APPENDIX – Room Numbering Guide

Document revision history: 08/2019 – Original Publication

Date	Section		Description of Change

Complete room number assignment are required by 100% DD of design. The design Architect will provide floor plan(s) with initial room numbers, adhering to the following guidelines, to be confirmed and revised as needed by Facilities Design Services Program Specialist.

GUIDELINES FOR NUMBERING ROOMS, UNIVERSITY OF OREGON

The following room numbering guidelines convey the general principles used by the UO for numbering spaces in new or renovated buildings. The intention in providing them is to achieve a more consistent numbering system in campus buildings and to provide designers with adequate guidance as they produce design and construction documents. Because each building has its own character and configuration, exceptions will sometimes be the rule. Therefore, the principles should be applied using judgment and common sense and with consideration of reasonable way finding for building users.

For state-mandated inventory purposes, each space within a building (including circulation) must have a unique number. Prefixes (such as H, S, E, etc.) and suffixes (such as A, AA, B) are considered part of the space designation, so it is acceptable to have, for example, 101, 101A, 101B, H101, E101, S101.

Room numbering may not change after 100% DD, only added to. Additional room numbers require Facilities review and approval as well.

Rooms

Assign room numbers in sequence by floor as follows:

- B001-B099 (Basement);
- 100-199 (First Floor);
- 200-299 (Second Floor); etc.
- Prefixes for areas are 'B' Basement, 'E' Elevator, 'H' Hall, 'L' Lobby, 'M' Mezzanine, 'R' Ramp, 'S' Stair, and 'V' Vestibule.

When numbering rooms stack the floors, if possible; for example, room 201 would be above 101; for stairs and elevators show E201 above E101, S201 above S101, etc. In most cases room configurations by floor will not be identical, so best judgment should be used.

To begin numbering, the main entrance is generally the starting point. Number rooms in a clockwise direction. [SEE ATTACHED EXAMPLE #1] Number exterior doors in the same manner; for example, the main entrance door would be labeled 100; if it is a double door the number would be 100AB.

Numbering offices along a hallway, place even numbers on one side of the hallway and odd number on the other. If an office or conference room is large, skip one or more numbers to allow for future divisions within the space.

New Building: Some buildings may have more than one main entrance; in such a case, user and design team discussions are encouraged, as programmatic or other considerations may favor one entry over another.

Suites

When numbering a suite of rooms, number the main room (door to main hall) consistent with its placement along the hall. To number the proximate rooms within the suite, use the central room number followed by A, B, C, D, etc. This same process of appending a letter to the room number also is used for closets and for single rooms attached to other rooms; a closet in room 101 would be labeled 101A, as would an office accessed only through another office that is accessed from the main hallway.

If room 101 contains a closet and also a contiguous office accessible only through 101, label the latter 101AA and the closet within 101 as 101A.

Suites continued

New Building: In some cases a suite may be programmatically separate from the rest of the building, will have its own entrance from the outside, and may have a tenuous physical connection to the rest of the building's spaces. An example is the Lewis Center for Neuro-imaging in Straub Hall. If discussions merit, it may not be inappropriate to consider a separate numbering system. However, each room number within the entire building still must be unique.

Wings

[SEE ATTACHED EXAMPLE #2] Most buildings will not be segmented into wings; wings should be designated only in certain situations:

- If the number of rooms exceeds available numbers.
- If an addition to an existing building cannot be numbered sequentially to the existing spaces.
- If the user group or building administrator has significant programmatic reasons to segment a building into wings and to number two or more wings in a similar manner; i.e., A101, B101, and C101.

When labeling a building wing, insert an alphabetic character as a prefix either alphabetical or directional (e.g., begin with 'A', 'B', etc. or 'E' East, 'W' West, etc.).

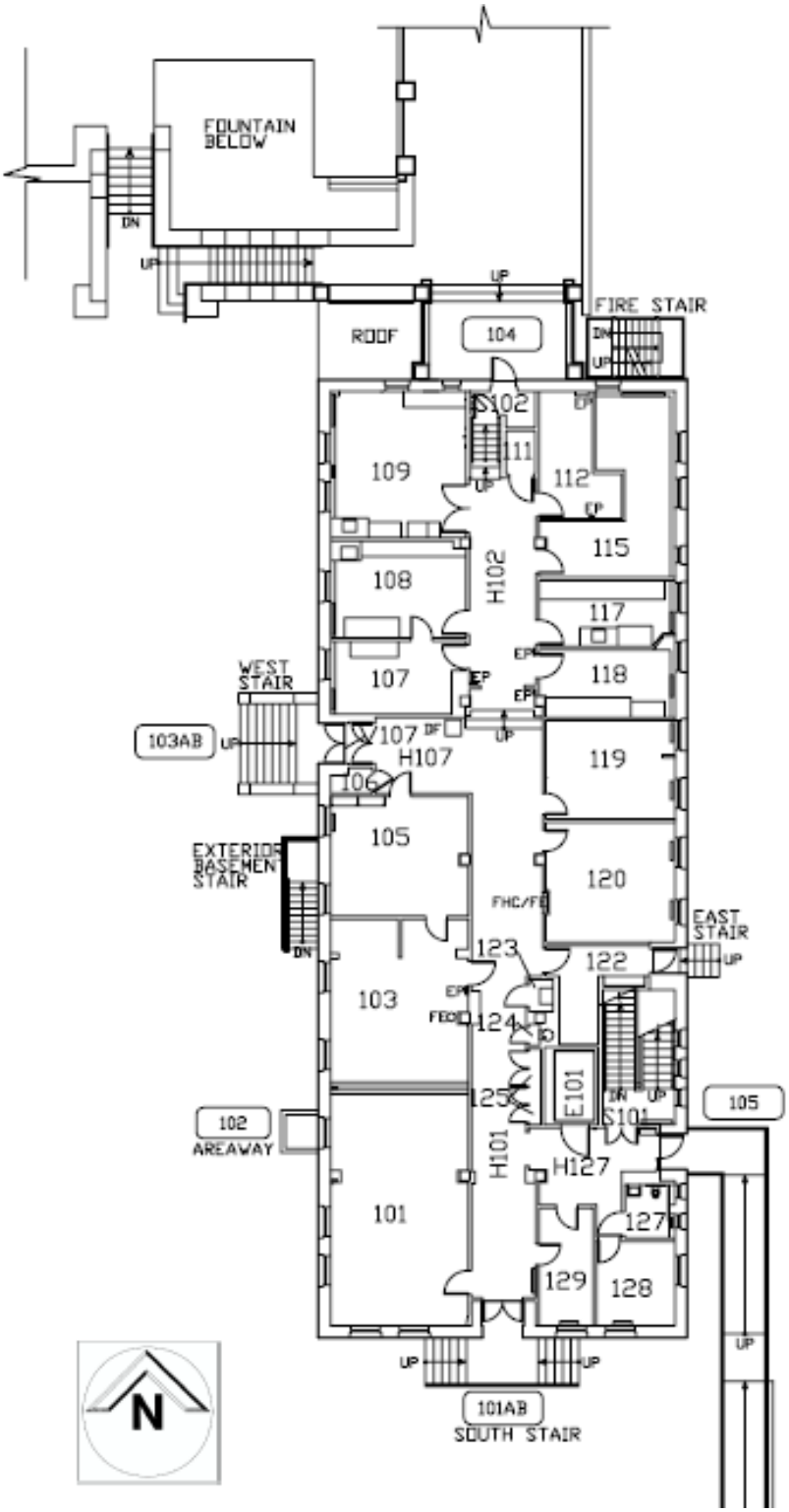
Circulation

All hallways or corridors will be numbered in the same order (direction) that rooms are numbered in the building. Such spaces will be numbered consecutively, that is H001, H002, H003, for halls located in the basement; H101, H102, H103, etc., for halls located on the first floor, and continuing up for each floor level until all building hallways or corridors have been numbered. Elevators, lobbies, ramps, stairways, and vestibules will be numbered in the same manner as halls, using the prefixes 'E', 'L', 'R', 'S', or 'V', respectively.

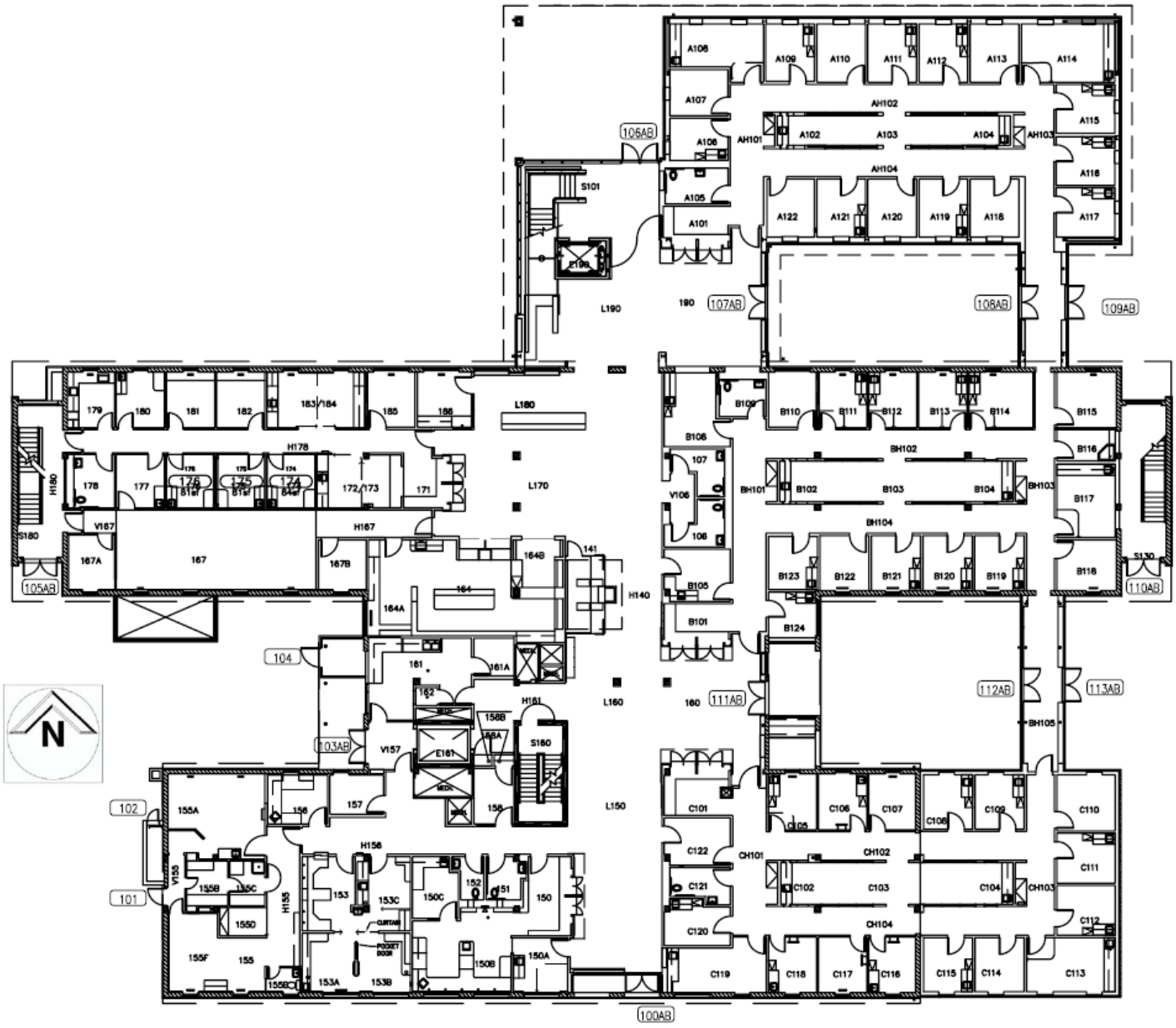
Multiple Buildings (Complex)

[SEE ATTACHED EXAMPLE #3] In a complex comprised of two or more buildings, it is useful to try to provide unique numbers within the complex to facilitate way finding. For example, the Lillis Business Complex is composed of four buildings. Peterson Hall is numbered so that the second digit on the first, second, and third floors is '0' (101, 201, 301); for the Chiles Center the second digit is '2' (127, 227, 327); for Gilbert Hall the second digit is '9' (194, 294, 394); and Lillis Hall uses everything else.

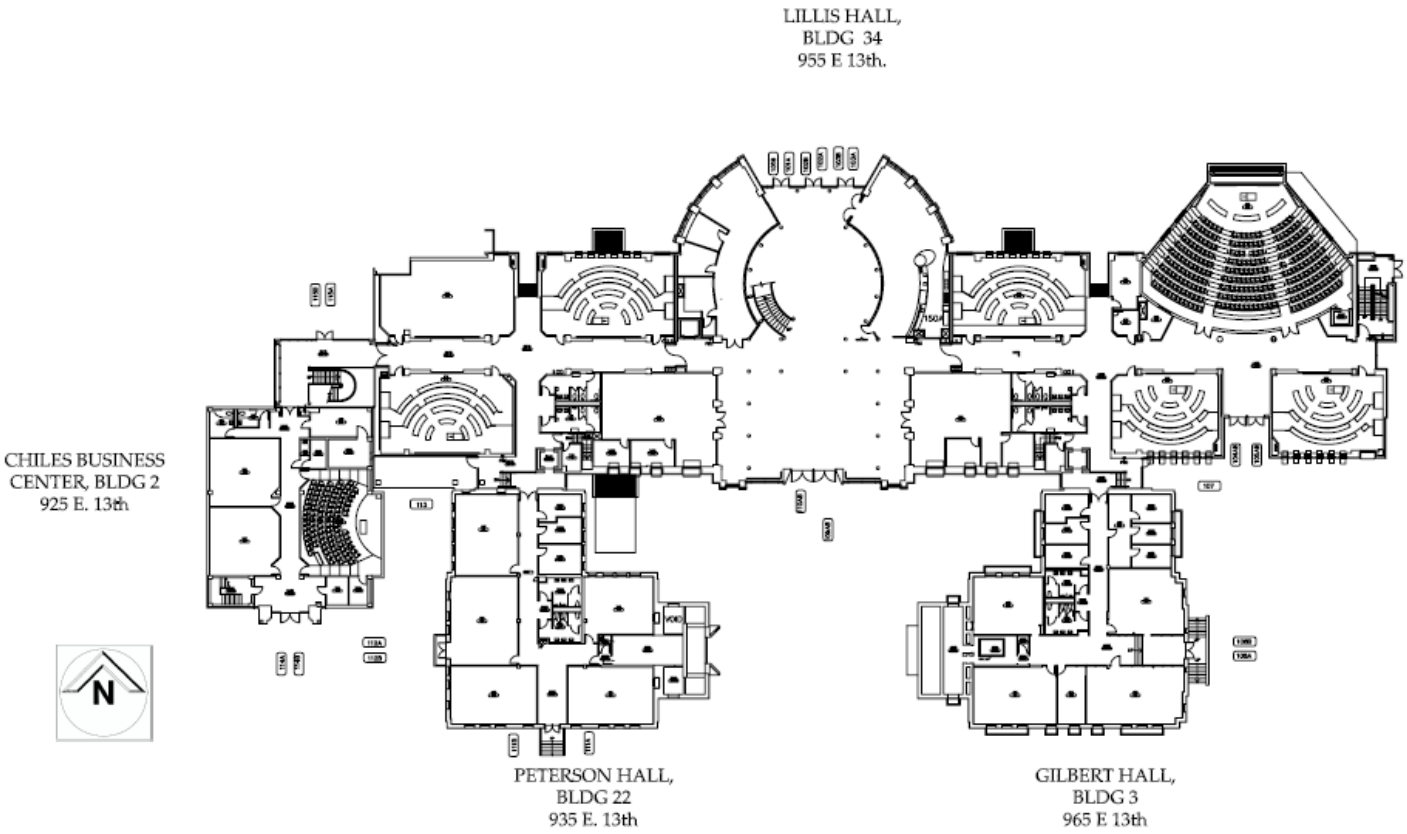
EXAMPLE 1: Volcanology, First Floor plan



EXAMPLE 2: Student Health & Counseling, First Floor plan



EXAMPLE 3: Lillis Business Complex, First Floor Complex Plan



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