix A: Room Numbering Guidelines:

Room Number	Formula	Example	Brief Description
Typical Rooms	Room Number	101, 112, 224	Group of rooms that can be entered from a corridor
Suites and Sub-Rooms	Room Number + Letter	101A, 134A, 134B	Group of rooms that can be entered from a main "lobby"-like space. Typically with one entrance
Rooms within Sub-Rooms	Room Number + Letter + Letter	104AA, 245AA, 245AB, 245AC	Typically small closets within a sub-room
Cubicles	Room Number + Letter	100A, 100B	Assigned distinct number grouping and in alpha order from main corridor.
Workstations	Room Number + '.' + 2-Digit Number	243.01, 243.02	Workstation along corridor
Special Room Numbers (TBD)	Floor Number + Common Area Letter + Number	1M1, 1E1, 1SU1	Numbers assigned to areas such as; Mechanical, Electrical, Restroom