

# 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.

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-

service rooms *may* use the same primary number with distinguishing suffixes (e.g. 343M1, 343W1, and 343UM). We are getting away from

- 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 follow T\* (03(f))