

*Design Guidance:  
March 2015*



*Design Guidance:*  
***Floor & Room Numbering***

*Department of Planning+Design+Construction  
May 2015*

## **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.

### **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 Departments of Space Management and Environmental Graphics at The University of Cincinnati department of Planning + Design + Construction, (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 square footage is to be accounted for.
- 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.

## **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 possible, odd and even room numbers should be on the opposite sides of the corridor or suite.
- 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.
- 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/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. The

numbering of the segments of the corridor will be for construction documents only. They will not be part of the official room numbering scheme.

- 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**

<u>Assignable Space</u>	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.
<u>Mezzanine</u>	An intermediate level or levels between the floor and ceiling of any story.
<u>Net Square Footage</u>	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.
<u>Room</u>	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.”

<u>Space Type</u>	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 <i>Glossary of Room Types</i> .
<u>Standalone Building</u>	A single building that is not likely to be integrated with other existing or future buildings.
<u>Story</u>	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").
<u>Suite</u>	A group of related rooms, typically assigned to a single department, which has it's own internal circulation independent from, the central building circulation system.
<u>Village/Complex</u>	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.
<u>Whole Number</u>	A room number without a letter suffix.

## **D. ROOM NUMBERING PROCESS**

### **D1. OUTSIDE ARCHITECTS**

The room numbering process for projects designed by outside architects is as follows:

1. PM gives architectural firm the UC room number standards.

#### **Design Document Phase**

1. For the design document phase, the PM and architectural firm can create a preliminary room numbering scheme or request that Space Management and Environmental Graphics create one.
- 2a. If the architectural firm creates a preliminary room numbering scheme, they submit the scheme to the Project Manager (PM), based on standards spelled out in the Floor and Room Numbering Design Guidance. The PM submits room numbering drawings to Space Management at the completion of DDs for review. Space Management (SM) and Environmental Graphics (EG) review concept and modify as appropriate.

- 2b. If the architectural firm does not create a room numbering plan for the design document phase, the PM will supply design document drawings to Space Management. SM and EG will create a numbering scheme for the project and return it to the PM to share with all appropriate parties.

### **Construction Document Phase**

1. As project layout progresses, the PM and architectural firm assign room numbers based on standards spelled out in the Floor and Room Numbering Design Guidance. At the 50% CD review phase, the PM submits drawings to Space Management to review room number assignments and modify as appropriate.
2. As project layout progresses, the PM and architectural firm assign room numbers based on standards spelled out in the Floor and Room Numbering Design Guidance. At the 95% CD review phase, the PM submits drawings to SM to have SM and EG review room number assignments and modify as appropriate.
3. From bid issue forward, all change orders or addendums that might impact room numbers should be provided to SM for review and modifications where appropriate.
4. The PM works with contractor(s) to assure that trades are using the official room numbers in the construction submittals.

### **D1. PLANNING+DESIGN+CONSTRUCTION**

The room numbering process for projects designed by the Planning+Design+Construction renovations office will utilize the following process for establishing room numbers:

#### **Design Document Phase**

1. For the design document phase, the Project Architect (PA) can create a preliminary room numbering scheme or request that Space Management and Environmental Graphics create one.
- 2a. If the PA creates a preliminary room numbering scheme, they submit the scheme to the Project Manager (PM) based on standards spelled out in the Floor and Room Numbering Design Guidance. The PA submits room numbering drawings to Space Management at the completion of DDs for room numbering concept review. Space Management (SM) and Environmental Graphics (EG) review and modify as appropriate.
- 2b. If the PA does not create a room numbering plan for the design document phase, the PA will supply design document drawings to Space Management. SM and EG will create a numbering scheme for the project and return it to the PA to share with all appropriate parties.

## **Construction Document Phase**

1. As project layout progresses, the PA assigns room numbers based on standards spelled out in the Floor and Room Numbering Design Guidance. At the 50% CD review phase, the PA submits drawings to SM to have SM and EG review room number assignments and modify as appropriate.
2. As project layout progresses, the PA assigns room numbers based on standards spelled out in the Floor and Room Numbering Design Guidance. At the 95% CD review phase, the PM submits drawings to SM to review room number assignments and modify as appropriate.
3. From bid issue forward, all change orders or addendums that might impact room numbers should be given to SM for review and make modifications as appropriate by SM and EG.
4. The PA works with contractor(s) to assure that trades are using the official room numbers in the construction submittals.

**For questions, contact Planning + Design + Construction at 513-556-1933.**