

Office of Facilities Management

3001 Remington Avenue
Baltimore MD 21211-2832
410-516-8064 / Fax 410-516-8991

Design and Construction

Room Numbering Guidelines

Introduction

Room numbers serve primarily as a way finding tool for regular building users and visitors based on the circulation patterns and organization of the building. Room numbers also uniquely identify each space for the purposes of space planning, interior signage, plant operations, event and class scheduling, and fixed asset accounting.

All floor and room number designations shall comply with the Johns Hopkins University (JHU) guidelines. Questions regarding these guidelines should be directed through the JHU Project Manager (PM) to the JHU Space Systems Administrator (SSA) and the JHU Facilities Architect (FA) involved with the project.

Process

Permanent room numbers shall be incorporated in **Design Development (DD) documents**, regardless of project size and scope. Prior to the development of door, finish, electrical or fire alarm panel schedules and/or submission of DD documents, the Designer shall submit proposed numbering in floor plan format for review. The JHU PM is responsible for obtaining JHU approvals and will arrange review meetings as required.

Final JHU approvals for room numbering shall be based on Design Development contract documents, as recorded in the Design Review Comments or via electronic correspondence from the JHU SSA and the JHU FA in the DD design review process. Room numbering changes following the Design Development phase shall be reviewed with the PM and SSA on an as-needed basis and will require additional sign-off.

Guidelines

1. Room numbers currently in use in existing buildings shall continue to be utilized unless there is a necessity to renumber. Renumbering of any space should be done with the approval of JHU Space Management to ensure conformance with JHU guidelines and prevent duplicate room number assignment.
2. Every space must have a room number, but not necessarily an identification sign (*Please refer to **JHU Interior Signage Standards** for signage requirements*). This includes shafts, stairs, corridors, spatially distinct alcoves, vestibules, etc.
3. One space shall have only one room number, regardless of the number of doors entering into it.
4. Each room number within a building must be unique.
5. Room numbers should progress in a logical fashion around each building level. In a building with only one dividing corridor, room numbers should flow in ascending order from one end of the building to the other. In a building with a more complex corridor system, numbers should flow in ascending order in a counter-clockwise direction from the main entrance, circulation core or other logical starting point.
6. Generally, odd numbers shall be located on one side of the corridor (*typically, on the left*) and even numbers on the other (*typically, on the right*).
7. All rooms, except stairs and elevators, should be numbered sequentially (skipping numbers as suggested by guideline #9 below). This includes public bathrooms, mechanical rooms, janitor closets and other service or support spaces.

Room Numbering Guidelines

8. Similar room numbers should stack vertically across both the length and breadth of a building to the greatest extent possible. This vertical telegraphing of room numbers assists in way finding throughout the building.
9. Skip numbers as appropriate in order to reserve numbers for future subdivision or remodeling. One rule of thumb is to designate one number per each 10' (ft) of wall space along a corridor. Windows, columns and other structural features may also provide clues to possible future partitioning.

Room Designation

Typical room designations are comprised of 2 main components, as illustrated below, with approved prefixes and suffixes as required:

Location Prefix	Floor Level	Number/ Use Code	Suffix 1	Suffix 2	Full Designation	
typ 1 char.	typ 1 char.	typ 2 char.	typ 1 char. (alpha)	typ 1 char. (numeral)		
	R	05			=	R05
	B	28	C	2	=	B28C2
N	3	35	A		=	N335A
	B	07	AC		=	B307AC
	2	ST	B		=	2STB
	5	EL	A		=	5ELA

Room numbers shall not have hyphens, commas, spaces, etc. The letters O (omega) and I (iota) shall not be used as suffixes as they are too easily confused with 0 (zero) and 1 (one).

Room numbers without any designation of contents or use (except stairs and elevators) are preferred.

The Location Prefix (*N, S, E, W*) may be used to identify location in a building, such as a wing, annex or a zone. Use of this prefix is not encouraged, but may be required for building additions, or complex buildings with more than 99 rooms on a single floor plate.

Rooms shall receive a standard Floor Level Prefix (*SB, B, 1, 2...R, P*). See the **Floor Level Designation** section of this document for examples and further guidance.

All rooms entered directly from a main corridor or lobby, except stair and elevators, shall receive a two-digit Number (01-99), with no suffix, following the Floor Level Prefix.

Suites: Rooms without an entrance directly off the corridor, such as rooms off of a larger room as part of a **suite**, shall be designated with the Number of the room with an entry directly off the corridor and an alpha Suffix. The suffixes shall begin with the room closest to the main entrance and ascend in a counter-clockwise direction (*for example, smaller rooms off of larger room 200 would be designated 220A, 220B, 220C, etc.*).

Sub-suites: base room numbers shall be provided an alpha suffix as described above, and then followed by a numerical suffix. (*For example, a darkroom in the back of 220B would be 220B1*). Further sub-designations should alternate between alpha and numerical suffixes.

Cubicles: Cubicles shall be numbered the same as rooms, using the base number of the room the cubicle resides followed by an alpha suffix (101A, 101B, 101C, etc.). In an area with more than 24

Room Numbering Guidelines

(skipping I and O) cubicles, continue on with cubicle 25, giving it a double alpha starting with AA (101AA, 101AB, 101AC, etc.). If a room with an alpha suffix contains cubicles, the cubicles should be numbered using the said room number followed by another alpha character (101TA, 101TB, 101TC, etc.). Note: cubicles are defined as areas separated by partial height walls (less than 6 ft tall) and or prefabricated furniture panels. The use of book cases and desks do not make up a cubicle.

Stairs and Elevators

Stairs and elevators shall be numbered consistently from floor to floor to reflect an element's entire vertical run through a building.

1. Stairs and elevators shall be numbered with the appropriate floor level followed by the applicable Use Code (ST or EL).
2. Stairs and elevators shall first be numbered according to relative importance and location (*i.e. a main stair would be Stair #1, or ST1*), and then sequentially around the floor plan.

Floor Level	Use Code	Number
typ 1 char.	typ 2 char.	typ 1 char. (alpha)
2	ST	3
3	EL	1

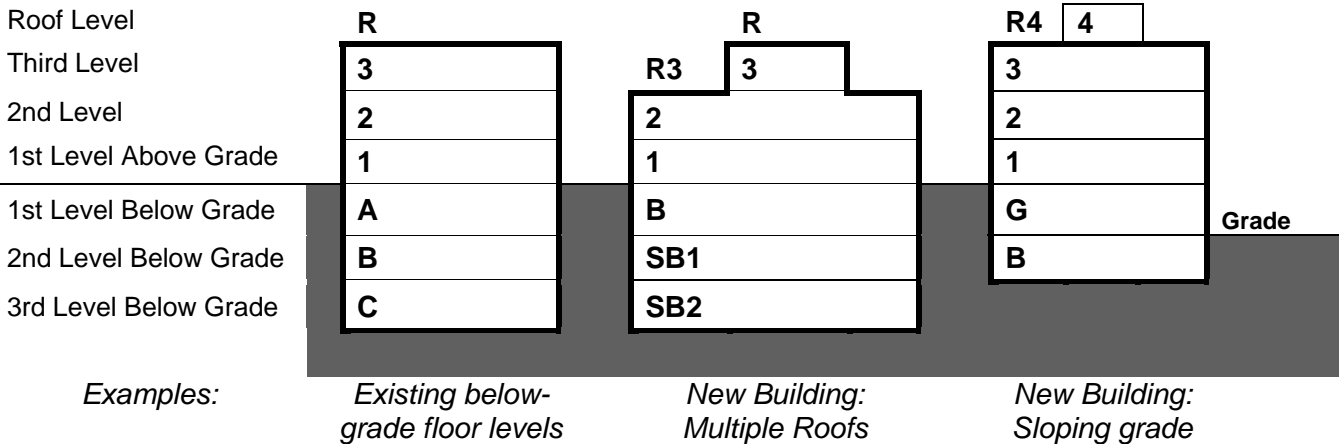
Full Designation

= **2ST3**

= **3EL1**

Floor Level Designation

The Floor Level Prefix designates the building level. In general, floor level designation is established by the relationship of the floor plate to exterior grade.



R

Roof - uppermost roof level.

Roofs levels that have horizontal access to numbered building floor will be numbered correspondingly, with an "R" Location Prefix (For example, a partial roof level at the Third Floor would be designated as "R3"). An exterior space such as a terrace or balcony that is assigned to an adjacent interior space, shall be numbered in relation to that spaces (For example, a roof terrace outside of Room 306 would be numbered "R306").

P

Penthouse – existing buildings only.

Room Numbering Guidelines

New building: provide a unique (numeral) designation for each level, regardless of the extent of the floor plate. See Roof guidelines for adjacent roof areas.

M Mezzanine – existing buildings only.

New building: provide a unique (numeral) designation for each level, regardless of the extent of the floor plate.

3 Third Level Above Grade, etc.

2 Second Level Above Grade

1, G First Level (substantially) Above Grade.

At existing buildings, this floor level may also be designated as 1, (First) **G** (Ground) or **M** (Main) Floor.

Where at-grade entries to buildings occur at different levels of the building, the use of both the **1** and **G** floor level designations in descending order, is suggested.

B Basement – First Level (fully) Below Grade.

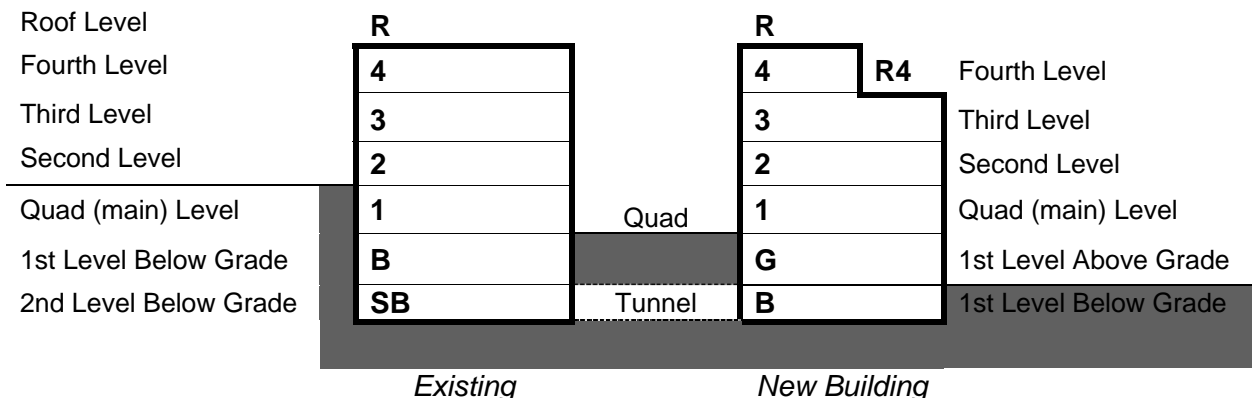
At existing buildings, this floor level may also be designated as **G** (Ground) or **0** (Zero) Floor, or below-grade levels may be designated as “**A, B, C,**” and so on.

SB Sub Basement – Second Level Below Grade.

For buildings with more than 2 below-grade levels, floors shall be designated as **SB1, SB2, SB3,** etc., in descending order from **B.**

Additional Floor Level Designations Considerations:

1. Level designation of below-grade areas are to be reviewed on a case-by-case basis. Multiple at-grade entries, existing floor level designations at neighboring buildings, or other factors may dictate an atypical strategy. A building entry from a quadrangle (Quad) may help to identify the “main” building level from which to organize a numbering strategy.
2. Where possible, maintain the same floor level designations between neighboring buildings with at-grade entrances at the same level, or bridge/tunnel connectors. Provide clear signage of building and floor level location at either end of connectors.



Example: Neighboring buildings with primary entry levels off of a quadrangle. Note that existing building floor level designations result in non-ideal relationship of floor-levels at the tunnel connector.

Residential Room Designations

(To Be Developed)