ROOM NUMBERING STANDARDS

Guidelines for room numbering scheme’s used by universities were set in place by (NCES) National Center for Education Statistics in 1957. Then, building designs were simpler, they were in shapes of I’s, H’s, U’s etc. and most buildings had double loaded corridors.

Since then, an infinite number of complicated building designs have been realized.

LSU continues to adhere to the NCES guidelines and has standardized room numbering schemes in the following manner when numbering buildings, whether they are a renovation project or new construction.

Room numbering schemes are initiated within the main entrance to a building, so that one has a sense of direction upon entering. Doors that are positioned on corridors will have whole numbers only (ex. 101) and if the room has any sub-rooms within it they will be numbered as (ex. 101A, 101B, 101C, 101D). If any of the sub rooms have rooms within them they will be numbered as (ex. 101A1, 101A2). Room numbers begin on the left hand side and progresses in a clockwise motion. Every effort is used to avoid using the letters “I”, “O” when numbering sub rooms to reduce confusion between numbers and letters.

Room numbers are relative to each building’s floor level. For example all rooms in a basement will be of one or two digits (1-99) the first floor in the same building would have a three digit number that all begin with a “1” such as (100-199), the second floor in the same building would have a number that all begin with a “2” such as (200-299) so on & so forth. This pattern of numbering would continue in the same manner until the entire building is numbered. Every effort is made to stack numbers as much as possible when numbering buildings to create a relationship between floors.

A four digit room number may be utilized for larger structures that have more than one hundred rooms on a level in an effort to widen the number selections when numbering such structures.

All spaces must have a number so that every square foot is accountable including penthouses or crawl spaces within a building whether it is assignable square feet / nonassignable square feet or circulation space. All corridor numbers shall have a prefix of a “C”, all stair numbers shall have a prefix of a “S”, all elevators will have a prefix of an “E” and mezzanines will have a prefix of a “M”. These numbers are incorporated into the buildings drawings & the facility database for use by the university. Stair signs may have a room number displayed on site when a building reaches a certain number of stories high as required by the Americans Disability Act for a particular building.
Practicing this method of room numbering helps to identify all numbers with a prefix of a “C” as corridors, all numbers with the prefix of “S” as stairs etc.

Odd numbers are to be positioned on the left and even numbers are on the right as one might progress through a building. The goal is to make numbers ascend or descend as one walks through the building to aid in way-finding within the building.

In most cases a room number or room numbers will be skipped on the corridor or even within a room to allow for future growth and to increase the lifespan of a sign package. It is easier and less expensive to add to a sign where growth might be anticipated rather than re-configure an entire signage package within a building.