

All rooms and areas within building that need to be tracked by Access Control, Information Services, IMS or others responsible for scheduling activity in open areas will be provided with room numbers. This includes restrooms, stairwells, open lounges, entry vestibules, hallways and lounges. In some instances the space being numbered may not have walls and the numbers will not be posted on signs for the general public. Therefore it is imperative that before anyone try to change or add a new room number within a building for any space they obtain approval from Facilities & Safety Department's, Senior Planner.

Below is an excerpt from the Space Inventory Data Management Manual regarding room numbers.....

6. General Instruction for Numbering Rooms

Room numbers for new campus buildings can be developed as variations of these standard building patterns, adhering to the following principles:

- **UNIFORMITY:** A standard pattern of room numbers, allowing for all possible numbers is applied at the time preliminary plans for the building are approved, eliminating some of the confusion that results when the final room numbers are, as they must be, based on a different system than the unbroken sequence of numbering used on architectural plans.
- **FLEXIBILITY:** A standard pattern of room numbers, allowing for all possible numbers, that permits the assignment of a new room numbers in logical relationship to the existing room numbers when, as inevitably happens during the life of the building, new rooms are created by the addition and removal of partitions.
- **CONVENIENCE:** Assignment of room numbers on all floors of a building are according to a single basic pattern enabling users of the building to find rooms with the least possible difficulty. Permanence of the room numbers simplifies the keeping of many records, which are based on room numbers.

Detail Procedure for numbering rooms on construction plans

1) DEVELOP PREFERRED WAYFINDING PATTERN:

- Numbering starts preferably at or near the principal entrance, and preferably at an end or corner of the building.
- The direction of heaviest flow of traffic entering the building will provide the direction of progression of the numbering.
- Each room area is assigned one number sequentially along the line of progression. Alternate uses for even and odd numbers are based on the shape of the building and may be on opposite sides of the hall with odd numbers on the side of the principle entrance.
- Basic modules or units of building space are determined by structural features based on closest practical spacing between rooms on the opening corridor. They may also be based on patterns perpendicular to the main progression line particularly where equivalent modules exist on both sides of the main corridor. A room may be one module or more in size. This allows for flexibility when room partitions are altered.

Cleveland State University
Space Inventory Data Management
Procedural Guidelines

- The basic pattern of modules for each of the floors is determined by the necessary patterns of the floor, portions of different floors that require the closest spacing of modules.
- A room number may equate to a module number.
- Room number of spaces of two or more modules in size will be determined by the location of the entrance. If more than one entrance exists, the location of the principle entrance or the lowest numbered module.
- Interior rooms with no corridor access that can only be entered through another room are assigned the number of the entry room plus a single alphabetic suffix (a-z), starting with the suite room nearest the entrance of the main room and continuing sequentially around the suite.
- Although the number will generally not appear on any door, each lobby, corridor, stairway, elevator and other space is assigned a room number in accordance with the module pattern. Ideally every existing and potential space in the building is assigned a room number, even closets, unless so doing will complicate the room numbering system.

2) FORMAT OF ROOM NUMBER

- Room numbers are limited to five characters for ease in managing and presenting data and integration of all University scheduling systems. When using three digits numbering the first digits will be filled with leading zeroes and the fifth digit is reserved for room suffix's used on interior suite rooms.
- Four digit room numbers are not to be used.
- Basements are below grade and numbered from 00 through 99 or 000 through 999 based on the size of the floor plate and number of modules needed on each level. The first floor then would be 100 through 199. The second floor would be 200 through 299 etc.
- Where there is both a basement and a sub-basement the 00 through 99 range is distributed over both as follows: sub-basement 00 through 50 and basement 51 through 99

3) VERTICLE IDENTITY WITHIN BUILDING

- Vertical identity is to be maintained such that corresponding room numbers occupy the same relative position on all floors.

4) IDENTITY WITHIN BUILDING ADDITION

- As far as possible, room numbers in additions to existing buildings should continue the pattern of the existing building. If a later extension of a building can reasonably be expected, the original assignment of room numbers should be made in accordance with an appropriately extensible pattern.