

# SAM HOUSTON STATE UNIVERSITY

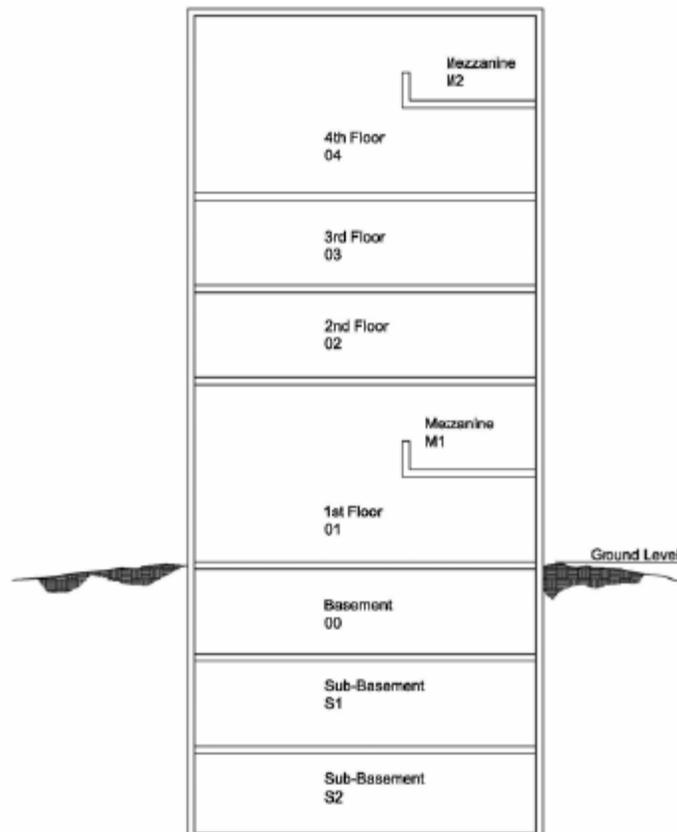
## Building Room Numbering Procedures

**Applicability:** Architects, project managers, construction administrators, facilities managers, and space planners.

**Overview:** The purpose of these standards is to establish the uniform numbering of rooms in university buildings. THECB policy dictates that each building space must have a unique alpha/numeric code assigned to it. During the development of working drawings, rooms (and other building spaces) shall be numbered in accordance with the guidelines outlined below. Each submission of numbered floor plans is reviewed by Space Management for conformance with room numbering guidelines. Due to the design possibilities of buildings, these standards may not be applicable in all instances. If an alternative numbering scheme is used, they must be approved by the University's Facilities Planning office after review by Space Management.

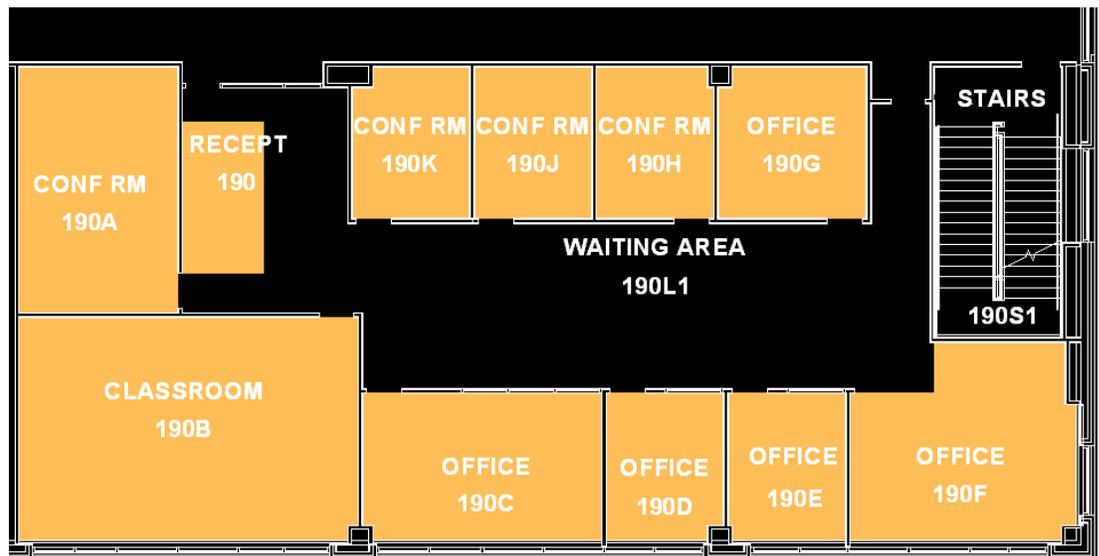
### Guidelines:

- I. Identification of Floors and Levels in a Building According to THECB Standards
  1. Floor numbers are two characters in length. Zero fill the first position of the Floor for floors less than 10 (01, 02, etc.). A basement should be coded as '00'. Sub-basements should be coded with an 'S' in the first position and the sub-basement number in the second position (S1, S2, etc.). Mezzanines should be coded with an 'M' in the first position and the mezzanine number in the second position (M1, M2, etc.). See illustration.



II. Numbering Rooms in a New Building

1. The building will be numbered sequentially from left to right, beginning in the northwest or upper left corner of the building, in a logical and orderly fashion.
  - a. All typical rooms with the exception of restrooms, corridors, mechanical rooms, vestibules, elevators and office suites will be numbered with a three-digit number in which the first number will annotate the level.  
Example: CHSS 110 – First Level
    - i. Generally, odd room numbers shall be assigned on one side of a corridor with corresponding even room numbers on the other. The result should be that room 104 is located across the hall from 103 or 105. It may be necessary to skip room numbers to maintain this correspondence.
    - ii. For large rooms that could be broken down into several rooms at another time, multiples of ten are preferred. Although this technique is preferred, it is not absolutely necessary if it is impractical in a specific instance.
  - b. Every attempt should be made to “stack” similar numbers by floor levels so that Room 120 is in the same relative position in the building as Rooms 220, 320, and so on.
  - c. For office suites (multiple rooms which can only be accessed by one door from a corridor) the next sequential number, preferably a multiple of ten, will be used followed by a letter in a counter clockwise order through the suite. The letters I and O are skipped because they can be mistaken for the numbers one and zero. NOTE: CHSS Suite 190.



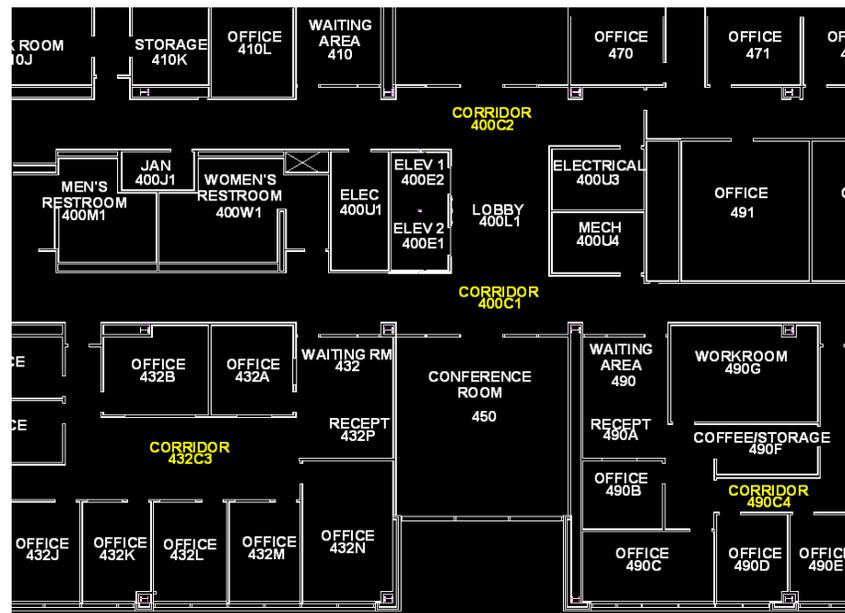
- d. Men’s and women’s restrooms, mechanical rooms, elevators, vestibules, etc. will be numbered in consecutive order along with the other rooms, followed by the letter corresponding to the type of room, followed by another number beginning with the number 1 to distinguish number of like rooms on that floor. To conserve primary room numbers, adjacent

service rooms *may* use the same primary number with distinguishing suffixes (e.g. 343M1, 343W1, and 343U1.) We are getting away from numbering service rooms as 100U3 or 200J1 because it is easier for maintenance crews to locate these rooms if they are numbered within sequential order on the floor. These room numbers will be permanent for maintenance purposes and online key requests.

Example: 107T1: 107 = Room on First Level, T = Unisex Toilet Facility, and 1 = First of its kind on that level.

- C – Corridor
- D – Data Closet
- E – Elevator
- J – Janitorial Supply
- L – Lobby
- M – Men’s Restroom
- S - Stairway
- T – Toilet (Unisex)
- U – Utility or Mechanical Room
- V – Vestibule
- W – Women’s Restroom

- e. Corridor numbering will be numbered with a somewhat different starting point
  - i. The central or main corridor will be numbered as a 3 digit number with the first space as the floor number followed by C1 for corridor 1, however it may need to be split if doorways are present.
  - ii. The remaining corridors will be numbered with the typical starting point or whatever starting point is logical for the building plan.



- f. The first standard of corridor numbering is applicable for most buildings unless a secondary, perpendicular corridor intersects the main corridor.
  - i. If that is the case, building numbering will still begin in the northwest or upper left corner of the building. However, it will halt at the intersection with the secondary, perpendicular corridor and numbering will continue across the main corridor.
  - ii. It will then recommence on the other side of the secondary, perpendicular corridor in the northwest or upper left corner and continue in a similar fashion.

NOTE: CHSS Level 1



CHSS LEVEL 1

2. Alternate method: This alternate method of room numbering due to building design will be permitted with justification.
  - a. The location of the main entrances, elaborate interior stairs, and a group of elevators pinpoint the beginning of pedestrian movement on a floor. Room numbers from a public circulation element on the floor should indicate a sense of direction (increasing or decreasing) from the primary circulation element, for example, a main elevator lobby.

### III. Renumbering Areas of Existing Buildings

1. Consistency with existing number scheme in the building should be followed.
2. General guidelines should be followed whenever possible.