

## TAB C-7

### ROOM NUMBERING

Obtain building number, address, and room numbers from Real Estate Administration at 621-1813.

All drawings issued for construction shall contain and reference accepted room numbers so that electrical panels, telephone backboards, air distribution devices, as-built information, balance reports, etc. will not have to be cross referenced or revised after occupancy of the space.

Renovation projects shall maintain the same room numbering sequence which presently exists within the building. Obtain a current key plan for the building and fit new room numbers into the existing scheme and the following protocol. Secure acceptance of room numbers from Real Estate Administration before proceeding with any drawing schedules.

New buildings and additions shall generally adhere to the following room numbering protocol:

All room numbers shall consist of 3 primary digits.

The first digit shall identify the floor level. The ground floor is always level 1. Multiple basement levels will have to be treated as a special case.

The second and third digits shall be used to sequentially identify rooms on a floor level (01 to 99).

A fourth digit may be employed as a prefix to describe an independent building within a cluster or a sizable addition (i.e., N118).

From the elevator or main floor access; room numbers shall be assigned sequentially in a clockwise fashion left to right. Even numbers shall be used on the right hand side of the corridor and odd numbers on the left hand side. (When walking from the elevator or main floor access.)

Corridors shall be identified by a large even number and a suffix indicating the direction in which it runs (i.e. 500W).

Room numbering shall be assigned so as to allow for future room additions (i.e., spread the numbering system out so that infill numbers are available, based on available space).

An effort shall be made to maintain consistent room numbers for similar elements on each floor (i.e., if bathrooms are located in same area of each floor they should share common room number ending digits).

Rooms within a room (second order) shall be consecutively labeled alphabetically in a clockwise manner from left to right (i.e., 118A, 118B etc.). Additional rooms (third order) shall be sequentially numbered similarly (i.e., 118A1, 118A2 etc.).

Open vestibules and alcoves shall not be assigned permanent room numbers.

Scheduled door number references should match the room number to which it enters.