



- II. Numbering Rooms in a New Building (see specifics for Residence Halls on page 4)
1. The building will be numbered sequentially from left to right, beginning in northwest or upper left corner of the building, in a logical fashion.
    - a. All typical rooms with the exception of restrooms, mechanical rooms, vestibules, elevators and office suites will be numbered with threedigit number in which the first number will announce the level. Example: CHSS 110 First Level
      - i. Generally, odd room numbers shall be assigned on one side of corridor with corresponding even room numbers on the other. The result should be that room 104 is located across from the hall 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 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 level by level so that Room 120 is in the same relative position in the building as 220, 320, and so on.
    - c. For office suites (multiple rooms which can only be accessed by one from a corridor) the next sequential number, preferably a multiple of

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

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

- x C Corridor
- x D Data Closet
- x E Elevator
- x J Janitoria Supply
- x L Lobby
- x M Men Restroom
- x R Trash or Refu Room
- x S Stairway
- x T Toilet (Unisex)
- x U Utility or Mechan Room
- x V Vestibule
- x W Women Restroom

- e. Corridor numbering will be numbered with a somewhat different point
  - i. The central or main corridor will be numbered as follows:
    - 1. Central Corridor
    - 2. Outer Corridor
    - 3. Stairway
    - 4. Elevator
    - 5. Vestibule
    - 6. Lobby
    - 7. Janitoria
    - 8. Restroom
    - 9. Trash or Refu
    - 10. Utility or Mechan
    - 11. Toilet (Unisex)
    - 12. Data Closet
    - 13. Corridor
    - 14. Lobby
    - 15. Vestibule
    - 16. Janitoria
    - 17. Restroom
    - 18. Trash or Refu
    - 19. Utility or Mechan
    - 20. Toilet (Unisex)
    - 21. Data Closet
    - 22. Corridor
    - 23. Lobby
    - 24. Vestibule
    - 25. Janitoria
    - 26. Restroom
    - 27. Trash or Refu
    - 28. Utility or Mechan
    - 29. Toilet (Unisex)
    - 30. Data Closet
    - 31. Corridor
    - 32. Lobby
    - 33. Vestibule
    - 34. Janitoria
    - 35. Restroom
    - 36. Trash or Refu
    - 37. Utility or Mechan
    - 38. Toilet (Unisex)
    - 39. Data Closet
    - 40. Corridor
    - 41. Lobby
    - 42. Vestibule
    - 43. Janitoria
    - 44. Restroom
    - 45. Trash or Refu
    - 46. Utility or Mechan
    - 47. Toilet (Unisex)
    - 48. Data Closet
    - 49. Corridor
    - 50. Lobby
    - 51. Vestibule
    - 52. Janitoria
    - 53. Restroom
    - 54. Trash or Refu
    - 55. Utility or Mechan
    - 56. Toilet (Unisex)
    - 57. Data Closet
    - 58. Corridor
    - 59. Lobby
    - 60. Vestibule
    - 61. Janitoria
    - 62. Restroom
    - 63. Trash or Refu
    - 64. Utility or Mechan
    - 65. Toilet (Unisex)
    - 66. Data Closet
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    - 68. Lobby
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    - 71. Restroom
    - 72. Trash or Refu
    - 73. Utility or Mechan
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    - 91. Utility or Mechan
    - 92. Toilet (Unisex)
    - 93. Data Closet
    - 94. Corridor
    - 95. Lobby
    - 96. Vestibule
    - 97. Janitoria
    - 98. Restroom
    - 99. Trash or Refu
    - 100. Utility or Mechan
    - 101. Toilet (Unisex)
    - 102. Data Closet
    - 103. Corridor
    - 104. Lobby
    - 105. Vestibule
    - 106. Janitoria
    - 107. Restroom
    - 108. Trash or Refu
    - 109. Utility or Mechan
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    - 199. Utility or Mechan
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    - 201. Data Closet
    - 202. Corridor
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    - 296. Restroom
    - 297. Trash or Refu
    - 298. Utility or Mechan
    - 299. Toilet (Unisex)
    - 300. Data Closet

- f. The first standard of corridor numbering is applicable 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 corridor.
  - ii. It will then recommence on the other side of the secondary, perpendicular corridor.

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