

Room Numbering Standards

The University of Texas at Dallas

Discussion

This living document creates the standard to be used for all new buildings and building renovations in an attempt to make the campus easier to operate and navigate. Numbering should be completed no later than 100% DD drawings to ensure all the HVAC, plumbing, electrical, etc. systems are numbered correctly once construction commences.

1.1 BASIC RULES

A. For corridors

1. North/South: Even
 - a. Based on Plan North view
2. East/West: Odd

B. Right/Left/Even/Odd

1. Right: Even
2. Left: Odd
 - a. See Section 4.1 for details

C. Clockwise

D. Main entrance, as designated by UT Dallas Facilities Management, is considered (0,0) in an (x,y) configuration.

E. Room numbers are limited in Logistical Tracking System (LTS) to 7 characters.

F. The floor at the lowest ground level of the building will be the 1st floor.

1. Facilities Management will designate the ground floor.
2. Floors below the 1st floor will be designated as Basement.

2.2 NUMBER FORMAT

A. Certain rooms have a letter designating the room function.

1. See Appendix 1

B. Buildings that get major additions will get an additional digit in front of the floor number to designate the building.

1. See Appendix 1

- C. Room numbers are limited to 7 characters.
 - 1. The period “.” Is included in this count.

3.1 FLOOR NUMBERING

- A. The floor at the lowest **ground level** of the building will be the 1st floor.
 - 1. Facilities Management will designate the ground floor.
- B. Floors below the 1st floor will be designated as Basement.
 - 1. Basement would be the floor below ground level of the principle entrance.
 - 2. For multiple basement floors, they will be designated as B1, B2, B3, with B1 being the floor closes to the 1st floor.
- C. The building is a second building attached to an existing building of the same use
 - 1. To avoid confusion, the 2nd building floor numbers should be 21.xxx, 22.xxx, 23.xxx for the 1st, 2nd, 3rd floors, and so on.
- D. Most people are aware that campus buildings do not have 20+ floors.

4.1 CORRIDOR NUMBERING

- A. Corridors are numbered from the main building entrance.
- B. North/South halls are even numbers.
- C. East/West Halls are odd numbers.
- D. Doors are the demarcation for changing corridors to the next incremented number.
 - 1. Unless there is a shortage of numbers, then ignore fire doors that are normally kept open.
- E. Numbering format is “n.n” and may add a lower case letter for corridor extensions or wraps around a corner.
 - 1. Example: 3.4, 2.7 and 2.7a

5.1 STACKING FLOORS

- A. Corridors on each floor should be numbered the same as corresponding corridors above and below.
- B. Room numbers should approximate the location of the rooms on floors above and below.

6.1 ROOM NUMBERING

- A. Left/Right numbering:
 - 1. The model for left/right numbering would be the system used for numbering houses on a street.
 - 2. The right side of the corridor is numbered with even numbers.

- a. Left and right is determined as a normal person would be walking from the main entrance into the building.
 3. The left side will be odd numbers.
 4. Room numbers across the corridor should match (e.g.: 1.125 should be across from 1.124 and 1.126).
 5. Whenever possible, leave room for future room renovations by skipping every other number (e.g.: 2.302, 2.306, 2.310, 2.314, etc.).
 6. Large rooms should leave extra room number space. Sufficient numbers should be reserved to allow for large spaces to be divided into standard size offices or labs.
- B. Room within a Room:
1. The doorway on the hall will get a standard sequential room number. The interior room will have the same room number with a capital letter "A" appended (e.g.: Main room: 2.806; inside room: 2.806A).
 2. If the interior room is a closet or electrical or mechanical room, it will get the standard designation for those rooms: 2.8C1, 2.8E1, 2.8M3. The last digit will be sequential on the corridor.
- C. Suite numbering:
1. A fully enclosed set of rooms constitutes a suite.
 2. Suite numbering is just a larger version of rooms within a room.
 3. The hall entrance to the suite gets a number in line with the standard corridor numbering.
 4. Inside the suite the room gets a letter added at the end of the corridor number.
 - a. Hall number: 2.3
 - b. Room number 2.308
 - c. Suite numbers: 2.308A, 2.308B, 2.308C...2.308Z, 2.308AA, 2.308AB
 - d. Do not use the letters I, O, and U
 - 1). I, O, and U can be difficult to discern from other letters and numbers, especially when handwritten.
- D. Restrooms:
1. When restrooms occur in pairs the Women's room will get the lower number (e.g.: Women's: 2.3R1; Men's: 2.3R2).
 2. Unisex restrooms will go in order on the corridor.
 - a. The unisex restroom, when next to the pair, will usually be R3.
- E. Storage/Closet/Electrical/Mechanical/Etc.:
1. Certain rooms will have their use coded into the room number. (See Appendix 1 for full list).
 2. The last digit of the room number should be sequential in the same manner and direction as room numbers (e.g.: 3 storage closets on 1 corridor: n.nC1, n.nC2, n.nC3 in the same directions as the standard room numbers increase).

7.1 CUBICLE AND DOORED CUBICLE NUMBERING

A. Open cubicle:

1. Open cubicles have no door.
2. Uniquely identify cubicles.
3. Set up basic conventions with the understanding that with the multitude of options for cubicles, flexibility will be required in the numbering design.
 - a. Area will be numbered with the room number or closest room number.
 - b. Cubicles will be identified with letters and/or numbers depending on the configuration.
 - 1). Number needs to fit the LTS requirement of 7 characters in case cubicles have to be uniquely tracked in LTS in the future.
 - 2). Sequential numbers are fine where:
 - a). the number of cubicles will not exceed 99
 - b). it will be easy to locate specific cubicles (by number) by people entering the space
 - 3). For large cubicle farms, when people entering the space need to find specific cubicles, use letters for rows and letters or numbers for cubicles.
 - c. Letters are lower case
 - 1). Start with a, b, c...skipping i, o, and u
 - 2). After z, use two letters: aa, ab, ac, ad, ae...az, ba, bb, bc, bd...

B. Cubicles with doors:

1. Used for either additional privacy, security of HIPPA compliance
2. Cubicles with sliding privacy doors and no ability to lock will be treated like open cubicles
3. When cubicles with doors are in line with an existing office, the room numbering should be carried through sequentially according to standard room numbering procedure
 - a. Cubicles with doors are often a retrofit to an area; the numbering then follows the process outlined in section *Special Situations*.

8.1 DOOR NUMBERS AND CARD READER NUMBERS

- A. A room has multiple doors entering the same room, occupied by different groups, the wall next to the doors will all get the same room number.
- B. This presents a problem of uniquely identifying doors.
 1. Card readers will thereby need to be numbered 2.306a, 2.306b, etc.
 2. The CAD drawings will get a new layer for card readers with the door/card reader number.
 3. Additionally, that number will be engraved on a sign and attached to the card reader for the benefit of technicians working on the system or people requesting access to that door.

9.1 EXTERIOR ACCESS DOORS

A. Vestibules

1. Usually occur on the 1st floor, so it starts with a “1” and corridor for exterior doors is a “0” (e.g.: 1.001, 1.002, 1.003, etc.).
2. Clockwise around the building starting at the main entrance.

B. Other Doors

1. Mechanical and electrical rooms occasionally have exterior only access
 - a. 1.0E1, 1.0M1, 1.0M2, etc.
 - b. Clockwise around the building starting at the main entrance.
 - c. An exterior access only room, often electrical or mechanical rooms, will also get a hall number of 0.
 - 1). 1.0E3, 1.0M2, etc.

C. Special Door Numbers

1. For ease of identification, all exterior doors get a number
 - a. This allows UT Dallas Police to easily report door locking issues.
 - b. Each door or pair of doors (not leaf) will get a sequential number.
 - 1). Numbering starts at the main entrance and proceeds clockwise around the building.
 - a). These numbers should be on their own layer in the CAD file.
 - c. The number will be formatted with the building code and number.
 - 1). Student Union door 12 is: SU 12
 - 2). Clark Center door 2 is CN 2
 - a). No leading 0.

10.1 SPECIAL SITUATIONS

A. Building renovations create various opportunities for numbering creativity.

1. If walls are removed, renumber the rooms to allow for the walls to be returned.
2. If walls are added:
 - a). Spare room numbers may be available; if so, use them, if not renumbering the whole corridor is possible but very disruptive to both occupants, users and Facilities Management trades.
 - 1). Renumbering affects HVAC, plumbing, electrical as well as room scheduling for classes.
 - 2). It should be avoided whenever possible.

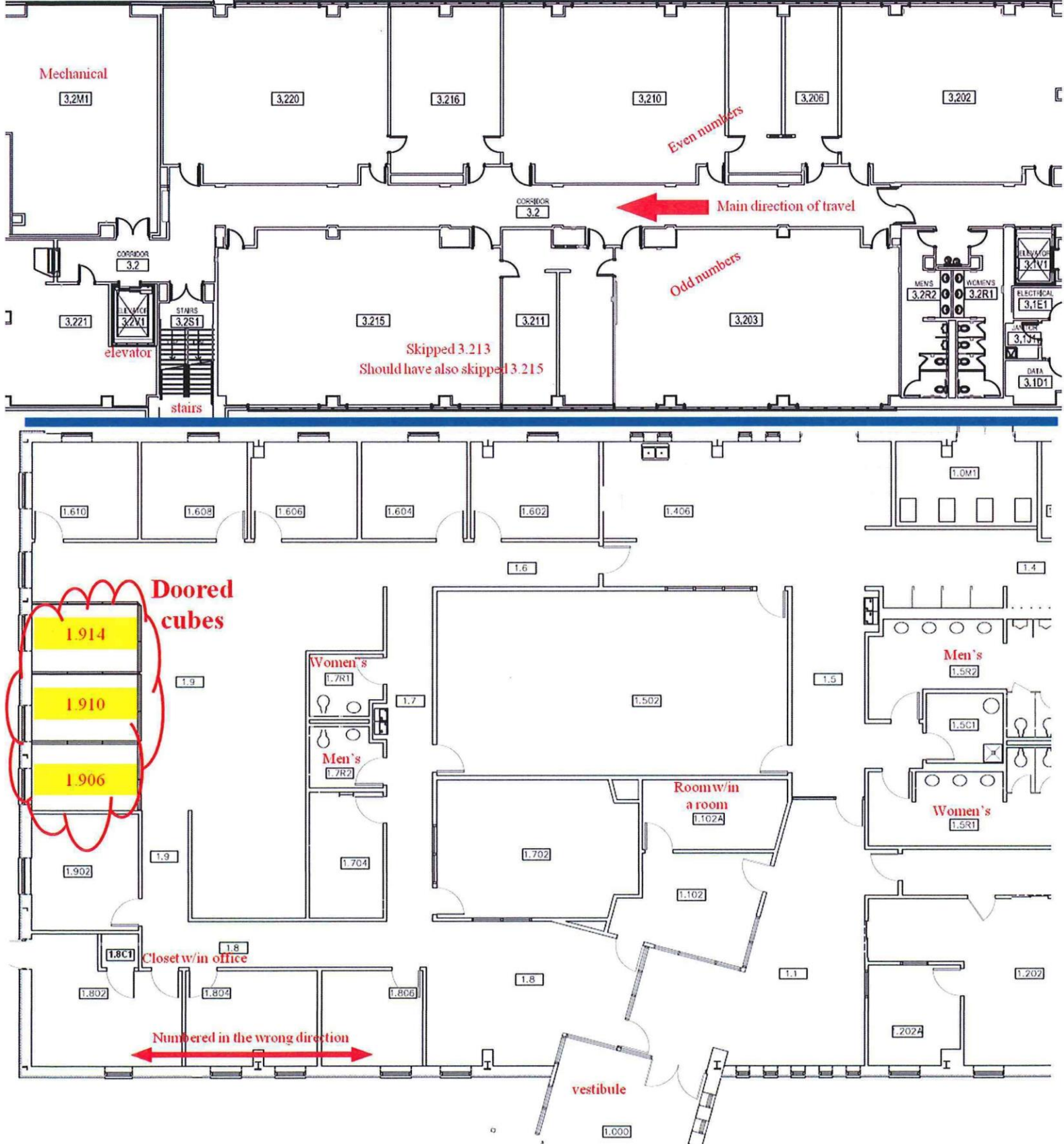
- b). If no numbers are available, a lower case letter can be appended to the neighboring room number, counting up (e.g.: 3.201 → 3.201a → 3.202)

Appendix 1 – Reserved Letter/Number Combinations

Room Use	Coding	Text Plate
Data/Telecom	n.nDn	<i>Blank</i>
Electrical	n.nEn	Electrical
Janitor	n.nJn	Janitor
Mechanical	n.nMn	Mechanical
Restroom	n.nRn	ADA restroom pictogram and Number
Stairwell	n.nSn	ADA stair pictogram and number
Elevator	n.nVn	ADA elevator pictogram and number
Storage Space	n.nCn	Closet Storage

Building	Floor Numbering
RL (NSERL)	B.nnn, 1.nnn, 2.nnn
BSB	1B.nnn, 11.nnn, 12.nnn
BSB Auditorium	2B.nnn, 21.nnn, 22.nnn
JSOM	1.nnn, 2.nnn, 3.nnn
JSOM East Addition	11.nnn, 12.nnn, 13.nnn

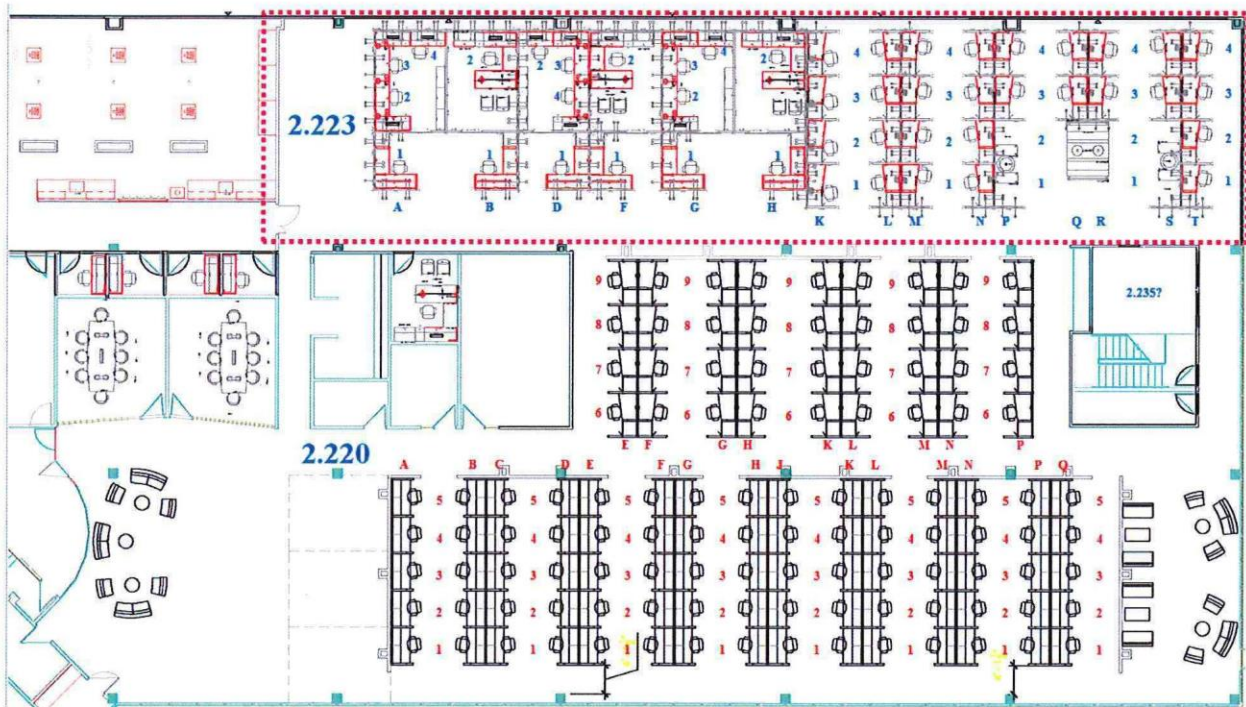
Appendix 2 – Sample Floor Plans



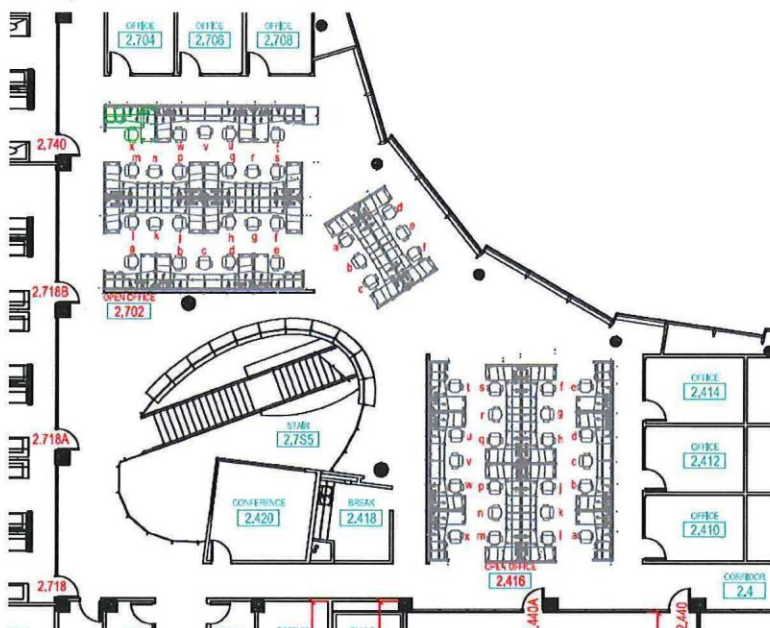
Appendix 3 – Cube Farms

SPN 2nd floor

This example shows rows with letters and cubes with numbers. The even number is on the right entering the space. And there are only 9 cubes or less on each row. This system makes it easy for a person unfamiliar with the space and lacking a CAD drawing to quickly find the cube they seek. The issue will be identifying the areas as 2.223 and 2.220 for those entering the space.

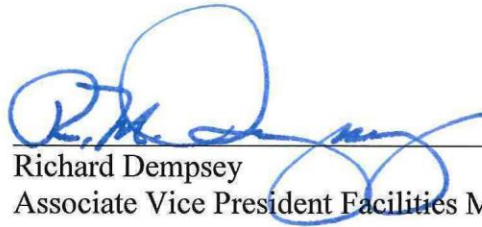


Sample from RL



This document has been reviewed and approved as the standard for Facilities Management and The University of Texas at Dallas.

APPROVED:



Richard Dempsey
Associate Vice President Facilities Management

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OK
Douglas P. Tomlinson
1-21-2015

OK
Kelly
1-27-15

