University of Cincinnati

Floor and Room Numbering Standard
July 2000

Room Numbering Procedures for
Major Capital Projects and
In-house Renovation Projects
Updated November 2001

Prepared by:
Division of the University Architect • Campus Planning and Design
UNIVERSITY OF CINCINNATI  
FLOOR and ROOM NUMBERING STANDARDS  
July 2000

GOALS AND OBJECTIVES

Guidance
These Floor and Room Numbering Standards were created to provide consistent identification of rooms for the Registrar, Provosts, UCit—Infrastructure Services, and other members of the University community; support space management, space planning and renovation coordination; facilitate work and key control; provide consistent way finding throughout campus; and promote standardization of interior signage.

Any individual undertaking the task of designing floor or room numbers should become familiar with the University of Cincinnati Room Numbering Procedures for Major Capital Projects and the Room Numbering Procedures for In-house Renovation Projects, and in compliance with such procedures apply the methodology, conventions and definitions listed herein.

Authority & Approvals
The task of Room Numbering must be coordinated through the University's Department of Campus Planning and Design—Division of the University Architect. No additions to or changes in building names, floor or room numbers, or signage may be completed without final approval from the Office of the University Architect, (513) 556-1933.

A. METHODOLOGY for FLOOR and ROOM NUMBERING DESIGNATION

A1. FLOOR DESIGNATION

- Review/become familiar with the configuration of a building or group of buildings.
- Determine whether the floor designations for the project apply to a standalone building, or a village of buildings.

If a Standalone - The building's lowest level should be identified with the 100 or 1000 number series (depending on the number of rooms found per floor) regardless of where the entry level(s) are located. The second level as the 200 or 2000 number series and so on. This strategy applies also to parking levels that are part of standalone buildings.

If a Village/Complex - Levels of all buildings, in the village/complex, parking levels included, should be coordinated so that level designations are at or near the same elevation. The lowest level in the group being identified with the 100 or 1000 number series (depending on the number of rooms found per floor). All floors in the group should ascend together, so that individuals moving from one to another may leave the one and enter the other at the same level. When a new building is added to a village/complex, the floor numbering should coincide with the current floor numbers of the village/complex. When a new building's floor conflict with those of an existing parking garage, the continuity of levels within the building should take precedence.
• Mezzanines and Catwalks—Mezzanines should be coordinated so that the numbers telegraph vertically with the floor immediately below it. The letter “M” following the designation of the floor below it should be used for Mezzanines and Catwalks (e.g., 1M00 or 1M000).

• Multi-story spaces—All rooms exceeding one story in height shall be attributed to the floor of primary/main entry. If the room contains more than one primary/main entry, the entry at the lowest established floor will apply.

• Parking Levels—Contingent upon the approval of the University Architect, selected parking structure levels, that sit under buildings, may be designated with the prefix “P” followed by two or three-digit numbers (e.g., P200). The uppermost parking level, immediately below the 100 or 1000 building level, will be designated “P100” and progress downward to “P200” and so on.

A2. ROOM NUMBER DESIGNATION FOR NEW BUILDINGS

• Identify the main points of entry into the building; the organization of major groups of rooms on each floor, and what groupings are typical and atypical from floor to floor; the primary means of circulation throughout the building, and on each floor; and the need, if any, to identify special blocks or groups of rooms.

• Determine the direction of way finding throughout the building and any necessary means for clarifying this through directional signage.

• Review the types of space to be given a room number; and identify these areas on the floor plans. All net square footage is to be accounted for. Pay particular attention to spaces that may require 90’s-series room number designations—such as non-assignable room types. See Section B. Conventions.

• Determine and lay out the maximum number of spaces to be numbered on each floor. Coordinate this layout among all floors so that the numbering system will "telegraph" vertically through the building.

• Count the maximum number of spaces per floor, and determine whether a three- or four-digit numbering system is needed. Recommend and obtain concurrence from the Office of the University Architect to proceed with a three- or four-digit numbering system.

• Draft a room numbering scheme. Transmit scheme to the Office of the University Architect for review/comment and approval.

• Initiate and complete a final room numbering scheme. Include any explanations and clarifications that may be needed. In completing the final scheme the Conventions in Section B must be applied.
A3. ROOM NUMBER DESIGNATION FOR RENOVATIONS IN EXISTING BUILDINGS

- Become familiar with the building or buildings in question.
- In coordination with the Office of the University Architect determine whether the new room(s) can be coordinated with the existing room numbers.
- If the new room(s) can be coordinated with the existing room numbers, draft a room numbering scheme; transmit scheme to the Office of the University Architect for review/comment and approval.
- If the new room(s) cannot be coordinated with the existing room numbers, consult with the Office of the University Architect for direction.
- Initiate and complete a final room numbering scheme. Include any explanations and clarifications that may be needed. In completing the final scheme the Conventions in Section B must be applied.

B. CONVENTIONS

- All room types, assignable, or non-assignable must be identified. Walls, fixed or moveable partitions, cages or systems furniture may distinguish them. For purposes of entering room numbers into the documents, each number position should be determined as follows:
  - The first one or two positions (depending on total number of floors in the building) indicate the floor on which the room is located.
  - The following position indicates the floor zone where the room is found.
  - The next one or two positions (depending on total number of rooms on the floor) identify the room itself. Leading zeroes are required for all numbers less than 10 (e.g., 08).
  - Letter suffixes will be used to identify rooms within a suite.
  - Rooms defined by systems furniture will be identified by the room number followed by a period and two to three decimals (depending on total number of workstation inside the suite, and following the leading zero requirement above).
  - Zones may be established within a building to differentiate wings or to organize a large floor area. Zones must “telegraph” vertically throughout the building so that room numbers are grouped similarly from floor to floor.
  - Wherever possible, start room numbering at, and/or progress from, major entries or major circulation intersections.
  - Except where a building configuration makes it impractical, number patterns should lead logically from one zone to the next and progress in an increasing or decreasing fashion, and in a counter-clockwise direction.
  - Where the traffic pattern is a loop, progression should be counter-clockwise.
• Odd numbers should be assigned to the left and even to the right of the chosen way finding circulation flow coming from a major entry or circulation intersections.

• Numbers should be organized, as much as practically possible, in a modular form to maintain consistency of location from floor to floor.

• Rooms off feeder corridors should be numbered using whole numbers without suffixes starting at the main corridor.

• If the available whole numbers are insufficient to complete an area, a logical and sequential reorganization of adjacent areas, or of the entire floor, may be necessary.

• Secondary rooms that are accessed via another room should bear the primary room number with an uppercase letter suffix (e.g., 123A). Letter suffixes "A" to "Y" may be added to whole numbers for the purpose of subdividing rooms divided by hard walls.

• Open offices with individual workstations enclosed by partial-height walls, or caged areas that are laid out inside a room should also be assigned the whole number of the room of which they are a part, with a letter suffix.

• Rooms that are accessed via a secondary room with a letter suffix should bear the secondary room number/suffix followed with a new letter suffix (e.g., 123AA).

• A suite or group of related rooms with common internal circulation will be assigned a whole number, and each room within will receive a letter suffix.

• Cubicles or workstations will be numbered using the whole number (with or without a suffix) of the room of which they are a part followed by decimals starting with .01 or .001 if the number of workstations in the area demands it (e.g., 660.04)

• Corridors, lobbies or hallways that are part of the non-assignable general circulation of the building will end with 99 for the floor, with a letter suffix to define it from others on the same floor and in the same zone. When required for finish schedules or zone identification the corridor(s) may need to be broken in to segments. These changes should occur at prominent building features (changes of floor elevation, corridor direction, etc.).

• Internal corridors, hallways, lobbies or other circulation as part of an assignable space or suite should be numbered with the room using the primary number in a suite followed by the suffix “Z.” The “Z” is reserved to designate circulation space within a suite.

• Stairs and escalators whether they are a part of the general or internal circulation of the building or rooms will end with 98 followed with a letter suffix to define it from others on the same floor. Each stair and/or escalator will be defined as a separate space.

• Elevator and dumbwaiter shafts whether they are a part of the general or internal circulation of the building or rooms will end with 97 followed with a letter suffix to define it from others on the same floor. Each enclosure/shaft/car will be defined as a separate space.
• Shafts and chases (for ventilation, utility, waste, etc.), either multi or single-story that are part of the unassigned space of the building will end with 96 and a letter suffix to define it from others on the same floor.

• Bridges, tunnels or covered walkways that are part of the general circulation of the building will end with 95 followed with a letter suffix to define it from others on the same floor.

• Void/non-functional space between walls or created by architectural features is not numbered.

C. DEFINITIONS

Assignable Space Space enclosed with full-height fixed walls and accessed directly from general building circulation areas (corridors, lobbies, etc.) should have whole numbers in sequence with surrounding numbers on the same floor.

Mezzanine An intermediate level or levels between the floor and ceiling of any story.

Net Square Footage The sum of all areas on all floors of a building either assigned to or available for assignment to, an occupant or specific use, or necessary for the general operation of a building.

Room Any space contained between any sort of partitions, floors and ceilings. In this standard, the terms “room and “space” are considered equal and exchangeable. Spaces such as corridors, elevators, are also referred to as “rooms.”

Space Type There are two basic types of spaces to be identified in room numbering: assignable and non-assignable. These are defined in the University of Cincinnati Glossary of Room Types.

Standalone Building A single building that is not likely to be integrated with other existing or future buildings.

Story A "Story" is that portion of a building included between the upper surface of a floor and the upper surface of the floor or roof above (also see "Mezzanine").

Suite A group of related rooms, typically assigned to a single department, which has its own internal circulation independent from, the central building circulation system.

Village/Complex A building or buildings that is/are - or is/are likely to be - directly attached, or connected via plazas, pedestrian bridges, or other means to other existing, or future, buildings to create a "Village" or complex.

Whole Number A room number without a letter suffix.
Room Numbering Procedures for Major Capital Projects

Updated November, 2001

1. Simultaneous to design contract, Construction Management (CM) provides the Design Architect (DA) with the latest release of the UC Room & Space Numbering Standard.
2. At end of Schematic Design phase, the DA through CM submits a first building numbering scheme to Campus Planning and Design (CP&D) for review/concurrence.
3. CP&D, the Office of Space Management (SM), the Office of Sr. VP for Health Affairs (HA*), and the West Campus Provost Office (WP**) review proposed room numbers—in concurrence with existing adjacent building numbers—and determine if numbering scheme—or exceptions to it—are acceptable to the university.
4. The DA, CM and CP&D meet to confirm the room numbering concept. CP&D communicates agreement/revisions to DA/CM and ccs’ SM and HA/WP.
5. DA enters new room numbers in Design Development documents.
6. CP&D, SM, HA/WP review/comment/approve numbers entered on 50% complete DD review.
7. If building/room layout changes at DD or any subsequent phase, the DA/CM should report such changes to CP&D for additional coordination with SM, HA/WP.
8. In no case CDs or bid documents should be issued without completing steps 5 and 6. CAD drawings should be submitted to UC Information Technology (UCit) and SM, HA/WP before the bid package is sent out. In addition, Telecommunication Closet information/drawings should be submitted to UCit for review and approval. After this step, the telecommunications closet(s) room number(s) can not be revised or changed.
9. If changes that impact room numbering occur during construction phase, DA/CM should report such changes to CP&D who will provide new room numbering designations with SM, HA/WP concurrence.
10. DA/CM enters changes in CDs, as-built drawings and update all records (finish schedules included) as required and issues electronic files to UCit and SM/HA within 10 days of change being executed.
11. DA/CM notifies final numbers electronically to CP&D, SM, HA/WP, Facilities Management (FM), UCit and Fire Safety (FS) within 10 days of close-out phase start.

* If Major Capital project is set on Central Campus—East.
** If Major Capital project is set on Central Campus—West.

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<tr>
<th>Department</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Campus Planning and Design</td>
<td>Mauricio Luzuriaga</td>
<td>556-1783</td>
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<tr>
<td>Renovations</td>
<td>Annmarie Thurnquist</td>
<td>556-5200</td>
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<td>Andrew Williams</td>
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<td>Don Connley</td>
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<td>Bennie Lovette</td>
<td>556-2031</td>
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<td>Gene Ferrara</td>
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Room Numbering Procedures for In-house Renovation Projects
Updated November 2001

1. Department of Renovations (DR) or Construction Management (CM) contact Campus Planning and Design (CP&D) at the end of SD phase, or during DD phase review as appropriate, to determine if room number revisions are needed.

2. DR/CM submits layouts of the area(s) to be renovated to CP&D.

3. CP&D, the Office of Space Management (SM), the Office of Sr. VP for Health Affairs (HA*), and the West Campus Provost Office (WP**) review existing and/or proposed room numbers, and determine new room number designations.

4. CP&D communicates changes to DR/CM and CS' SM and HA/WP.

5. DR/CMS enters new room numbers in Design Development review documents.

6. CP&D, SM and HA/WP review/comment/approve numbers entered on 50% complete DD review.

7. If room layout changes that impact room numbering occur at DD or CD phases, DR/CM should report such changes to CP&D. CP&D will provide revised room numbering designation(s) with SM, HA/WP concurrence.

8. DR/CM enters changes in CDs and update its records as required. DR/CM issues CDs to all reviewing departments. After this step, the telecommunications closet(s) room number(s) can not be revised or changed.

9. If room layout changes that impact room numbering occur during construction, DR/CM should report such changes to CP&D. CP&D will provide revised room numbering designation(s) with SM, HA/WP concurrence.

10. DR/CM enters changes in as-built drawings and issues electronic files to UCit and SM, HA/WP within 10 days of change being executed.

11. DR/CM issues final numbers electronically to CP&D, SM, HA/WP, Facilities Management (FM), UCit and Fire Safety (FS) within 10 days of close-out phase start.

12. Small renovation projects completed by FM that affect space database (addition or deletion of rooms) should be reported to CP&D and SM, HA/WP for number designation concurrence. Upon CP&D/SM/HA approval, FM should notify changes to UCit and FS.

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