

PROTOCOL FOR FLOOR & ROOM NUMBERING

These numbering conventions have been developed and are to be followed throughout CWU facilities for the purpose of standardizing room numbers. Numbering standards shall be utilized to insure continuity within the Campus building's room numbers and to help maintain the integrity of Facilities Management System (FMS) data.

In new buildings and major renovations, these standards should be followed as closely as possible. A building's existing numbering system may be extended, in the case of minor additions or remodel work if the scope or circumstances of project do not support a renumbering of the entire building.

The intention is for each facility's floor and room numbering scheme to be structured so that the numbers flow through the building in a consistent, comprehensible, and user-friendly pattern. The scheme should be clear to the users of the facility, not causing confusion for individuals attempting to locate spaces.

DESIGNATION	SPACE
LEVEL 000	Basement or crawl space. Example: 001 (Mechanical)
LEVEL 100	Ground or first floor. Example: 100C (Portion of Hallway) 123B (A storeroom off a classroom)
LEVEL 200	Second Floor. Example: Same as Level 100
LEVEL XXX	Third floor to top or penthouse. Example: Same as Level 100
LEVEL XXX-X	Interstitial Space between room ceiling & floor above. Example: 200X (All spaces above ceiling on Level 200)
LEVEL XXX-Y	Normal attic space or attic space above an interstitial space. Example: 400Y (An attic space above the top 4th floor)
LEVEL XXX-Z	Topmost roof. Example: 500Z (A roof over the 4th floor attic space)

Entries, Vestibules and Corridors are given the floor designation number such as 000 or 200 with sections defined by alpha designation as appropriate. Letters X, Y, and Z are reserved as noted above.

Determine the building's primary entrance for the beginning of the room numbering system; room numbers start with the first room to the left of the entrance (101) and continue clockwise along a corridor numbering both sides of the hallway with consecutive numbers until the entrance or an impasse is reached. Impasses include interior sub-corridors reached through assignable rooms, departments which span between corridors, and double corridors such as in Bouillon Hall second floor east.

Rooms within rooms or a series of rooms off a sub-corridor carry an alpha subdesignator beginning with the first room to the left of the main room or corridor's entrance and continuing clockwise similarly to the basic room numbering system (such as 201A.) A numeric subdesignator may be used in instances where the count of rooms within a suite exceeds use of a single letter subdesignator (such as 201-36.)

Each room shall have only one unique number regardless of the number of doors opening into it.

In addition to rooms, all interior spaces that can be directly accessed, such as corridors, vestibules, stairwells, elevator shafts, and accessible pipe spaces shall be numbered in a manner as consistent as possible with standard room spaces. Where doors or walls separate different areas of these spaces, each area shall receive its own unique number.

Elevators will be numbered using the prefix "E", the first digit of the floor designation, and an order number for the elevator, starting with the first elevator to the left of the primary entrance (or in the main lobby) and continuing clockwise. Example: E201 (the first elevator on the second floor).

Stairways will be numbered using the prefix "S", the first digit of the floor designation, and an order number for the stairway, starting with the first stair to the left of the primary entrance (or in the main lobby) and continuing clockwise. Example: S302 (the second stairway on the third floor).

Elevators and stairways will have the same order number for each floor they pass through, but different floor designation. Example: S101, S201 and S301 will be in the same location on the floor plan for every floor the stair passes through.

Usable attic floors and penthouse levels should be numbered as if they are whole floors. For example, a two-story penthouse atop a three floor building will be numbered as the fourth and fifth floors. Do not use prefixes such as "R" for roof level or "B" for basement.

In the case of conflicts or questions, CWU Capital Projects and Planning should be consulted.