LSU

ROOM NUMBERING STANDARDS

June 2017

INTRODUCTION

The Purpose of this document is to define the Louisiana State University Room Numbering Standards. Numbering standards shall be utilized to insure continuity within the Campus building's room numbers and to help maintain the integrity of the Campus Facilities Management System data (FAMIS).

The Campus FMS is a Computer Aided Facilities Management Program enabled by FAMIS. Because all AutoCAD drawings are connected to a database program it is imperative that drawings received from outside architects follow standards so drawings can easily be prepared for the connection to the database program.

The room numbering document reflects industry standards. It is not intended to be either static or all inclusive. The document will be updated periodically, therefore, it is essential that when an architectural firm is awarded an LSU project, the firm is provided current standards documents. All updated FMS Standards documents will be available through the PDC web page, where all design standards are found.

The PDC shall receive room numbering documentation no later than the end of design development for approval of all proposed room numbering changes and room numbering for new buildings to ensure compliance with these standards.

For questions or suggestions regarding Room Numbering Standards documents, please contact LSU Facilities Services I.T.

GENERAL

These room numbering conventions have been developed and shall be followed throughout Louisiana State University (LSU) campus for the purpose of standardizing room numbers. Because LSU utilizes a Computer Aided Facilities Management Program (FAMIS), it is required that all interior rooms, assignable, non-assignable and covered unenclosed areas have an identification number.

For new buildings, rooms should be numbered in adherence to the standard convention. In the case of renovation or addition to an existing building, the building's existing room numbering system may be extended or replaced in favor of the following standards.

The intention is for each facility's floor and room numbering system scheme to be structured so that the numbers flow through the building in a consistent, comprehensible and user friendly pattern. The scheme should be clear and obvious to users and visitors of the facility.

BUILDING ROOM NUMBERING

All buildings are assigned a unique room number identifier for each room. The number of characters in a room number is determined by the size of the structure. Room number identifiers are assigned by the Architect and approved by LSU Facilities Services I.T.

FLOOR LEVEL DESIGNATION

LSU also designates each floor with a floor level code. In some instances, levels can be determined by the prefix used in the room numbers: however, in other instances a prefix used in the room number must identify the wing or section of a building.

The level indicators are:

Below Grade - Basement may have a "B" or will consist of smaller number digits than the above floor. 101 Basement, 1001 First Floor, can be 3 or 4 digits depending on the size of the building.

First Floor – Entry at grade always consists of a "1" to indicate level.

Mezzanine – If a mezzanine lies between first floor and second floor level it will be numbered with an "M" prefix and since it is on the second floor level its first number will be 2. So M201. Same with upper floors.

Second floor- Second level first number will be a "2". Third level will be "3". Numbering in this sequence will follow to the top of building.

All stairs have the prefix of "S", Elevators "E", Corridors "C", Mezzanines "M" Ramp "R"

Usable attics and penthouse levels should be numbered as if they were whole floors.

ROOM NUMBERING

The guidelines in this section should be followed as closely as possible when assigning numbers to individual rooms.

Use 3 or 4 digit numbers consistently throughout the building. The first floor will be numbered 100's, the second floor will be 200's, third floor 300's, etc. Basement level will be B100, etc. Some buildings will have 4 digits depending on the size of the building.

Numbers should flow from one end of the building to the other.

In a building with only one dividing corridor, room numbers should flow in ascending order from one end of the building to the other. In a building with a more complex corridor system, numbers should flow in ascending order in a clockwise   direction through the corridors from the main entrance, or similar location such as the elevator lobby.
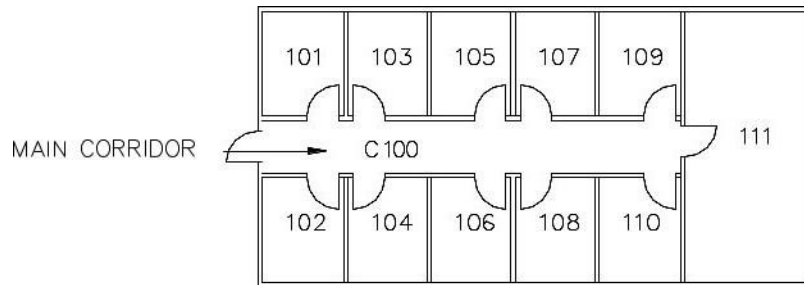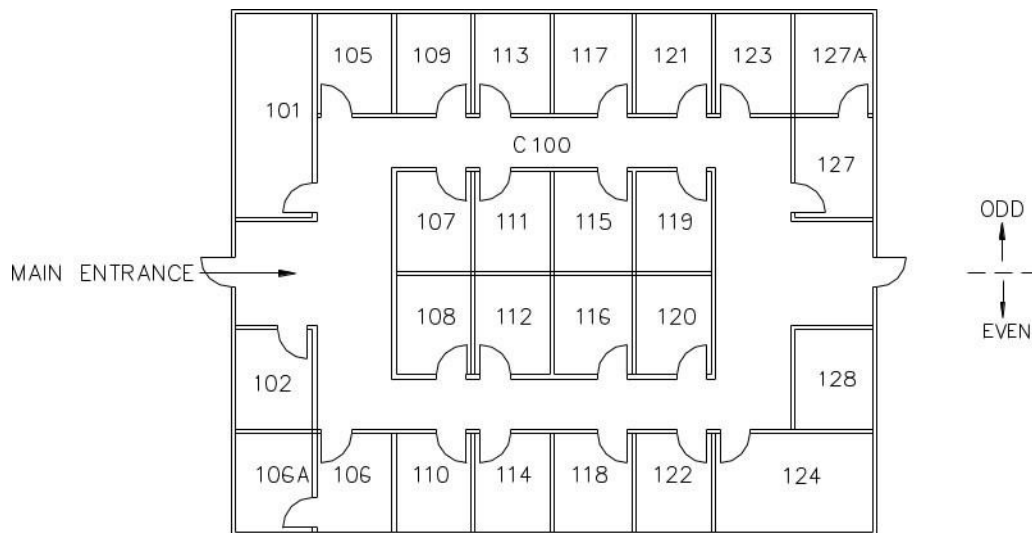
<u>Use odd numbers on one side of a corridor and even numbers on the other side</u>

Room numbers shall be coordinated such that even numbers are on one side of a corridor and odd numbers are on the other side. Numbering should proceed down the corridor from the main entrance with even numbers to the right and odd numbers to the left.

In more complex designs or where the availability of numbers is limited, the odd- even format may be abandoned if consecutive numbering results in a more logical scheme. Room numbers will begin with the Corridor room number CR0100 on the first floor, CR0200 on the second floor, etc.
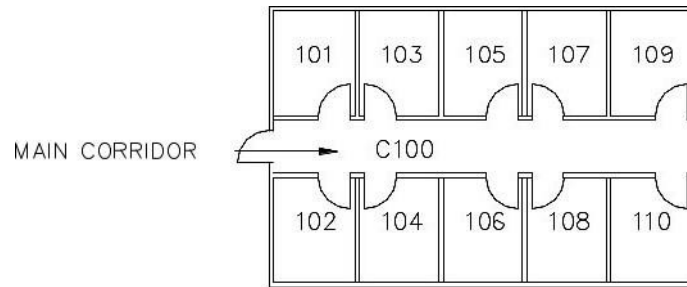

In the case of a "race track" design, starting at the main entrance room numbers will be numbered with even numbers down the corridor on the right and odd numbers down the left corridor. These numbers will alternate back and forth across the corridor.

Skip numbers to maintain succession of room numbering.

In some instances, room numbers on one side of a corridor shall be skipped in order to maintain succession with the room numbering in the opposite side of the corridor. This may occur when a suite of rooms or large spaces are accessed through a single door and there are no other doors on the same side until further down the corridor.
This skipping of numbers will allow for future renovations that may convert suites or large spaces into separate or small rooms within a corridor door.
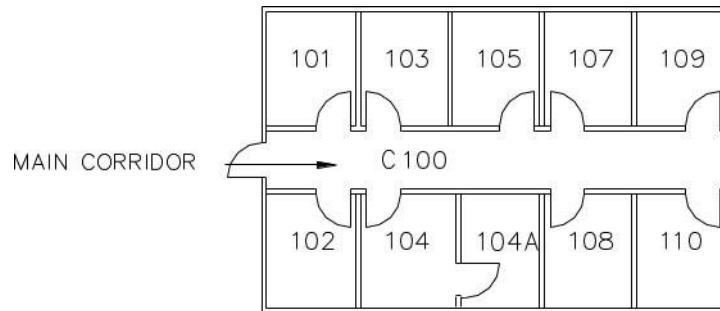
Skip Numbers to allow for future renovation.

When a corridor contains large rooms such as classrooms and meeting rooms, room numbers shall be skipped to allow for future renovation of a large space into smaller spaces. Sufficient numbers shall be reserved to allow for the large spaces to be divided into standard smaller spaces.
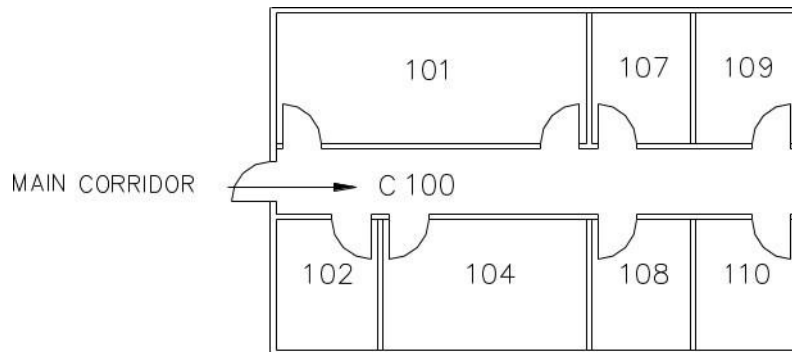
Use similar numbering on each floor

Numbering systems on all floors should be similar to the extent possible, even when the floor plans are significantly different. To the greatest extent possible rooms with the same digits in the last positions (0001, 1001, 2001) should be located in the same vertical stack in the building.

Use alphabetic suffixes for rooms accessed via other rooms

Rooms entered from a main corridor or lobby are numbered with no letter suffix. When rooms open off to another room and not from a corridor (such as in a suite of offices), use the number of the main room with a letter suffix (example: Reception 301, Office 301A, Office 301B, Office Storage 301C).

Where possible assign suffix letters in the order rooms are encountered, in the same direction as the overall numbering sequence, preferably clock-wise. Thus, in the case where the first room already has a suffix, the next alphabetic designation shall be used.

If during a renovation, neighboring rooms already use the next alphabetic designations, you may use two letter suffixes (example: Reception 306A, Office 306AA, Office Storage 306AB, etc.) where it makes sense. All two letter suffixes must be approved by LSU before implementation. Avoid the letters "I" and "O" which may be interpreted as numbers.
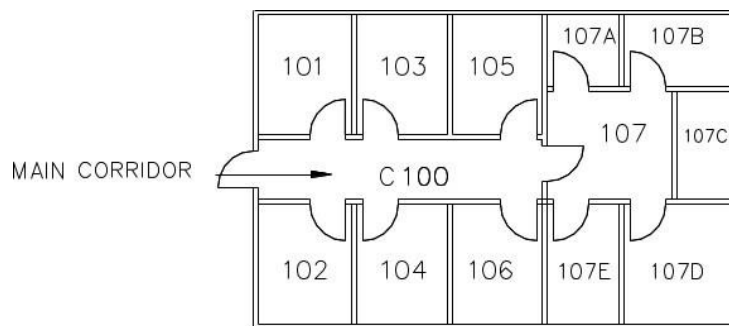
Each room should have only one number.

Each room should have one number regardless of the number of doors opening into it. When the number of areas exceeds the suffixes available, additional sequential numbers should be used.

- The room number should represent the actual room number physically installed in the space.

Number all accessible spaces

In addition to rooms, all interior spaces that can be directly accessed, such as corridors (prefix C), vestibules (Prefix C, same as corridors), stairwells (prefix S), and elevator shafts (Prefix E) shall be numbered in a manner consistent with standard room spaces, if doors or walls separate different areas of space, each area shall receive its own unique room number.
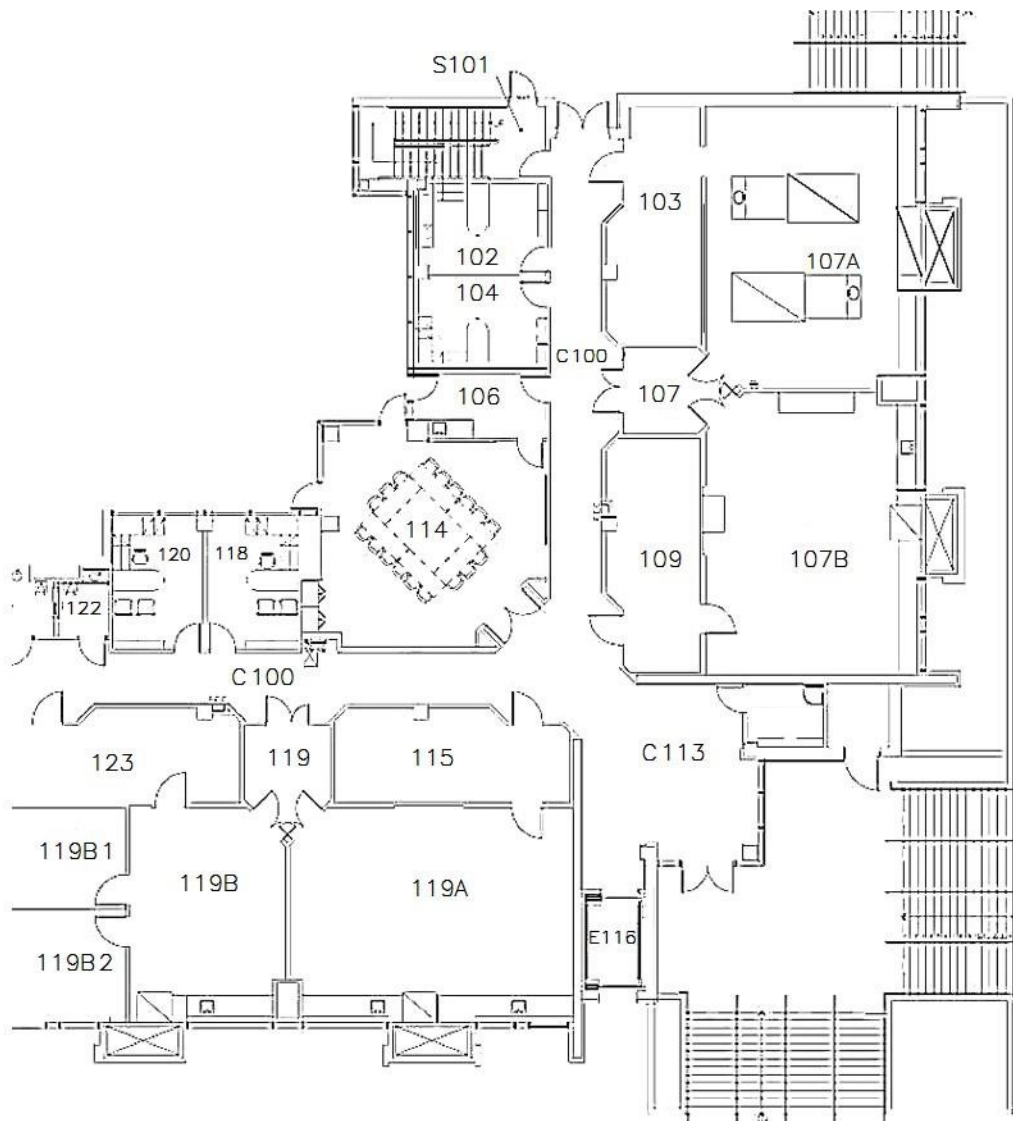
DO NOT

Do not number internal courtyards or roof areas unless covered.

Do not use more than four numeric characters, one alpha prefix and one alpha, one numeric suffix to designate a room.

Do not use periods, hyphens, spaces or any other non-alphanumeric character in room numbers.

DO

Do number all accessible spaces including corridors, stairwells, public restrooms, janitorial closets, telecommunication closets, and elevator shafts.

Do number all exterior covered unenclosed spaces, whether walled or not. (Treated as a corridor, circulation)

Standards for Corridors

C100 ⟵ Indicates corridor number- should always be represented in the century numbers C100, C200, C300, etc.

Number indicates elevator on first floor and so on.

Standards for Stairways

S1 ⟵ Indicates stair number in basement, S100 first floor only one number should be used for the entire height of the stairway.

Number indicates elevator on first floor and so on.

Standards for Elevators E

1 ⟵ Indicates elevator in basement.

E100 number indicates elevator on first floor and so on.

Standards for Covered Unenclosed

C 100 ⟵ Indicates covered or unenclosed