

00030S01 - ROOM NUMBERING STANDARDS

All constructed and renovated buildings owned by the University of Kentucky require room numbers for space and equipment inventory, wayfinding, emergency response, keying, maintenance records, and other operational and financial (grants) purposes. Room numbering must be patterned and relatively consistent from building to building. These numbers and their patterns need to be determined early in the design process, reflected on the design drawings and later posted on the new spaces.

1.0 Floor Numbering: Floors in a building shall be indicated as:

Sub-Basement

Basement (may be called Grade Level if one edge opens out onto an exterior grade level)

1st

2nd (may be called mezzanine if open to floor below)

3rd

Etc.

If a building has a mezzanine above the 1st floor, then the mezzanine is the 2nd floor and the floor above shall be the 3rd floor. If the 1st floor has the primary entrance, the basement level may be called 'Grade Level' if there is one edge that egresses directly to the exterior grade.

2.0 Room Numbering Arrangement: Each facility's room numbering system shall be structured so that the numbers flow through the building in a consistent and comprehensible pattern. The patterns shall be clear to the users of the facility, not causing confusion for individuals attempting to locate spaces. In facilities with the main corridors in a north/south orientation, the lower numbers shall start at the south end the building and progress to the north. In facilities with the main corridors in an east/west orientation, the lower numbers shall start at the east end of the building and progress to the west. In buildings with a circular corridor or race track design, the lowest numbers shall start at an obvious point, such as the elevators or front entrance, and progress in a clockwise direction.

On multi-level buildings, use "stackable" numbering schemes where the logic of the room numbers from one floor matches that of the room numbers on the floors above and below. **An effort shall be made to maintain consistent room numbers for similar elements on each floor** (i.e., if restrooms, electrical closets, communication closets, etc.. are located in same area of each floor they should share common room number ending digits)

Consult the PPD 'Manager of Facility Records' for designs with irregular patterns or designs not listed above.

3.0 Three Digit System: A room numbering system for a building shall use a three-digit number plus applicable prefixes and suffixes. In buildings with multiple floors, the following room numbering systems shall be used:

-Sub-basement rooms: Prefix SB, followed by dash and then number, starting at 001, ending at 099 (i.e. SB-001 through SB-099).

-Basement/ground floor rooms: Numbers starting at 001 and ending at 099.

-First floor rooms: Numbers starting at 100 and ending at 199.

-Second through ninth floor: Same as first floor, except 200-299, 300-399, etc.

-Tenth floor and above: Use four digit system (1000-1099, etc)

Interior Spaces – Include all floored areas except for those with less than a 3 foot ceiling height. Also include within the room numbering scheme any fully excavated basement areas, interstitial space (i.e., mechanical floor or walkways) mezzanines, penthouses and floored attics meeting the 3 foot minimum ceiling height requirement. Do not include unexcavated basement areas.

-Exterior Spaces - three digit number sequence based upon the floor (i.e. X101, X102, X201, X202, etc...) for covered areas, whether walled or not, provided they are either within the outside face lines of the buildings to the extent of the roof drip line, or if covered, to the extent of their cover's drip line.

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(walkways, pedestrian bridges, porches, porte-cocheres, loading docks, inner or outer balconies to the extent of a drip line from a roof or balcony immediately above and patio's beneath building overhangs. The prefix "X" is to be used only for the exterior spaces.

- 4.0 Odd, Even, and Skipped Numbers:** Room numbers shall be coordinated such that even numbers are on one side of a corridor and odd numbers are on the other side. In most instances, room numbers on one side of a corridor shall be skipped in order to maintain succession with the room numbers on the opposite side of the corridor. This may occur, for example, when a suite of rooms or large space enters through a single door and there are no other doors on that same side until further down the corridor. Skipped numbers allow for future renovations that may convert suites or large spaces into separate or small rooms with additional corridor doors (i.e., spread the numbering system out so that infill numbers are available, based on available space).

When a corridor contains large rooms such as classrooms, conference rooms, etc. on both sides of the corridor, room numbers shall be skipped on both sides of the corridor to allow for future renovation of a large space into smaller spaces. Sufficient numbers shall be reserved to allow for the large spaces to be divided into standard size office spaces.

Buildings with a north/south main corridor orientation shall have the odd number rooms on the east side of the corridors. Buildings with an east/west main corridor orientation shall have the odd number rooms on the south side of the corridor. Building with a circular or race track design shall have the odd number rooms on the perimeter of the building. Consult the PPD 'Manager of Facility Records' for designs with irregular patterns or designs not listed above.

- 5.0 Suite of Rooms:** In situations where a suite of rooms exists, or rooms have inner rooms, the room numbering shall be such that one number is used for the main room of the space and the interior rooms will use the main number with an uppercase suffix letter. DO NOT USE alphabetical suffix's 'I' and 'O' as they will be confused with numerical '1's and O's.

Example: 101 for a room whose entry is made from the corridor into the suite. 101A, 101B, 101C, etc. for rooms that are inside the suite and their door is not on the corridor. A hyphen is not used between the number and the suffix. If 101A has a sub-room(s), then its room number would be 101A1, 101A2, etc..

- 6.0 Floors Exceeding 99 Rooms:** In new buildings where more than 99 numbered rooms exist on any floor, prefixes shall be used in accordance with building layout. A four-digit numbering system shall not be used for floors below the tenth floor. Well-defined areas or wings of the building may be grouped together and assigned a prefix. If a wing or an addition of a multi-story building is assigned a prefix then the same prefix shall be used on all floors.

Building Addition Example: An addition is constructed to an existing multi-story building and the expanded floor has over 99 rooms. The prefix "A" is assigned to the addition. All spaces on the first floor shall be numbered using the prefix (i.e. A-101, A-102, A-103, etc.). All spaces on the second and above floors shall use the same prefix (i.e. A-201, A-202, A-203, etc.). A hyphen shall be used between the prefix and number. If the addition has more than 99 numbered space on any floor, the building shall be divided into additional prefixed "zones" and numbers can be repeated (i.e. A-101, B-101, etc.). Additional prefixes may be used as necessary if the building has a design that clearly "zones" the facility into well-defined areas. If a building is divided into several wings then a prefix may be assigned to each wing (i.e. the north wing may use the prefix "N" or N-101, N-201, etc. and the south wing use the prefix "S" or S-101, S-201, etc.).

In cases where the prefixes used appear to be alphabetical as one moves through the main corridor, care must be taken to adhere to this normal alphabetical order.

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The prefix SB is reserved for a sub-basement and no other prefix shall be used in conjunction with the prefix SB.

7.0 Corridors: All corridors shall be identified using the century numbers 000, 100, 200, 300, etc. with 000 being used for the basement, 100 for the first floor, 200 for the second and so on for the remaining upper floors. A suffix shall be used for floors with multiple corridors (i.e. 100A, 100B, 100C, etc.) and suffixes may be used to identify location of the corridors (i.e. 100W for the west corridor and 100E for the east corridor. If a building is divided into zones, such as a wing or a large facility with more than 100 numbered spaces, both a suffix and a prefix may be used to identify the corridors (i.e. a wing of an addition has been assigned a prefix of "F" then the west corridor shall be F-100W).

Sub-basement corridors shall be identified using the prefix "SB" (i.e. SB-000). A suffix may be used to identify location (i.e. SB-000W for the west corridor).

8.0 Stairs: All stairs shall be identified using a single uppercase letter starting with the letter A (i.e. A, B, C, D, E, etc.). Only one letter shall be used for the entire height of the stairwell.

Example with two sets of stairs:

| | | | |
|---------|-----------------------------|---------|-----------------------------|
| ST000A | Sub-Basement | ST000B | Sub-Basement |
| ST001A | 00 (Basement) | ST001B | 00 (Basement) |
| ST100A | 01 (1 st Floor) | ST100B | 01 (1 st Floor) |
| ST1000A | 10 (10 th Floor) | ST1000B | 10 (10 th Floor) |

9.0 Elevators: All elevators shall be identified with the prefix abbreviation "EL" followed by a numerical room number and a single alphabetical character suffix:

Example showing two elevators:

| | | | |
|--------|----------------------------|--------|----------------------------|
| EL000A | Sub-Basement | EL000B | Sub-Basement |
| EL001A | 00 (Basement) | EL001B | 00 (Basement) |
| EL100A | 01 (1 st Floor) | EL100B | 01 (1 st Floor) |

(NOTE: The UK elevator shaft numerical number is different than the one required by the Elevator Standard which is coded by the elevator installer into the elevator emergency phone to automatically identify a caller's building and elevator location if an elevator user becomes stuck or needs emergency assistance.

10.0 Interstitial Mechanical Spaces: If a building has interstitial mechanical areas that have floors or catwalks, then the floored spaces in the interstitial space shall have a prefix of 'NR' and be numbered as follows. Note that floored interstitial spaces/catwalks count as part of the Gross Square Footage of a facility as well as are part of the un-assignable areas of the facility.

NR001 - Interstitial space between Basement Floor and 1st Floor
NR101 – Interstitial space between the 1st Floor and the 2nd Floor
NR201 – Interstitial space between the 2nd Floor and the 3rd Floor

11.0 Building Modifications: During renovation, all re-numbering of renovated rooms shall be consistent with the above standards and existing numbering in adjacent spaces. In cases where the existing room numbering system will not permit consistent application of the standards, consult with the PPD 'Manager of Facility Records' for further direction and approval of a proposed numbering plan. Partial renovations on a floor may not be justification for renumbering the entire floor as building controls, door keying, electrical panels, fire alarm panels, interior room signage, etc. for the remaining spaces are impacted. Consult the PPD 'Manager of Facility Records'.

12.0 Parking Structures: The room numbers selected for rooms in parking garages shall correspond to the designated garage levels as shown on the plans. For example, a storage room located on the second

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level of a garage will have a number between 200 and 299. Office suites in garages will follow the standards for buildings as previously described.

- 13.0 Open Plan Lab Benches:** Confirm with the Project Manager whether individual lab benches in large Open Plan Labs (for example Biological Biomedical Sciences Research Building (BBSRB)) need to be numbered with the Prefix LB and a 2 digit number. The bench numbers are separate from the room numbers.
- 14.0 Phase 2 Completion:** Before the completion of Phase 2 – Design Development, the Consultant will provide key drawings (hard copy and digital) of the new/reconfigured space with the proposed room numbering system complying with the University’s Room Numbering Standards for review and approval by the University’s PPD ‘Manager of Facility Records’. The approved key drawing then determines the room numbers to be used for the room finish schedule, hardware schedule, equipment schedule, etc., for the Phase 3 – Construction Contract documents.
- 15.0 Approvals:** All room numbers must meet the approval of the University’s PPD ‘Manager of Facility Records’ and/or his designated reviewer.
- 16.0 Dedicated Room Prefixes:** The following Prefixes can only be used for the items noted:

| Prefix | Use |
|--------|--|
| CH | Service Chutes (trash, laundry, etc.) |
| DT | Air Ducts |
| DW | Dumb Waiter |
| EL | Elevators |
| I | The letter ‘I’ is not allowed in Prefixes / Suffixes |
| LB | Lab Bench |
| NR | Mechanical Interstitial spaces |
| O | The letter ‘O’ is not allowed in Prefixes / Suffixes |
| PC | Pipe Chase |
| SB | Sub-Basement |
| SH | Mechanical service shafts |
| ST | Stairs, whether interior or exterior, that are within the buildings drip line, or if covered within the covers drip line. |
| TL | Tunnels |
| X | Exterior areas, whether walled or not, that are within the buildings drip line, or if covered within the covers drip line. |