



THE UNIVERSITY OF CHICAGO Room Numbering Guidelines

Introduction

These guidelines outline the procedures and rules for assigning room numbers to renovated space and new construction in buildings owned by the University of Chicago including academic and administrative facilities, and campus dormitories. The University of Chicago Medicine follows similar procedures but is responsible for its own room numbering assignments.

The campus room number system provides a unique identifier for every building space on campus. This identifier is used for way-finding within buildings and to consistently identify each room in many University data systems including the space management system (SIMS) and Facilities Services work order system. Through IT Services, the room numbering system is also tied to the City of Chicago 911 Response System.

General Procedures

- A1. The Facilities Services/Space Information Management Services unit is responsible for the review of room numbers in all University buildings monitored by the University space management system (SIMS). This review procedure insures that:
 - a. room numbers are uniquely assigned within a building;
 - b. the assignment convention follows University rules and good way-finding practices;
 - c. changes in room numbering are recorded in the SIMS database and on CAD floor plans; and
 - d. all changes are reported to other University data systems in a timely fashion.
- A2. Requests for review of room numbering should be made to the Space Information Manager. SIMS staff will review the assignment of room numbers, and provide comments.
- A3. Any subsequent changes in room numbering for either renovation or construction projects should be reported to the SIMS staff.

Room Number Assignment Guidelines

- B1. General
 - a. All spaces in University buildings are uniquely identified by the combination of the building Property ID, Floor Designation, and Room Number. This

information is maintained and distributed from the University space management database (SIMS) by Facilities Services.

- b. All spaces in a building must have a room number designation, including all building circulation and service areas (corridors, restrooms, mechanical rooms, closets, etc.), as well as shafts and air spaces.

B2. Floor numbering conventions

- a. Sub-basements carry the prefix SB with their room number designation (i.e. SB001, SB002, etc.).
- b. Basements are the “0-Level”, and are numbered 001, 010, etc. *Alternate:* Some campus buildings assign level names to below grade floors and incorporate a level name designation into the room number (i.e. Regenstein Library A and B levels, GSB Building CO – Concourse, and CL – Classroom levels)
- c. Mezzanines carry a Z suffix designation (i.e. second floor mezzanine would be floor 2Z, and a room number would be 200Z, 200AZ, 201Z, etc.
- d. All other floors are labeled by their floor level designation (i.e. 2nd floor numbers are 2XX; 12th floor, 12XX, etc.)

B3. Corridors

- a. The corridor is numbered X00 where X = floor level designation. The main corridor number is the first number (i.e. 2nd floor; corridor = 200) for that floor’s room numbering sequence.
- b. Continuous corridors, regardless of length or configuration, carry one number.
- c. If a corridor is "sectioned" by doors, then each sectioned length of corridor is assigned a letter suffix (i.e. corridor 200 is sectioned into three parts by two doors; corridor is numbered 200, 200A, and 200B).
- d. If sectional, numbering begins at the building main entrance and proceeds by section counter clockwise from the main entrance. If a building has more than one entrance, the main entrance is considered that entrance associated with the official building address.
- e. Main floor building vestibules are considered a section of the main corridor and are numbered in the sequence.

B4. Elevators

- a. City of Chicago codes require elevators to be designated by geographic location (e.g. N – S – E – W) relative to the orientation of the building.
- b. Elevators are numbered ELCC-NN, where CC designates the elevator geographic designation and NN the floor number.
- c. Service elevators and lifts located inside of a building should be included in the number sequence. **Accessibility** or loading dock lifts located outside of the walls of the building should not be included.

B5. Stairs

- a. City of Chicago codes require stairs to be designated by geographic location (e.g. N – S – E – W) relative to the orientation of the building starting with the staircase or stairwell at the main entrance.
- b. Stairs are numbered STX-YY, where X is the stair’s geographic designation and YY the floor number.

- c. In naming staircases it must be kept in mind that not all staircases may penetrate through all floors of the building. The naming sequence should address the overall location of staircases and not just the main floor sequence.
- d. Naming applies to internal staircases only. External staircases and fire escapes are not included.

B6. Atriums and Shafts

- a. Atriums use ATXX-YY, where XX is the atrium number and YY is the floor level.
- b. Shafts are numbered SHXX-YY, following the same conventions used for atriums for designation.

B7. Room Number Sequence

- a. Room numbering begins to the right of the floor main entrance as you face into the space. Assign odd numbers to the right, even numbers to the left.
- b. Each room with an entrance onto the main corridor should receive a discrete room number.
- c. Suites of Rooms: Rooms entered from a main corridor via another room are considered part of a suite of rooms and are associated to each other by adding a letter suffix to the main room's number to designate each room in the suite.
 - i. The room or entry area entered from the main corridor receives the suite's room number without a letter suffix (i.e. enter Room 302 from the corridor to get to two internal rooms, 302A and 302B).
 - ii. Suite rooms should be lettered from the right of the entrance and counter clockwise.
 - iii. Treat rooms/enclosures internal to internal suite rooms, such as closets, as additional rooms to be lettered in sequence (i.e. a closet in Room 308A would be numbered 308B ahead of the next room in counter clockwise order, which would become 308C). *Alternate:* In very large suites of rooms (>26 associated spaces), it may be advisable to assign a numeric character to secondary spaces (i.e. closet in 308A is 308A1).
- d. Internal spaces with permanent (i.e. built-in, installed) floor to ceiling partitions or case work, with or without doors, should be counted as rooms and assigned letter prefixes accordingly.
- e. Semi-permanent enclosures such as landscaped workstations or toilet stalls may be assigned an additional numeric location at the discretion of the space occupant (i.e. room 308A contains 6 workstations, numbered 308A1, 308A2, 308A3, etc.)

- f. **Sequencing Considerations:** The cross-corridor sequencing of room numbers along a corridor and the vertical alignment of room numbers through a building should be kept in mind when assigning numbers. As a result, it may sometimes be appropriate to skip one or more numbers in a sequence.
 - i. If a room has more than one entrance, one or more numbers should be skipped to allow for the possibility that the room may be subdivided in the future.
 - ii. Cross-corridor sequencing should be maintained, and numbers skipped whenever a room on one side of a corridor is considerably larger than rooms on the other side (i.e. if Room 205 is as large as rooms 206, 208 and 210 on the opposite side of the corridor, then the next number assigned on the odd side should be 211, skipping 207 and 209).
 - iii. Numbers assigned to rooms near consistent landmarks (i.e. bathrooms, stairwells, corners, etc.) on different floors should be aligned and carry like numbering wherever possible.

- g. *Alternative Room Number Sequences:* The rules outlined above work best in a building configuration with one linear corridor per floor or one continuous corridor with rooms lining each side of the corridor. Numbering schemes for buildings with parallel corridors, multiple aisles with workstation cubicles or partitions, different size floor plate, or very large floor plates divided into building wings, may require alternate numbering schemes. In such cases, room numbering should be adjusted to support the configuration and traffic patterns of the building, and applied consistently throughout the building to promote good way-finding. SIMS staff will review floor plan configurations and recommend appropriate numbering sequences.