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 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 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,

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 in 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
- R Trash or Refuse Room
- 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 Tw 02GTw scn wiTw 0th the fiTw 0rst

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, 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,

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