# *Room and Door Numbering Standards*

The following set of standards and instructions are intended for use by consulting engineers, architects, and other campus entities involved in new construction, renovation, and space planning for Clemson University. These standards are intended to provide a high level of consistency and set a standard of quality in space management and wayfinding throughout all Clemson facilities. For any questions regarding these standards, please contact the Office of Space Management.

These standards have been adapted from those in place at Stanford University and the University of Nebraska.

## Contents

## *1.0 Purpose*

The standards developed in this document are for Clemson University and its consultants on how space should be identified to ensure consistency. All room, space, area and door numbers shall be unique and never duplicated throughout a building regardless of the floor or level. Existing buildings will be evaluated for changes during renovations. Space identification has a direct result on emergency responses and therefore it is imperative that these standards are followed as closely as possible. The sequential room numbering provides a natural direction for pedestrian movement within a building.

It is necessary to identify spaces early in a project design process so that all construction activity, equipment, door hardware, building materials and documents refer to a single Clemson University standard room, space, area and door number. In lieu of misinterpreting construction numbers with contract document numbers, a single number following the University's numbering convention standard shall be used from the onset of the project through substantial completion. The number assignments are used internally, prior to construction completion, during construction and will continue to be used for the life of the building. When capital construction projects, renovations or internal projects require the modification or revision of spaces, doors or the circulation within a building then a new numbering arrangement following these standards must be submitted to Clemson University's Space Management office for review.

Clemson University requires that any plans submitted the Office of Space Management for review are to be in the most current version of AutoCAD® .dwg files and be fully compliant with Section 00 01 00 of Clemson's Guidelines for Commissioned Architects and Engineers. PDF files will be an alternate form accepted for numbering assignment review by Clemson but will be considered supplemental to the .dwg files.

## *2.0 Definitions*

### 2.1 Defined Spaces and Locations

**Alcoves:** Recesses or small rooms adjacent to or opening out of a room. These spaces are not defined as rooms and will not be numbered.
**Basements:** Stories that are not above Grade Plane (Taken from 2015 IBC)
**Building Entrances**: Outside door openings into a building accessible to the public.
**Chases:** Accessible spaces built inside a building to house mechanical equipment or wiring (i.e. plumbing chases).
**Closets**: Numbered according to the room they are attached to using an alphabetic designation.
**Corridors/Hallways**: Circulation areas accessible to the public.
**Cubicles**: Considered as furniture and not defined as rooms and will not be numbered by A/E vendors or by Clemson University FPC. However, these spaces will be accounted for and numbered separately by the Office of Space Management with unique nomenclature for each space that is different than described herein.
**Custodial/Building Service Rooms**: Building service rooms controlled by Clemson University Facilities, Housing Facilities or Athletic Facilities.
**Grade Plane**: Reference plane for representing the average finished ground level adjoining the exterior of the building. (Taken from 2015 IBC)
**Individual Rooms**: Spaces with permanent walls and a fixed hallway entry.

**Lobbies/Commons**: Considered as Corridors/Hallways. This includes foyers or waiting rooms at or near the entrance to a building that are not enclosed.
**Main Floor**: First level at or above the grade plane, or half a flight up if the door entrance is between floors.
**Mechanical/Electrical Rooms**: Building service rooms controlled by Clemson University Facilities, Housing Facilities or Athletics Facilities.
**Mezzanine**: Intermediate level such as interstitial spaces or penthouses between floors.
**Partial Walls or Counter Space:** Building feature that directly separates areas within a primary space. Spaces created by these should be numbered as a sub room of the primary space number.
**Restrooms**: Toileting spaces that are designated as Men, Women, Unisex, Private, or Family.
**Roof Overhangs**: Covered areas that are outside of the building within the drip line (i.e. loading docks, balconies, covered entrances, etc.).
**Shafts**: Inaccessible spaces built inside a building to house mechanical equipment or wiring.
**Stacks**: Intermediate levels between actual building floors that are often accessible to the public and used for a variety of reasons including book storage.
**Stairways**: Areas with one or more flights of stairs and necessary connecting landings, platforms, etc. to provide continuous and interrupted passage from one level to another. All interior stairways are given a number for identification.
**Sub Rooms/Connecting Spaces**: Rooms or spaces joined by primary room with a shared door.
**Suites**: A series of attached rooms with a primary room that has entrance from a corridor.
**Telecommunication (Telecom) Rooms**: Rooms that house networking equipment controlled by a telecommunication service provider.
**Vestibules:** Antechambers between the exterior door and the interior parts of the building. These spaces are not defined as separate rooms and will be included in the corridor space for square footage purposes.

### 2.2 Building Main Entrance

Although there will be several entrances to any building, there is one that by design is considered the main entrance for emergency response. This must be identified and will serve to maintain coherence to the numbering pattern within the building.

## *3.0 Building Identification*

Each building utilized by the University, regardless of location or ownership, will have a unique six-digit identifier. This number will be generated in the Office of Space Management once the building has been confirmed for construction or a lease is signed.

## *4.0 Floor Identification*

**4.1** Floor numbering will use a standard single digit to identify floors 1 to 9. All floors above 9 will use double digits.

**4.2** Floor numbering will use a standard "G" to identify the first floor opening to a ground level below the 1st floor.

**4.3** A second floor beneath the ground level floor will be identified using a "B" for basement. Any additional floors beneath a Basement level will be identified with an alphanumeric beginning with "B1."

**4.4** If the 1st floor is on ground level from all sides of the building, then this will be identified as the first floor of the building.

**4.4.1** If a basement exists below grade, it will use a standard "B" to identify the Basement level. Any additional floors beneath a Basement level will be identified with an alphanumeric beginning with "B1."

**4.5** Mezzanines will have a standard of an alphanumeric number to represent the mezzanine and the floor located directly below the mezzanine.

*Example: M2*

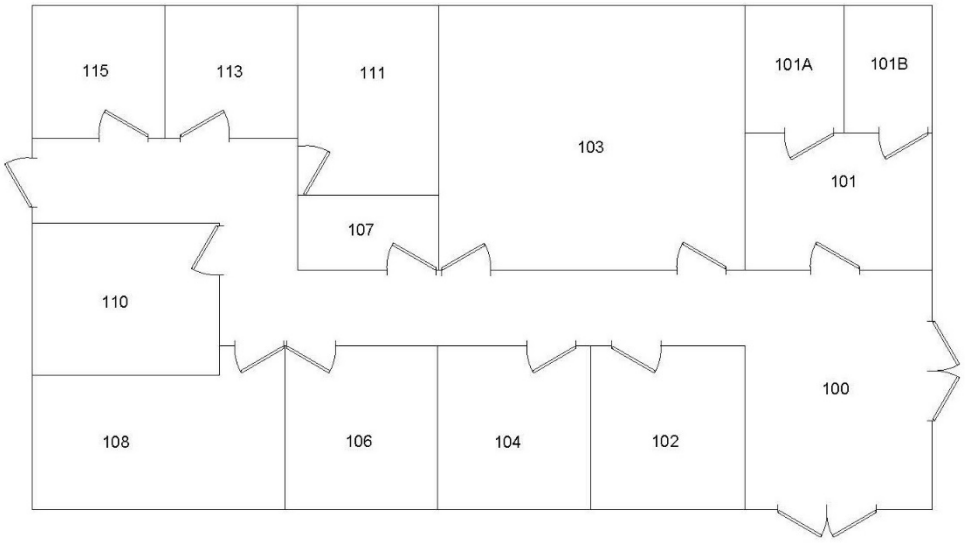
*M – Mezzanine*

*2 – Floor number directly below the mezzanine.*

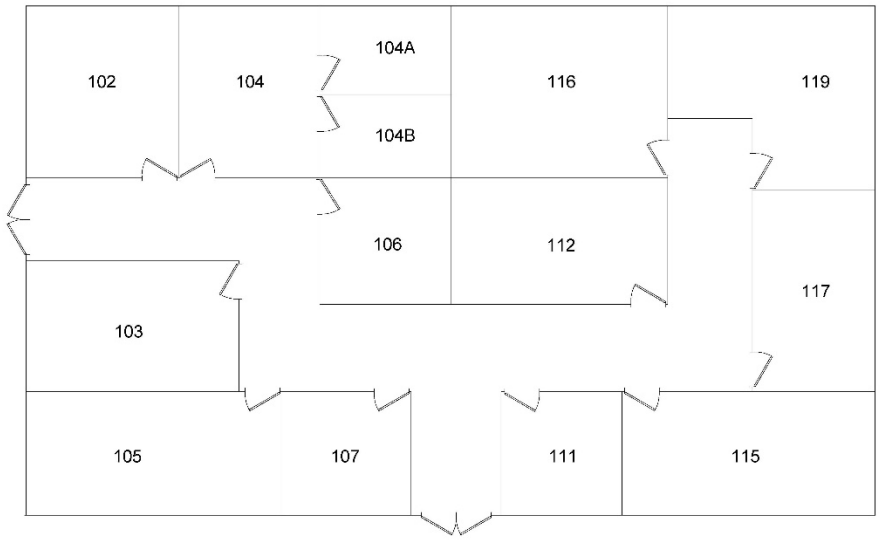
## *5.0 Corridor Systems*

### 5.1 Single Corridor Buildings

When the main entrance is at the end of a single corridor, the room numbers should flow in ascending order from one end of the building to the other with odd numbers on left and even numbers on the right.

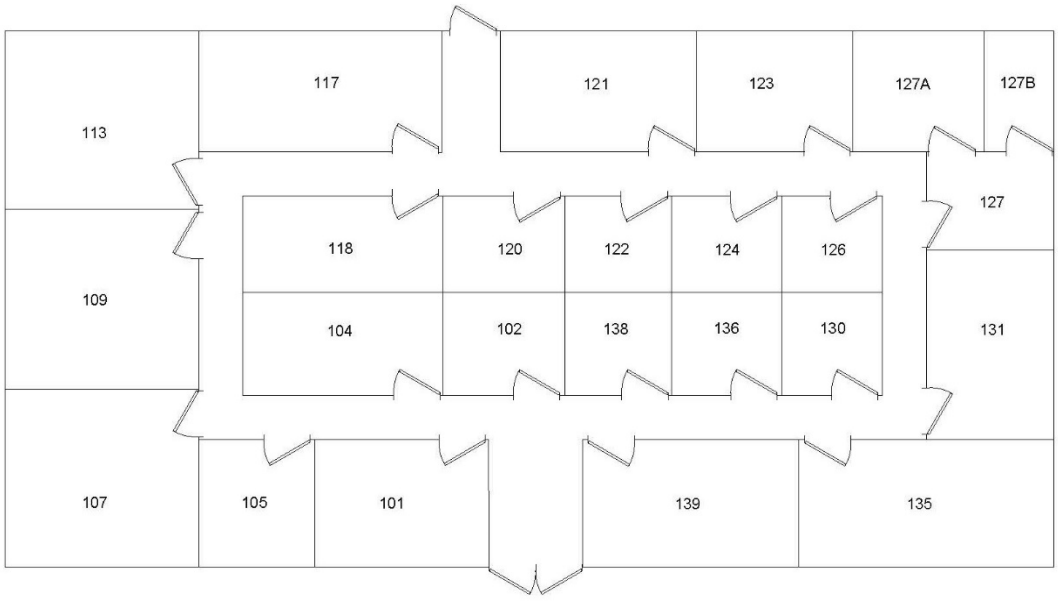



When the main entrance is in the center of corridor, the room numbering should start at the end of the corridor to the left of the lobby/main entrance and continue in ascending order to the other end of the corridor on the right with odd numbers to the left and even numbers on the right of the corridor.




### 5.2 Racetrack Corridor System

In a building that consists of a racetrack style system, the room numbering should start to the left of the main entry point. The numbers should increase in an ascending manner with odd numbers on the left of the corridor and even numbers on the right of the corridor.




## *6.0 Room Identification Standards*

**6.1** Room numbers must indicate a consistent orientation from a main entrance regarding public circulation within a building such as an exterior entrance, stairs, or elevator. This entry point orientation should be consistent from floor to floor and must indicate the same sense of direction from the primary circulation point.

*Example: Rooms 120, 220, and 320 shall be in the same relative position throughout a building on each individual floor.*

Clockwise numbering patterns shall be used unless otherwise approved by the Office of Space Management.

Odd numbers should remain to left side of a corridor while even numbers are correlated to the opposite side.

The letters "I" and "O" will not be used due to their similarity to the numbers "1" and "0" in certain fonts.

## 6.2 Skipping Numbers

A certain quantity of numbers per floor shall be skipped as appropriate in order to reserve numbers for future subdivision or remodeling. One common method is to designate one skipped number for every 10' (ft) of linear wall space along a corridor. When skipping numbers along corridor wall space – stair shaft walls, elevator walls, escalator walls and chase/shaft walls should not be included in the 10' (ft) rule as these walls typically will not be subdivided or partitioned in the future. Windows, columns and other structural features may also provide clues to possible future partitioning. Care must be taken, as necessary, regarding the quantity of numbers to be skipped as it relates to the square foot of respective floor. Remember, that in most cases no more than 99 rooms, spaces or areas per floor can be labeled without having to change the entire nomenclature for the whole building. Meaning skipped numbers shall be considered pending the total current room count. As an example, if a floor has 85 rooms proposed for said project then it is only possible to skip 14 numbers for said floor as the total room count should not exceed 99 whenever possible.

## 6.3 Numbering Convention

Unless otherwise dictated, room numbers are to have a three-digit number.

*Three-digit example:*

*206*
*2 – Floor number*
*06 – Room number*

### Four-Digit Exceptions

If one of the following exceptions are met, a four-digit room numbering system shall be used.

1. Buildings that exceed 9 floors;
2. Floors that will require numbering greater than 99. In this event, each floor shall consist of four-digit number and the placement of numbers from floor to floor will be relatively consistent to the range of numbers in the area both above and below each floor.
3. Buildings with living spaces.

*Four -digit example:*

*2106*
*2 – Floor number*
*106 – Room number*

OR

*1106*
*11 – Floor number*
*06 – Room number*

### 6.4 Lobby/Atrium

A lobby at the main entrance can be identified with number 100 on drawings. Atrium spaces will be identified with the same room on each open area with the floor being identified with the accessible level.

*Example: An atrium that goes from the ground level to the 4th floor will have the following numbers on each floor level assigned: G00, 100, 200, 300, & 400*

### 6.5 Stairwells/Elevators/Corridors

These common spaces will be identified with a floor level, alpha identifier, and numeric identifier on the drawings.

Alpha Identifier
Elevators – EL
Stairwells – ST
Corridors – C

*Example of identifier*
*2ST1*
*2 – Floor level*
*ST – Attribute alpha identifier*
*1 – Stairwell number*

These spaces will NOT have the numbers included on any identifying signage. In addition, corridors do NOT receive identification signage.
Multiple corridor numbers should be kept to a minimum and a number change taking place only when a major directional change occurs or when corridors change from public to private.

### 6.6 Suites/Closets/Cubicles

Any room not entered directly from a public corridor shall have the same room number through which it is entered through plus an alpha suffix to uniquely identify the space.

*An example is: 100A.*

Large open rooms that contain cubicle offices within the space will be labeled with an alpha suffix in correlation with the larger room number. If the large room has both offices and cubicles, the offices should be number first with the cubicles following afterwards, as the cubicles can easily be moved or removed later.

## *7.0 Door Numbering*

Clemson University requires that all doors in a structure to be assigned a numerical or alphanumerical number that directly correlates with the number given to space. All door numbers shall be unique and never duplicated throughout a building regardless of the floor or level. Facilities and the Clemson University Police Department utilize these door numbers to track assets for maintenance, inventory and security purposes. Door numbers shall never be conspicuously posted within a building so that they could be confused with the room numbers which are the official numbers associated with building signage and wayfinding.

The key to door numbering is that all rooms shall be numbered first as previously described. The doors associated with each of these spaces are numbered using the respective room number followed by a decimal. After the decimal a number starting at 1 is used to identify the quantity of doors within an area.

All doors including half doors, overhead doors, sliding doors, glass doors and sealed or blocked doors must be counted. Do not count entrances to spaces that are strictly wall openings or doors that have direct access to the exterior.

A set of double doors requires that each door slab is to receive an individualized number. The quantity of doors and respective number count will act as the suffix to the complete door number. Only count the doors directly associated with said space, when a sub-room door, closet door or suite space door is present those shall be skipped and counted/numbered as that respective space number.

*Door Numbering Example:*

*Room 110 has 2 entrances and a sub-room with a door. The main room has; 1 single door, 1 double door and an overhead door. The entrance determined to be the main door shall be labeled 110.1. Moving counterclockwise the second door is an overhead door and shall be labeled 310.2. The next door is that of Office 110A and shall be labeled 110A.1. The last door is a double slab door and shall have one slab labeled 110.3 and a second slab labeled 110.4 still moving in the counterclockwise direction.*