

**ARCHITECTURAL / ENGINEERING BULLETIN****Date: September 07, 2022****Bulletin No. 2022-006****Bulletin Title: Room Numbering Guidelines****Bulletin Contact:** Carey Demas (323) 980-2610 | [carey.demas@build-laccd.org](mailto:carey.demas@build-laccd.org)**PURPOSE**

The purpose of this Room Numbering Guideline (Guideline) is to describe the procedures and standards to be used in establishing building room numbers for all LACCD Colleges and Satellites. The room numbering guideline reflects industry standards; and is not intended to be either static or all inclusive. The guideline will be updated periodically; and it is essential that when a Design Professional is procured for a project – the Design Professional is provided with the current guidelines.

The guideline ensures a uniform and consistent approach to the numbering of rooms District-Wide. Because room numbers affect emergency responders as well as multiple campus databases – including the District's web-based management/planning software system, telecommunications, and maintenance and operations – room numbers should not be changed without a formal review by the College's Facilities Director, District Maintenance & Operations Standards Coordinator, and College Project Team (CPT).

It is the intent for all projects to have permanent room numbers assigned during the Design Development Phase. It is the responsibility of the Design Professional to initiate and complete this process, and the CPT Project Manager's responsibility to gather required approvals.

Room numbering, based on these guidelines, must be reviewed and approved by the College Facilities Director, District Maintenance & Operations Standards Coordinator, and CPT Project Manager prior to completion of the Design Development Phase.

Wall or door location changes that occur in various stages of design and/or construction may impact room numbering and can often result in costly and time consuming modifications. If floor plan changes are made during construction, provide updated floor plans to assess room numbering impacts; and plans reflecting any changes made during construction must be resubmitted for review and approval prior to development of room signage plans; and all drawings shall include District approved final room numbering assignments.

## **METHODOLOGY FOR FLOOR AND ROOM NUMBERING DESIGNATIONS**

The Room Numbering Guidelines are created to provide consistent identification of rooms for district-wide space planning and management, construction and renovation coordination, facilitate work and key control, support safety and evacuation planning – through standardized wayfinding on all campuses, and promote standardization of interior signage.

Become familiar with this document; and in compliance with methodology, and guidelines listed herein.

### **FLOOR DESIGNATION**

1. Review and become familiar with the configuration of a building.
2. Determine whether the floor designations for the project apply to a single building or need to be coordinated with one or more other buildings.
3. If a single building – building's lowest level should be identified with the 100 number series regardless of where the entry level(s) is(are) located. The second level as the 200 number series and “telegraphing” so on.
4. If coordinated with other buildings – levels of all buildings in the group, should be coordinated so that level designations are at or near the same elevation. The lowest level in the group should be identified with the 100 number series. All floors in the group should ascend together, so that individuals moving from one to another – may leave one and enter the other on the same level. When a new building is added to this grouping its floor numbering should coincide with the existing structures.
5. Mezzanines should be coordinated so that the numbers telegraph vertically with the floor immediately below it. The letter “M” following the designation of the floor below it should be used for Mezzanines (e.g. M10).

### **ROOM NUMBER DESIGNATIONS**

1. All rooms on main corridors must be signed.
2. Identify the main points of entry into the building; the organization of major groups of rooms on each floor, and what groupings are typical and atypical from floor to floor; the primary means of circulation through the building, and on each floor; and the need, if any, to identify special blocks or groups of rooms.
3. Determine the direction of wayfinding throughout the building; and any necessary means for clarifying this through directional signage.
4. Review the types of space to be given a room number; and identify those areas on the floor plans. All assigned square footage is to be accounted for. Pay particular attention to spaces that may require special room number designations - such as non-assignable/miscellaneous room types.
5. Determine and layout the maximum number of spaces to be numbered on each floor. Coordinate this layout on all floors – so that the numbering system will “telegraph” vertically through the building.
6. Count the maximum number of spaces per floor, and determine whether a three or four digit numbering system is needed.
7. Draft a room numbering scheme and submit a floor plan and room schedule for each floor of the project to the and College Facilities Director, District Maintenance & Operations Standards Coordinator, and College Project Team for review and approval.
8. Obtain approval of room numbering scheme, initiate, and complete a final room numbering scheme. Include any explanations and clarifications that may be needed. Submittal is preferred in electronic format regardless of project size or scope.

## ROOM NUMBERING GUIDELINES

The following room numbering conventions should be followed throughout all college facilities for the purpose of standardizing room numbers. In general, room numbers in a building must follow a consistent numbering pattern that provides information and a logical sense of direction and continuity. The room numbering scheme should be clear and facilitate pedestrian wayfinding within the facility. The assignment of room numbers on construction documents for individual rooms shall be coordinated with the College Facilities Director, District Maintenance & Operations Standards Coordinator, and College Project Team – so that room numbering is in accord with the District's management software system.

### **BUILDING ROOM NUMBERING**

The Design Professional shall assign room numbers during the Schematic Design Phase; and prior to completion of the Design Development Phase. The Design Professional shall submit a room number layout for review and approval during the Design Development Phase; and verify the room numbering with the College Facilities Director, District Maintenance & Operations Standards Coordinator, and College Project Team prior to numbering rooms on the drawings. The Design Professional shall give particular attention to assuring all sub-consultants receive – and use – the approved room numbering layout; and any subsequent changes to all drawings and schedules. For new buildings, these standards should be followed as closely as possible. In cases of additions to existing buildings, the building's existing numbering system can be extended. With some renovations, it may be appropriate to abandon the existing numbering system in order to re-number the entire building or floor, implementing the most logical numbering scheme.

### **FLOOR LEVEL DESIGNATION**

Room numbering shall start at the main entrance to a floor, and each floor shall be numbered similarly. Number all accessible spaces – in addition to rooms, all interior spaces that can be directly accessed, such as corridors, vestibules, stairwells, elevator shafts, and accessible pipe/chase spaces shall be numbered in a manner as consistent – and as possible – with standard room spaces. Where doors or walls separate different areas of these spaces, each area shall receive its own unique number. The usage of each room should be indicated on the construction documents.

Each room should have only one number regardless of the number of doors opening into it. Exceptions can be made where a particularly large room is subdivided into different areas of use, such as by cubicles. In these cases, one-character letter suffixes are added to create unique numbers. Where the number of areas exceeds the suffixes available, additional sequential numbers may be used.

### **ROOM NAME and NUMBERING CONVENTIONS**

All room numbers must use a three (3) digit format (with the first digit corresponding to the building's floor level); and are assigned to each level according to the following schedule (A two (2) digit prefix is available and can be used by the college if needed – however, the printed signage must match the room number entered into FUSION):

- **Basement or Ground Floor** 000 – 099
- **1st Floor** 100 – 199
  - 1st Floor Mezzanine M10 – M19
- **2nd Floor** 200 – 299
  - 2nd Floor Mezzanine M20 – M29
- **3rd Floor** 300 – 399
  - 3rd Floor Mezzanine M30 – M39
- **4th Floor** 400 – 499
  - 4th Floor Mezzanine M40 – M49
- **5th Floor** 500 – 599
  - 5th Floor Mezzanine M50 – M59
- **Roof Level**
  - Roof Level RL
  - Terrace Level TL
  - Penthouse PH

Non-assignable spaces and their abbreviations are (all elements of the building's general circulation system - i.e. corridors, vestibules, stairs and elevators are always numbered with the appropriate floor level):

- Corridor – **CR**
- Custodial – **CU**
- Elevator – **E**
- Lobby – **LB**
- Stairway – **S**
- Vestibule – **VS**
- Mechanical – **ME**
- Electrical – **EE**
- Telecommunications – **TR**
- Restrooms / Lactation
  - Gender Neutral – **GR**
  - Men's Restroom – **MR**
  - Women's Restroom – **WR**
  - Lactation Room – **LR**

## **ROOM NUMBER ASSIGNMENTS**

1. Rooms entered from a main corridor or lobby receive numbers with no suffix (i.e. 101, 210, 315, etc.). Use alphabetic suffixes for rooms entered from other rooms (rather than a corridor). When rooms open off another room – and not from a corridor (i.e. office suite) – use the number of the first room with an alphabetical suffix (e.g. Reception 101, Office 101A, Office 101B, Office Storage 101C). Assign suffix letters in the order rooms are encountered – and beginning with the room closest to the main entrance – proceeding in a clockwise direction; and where possible, in the same direction as the overall numbering sequence. Only a single suffix is allowed – where the first room already has a suffix, the next alphabetic designation shall be used. Avoid the letters “I” and “O” which may be interpreted as numbers.
2. Numbers should flow from one end of the building to the other:
  - 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 clockwise direction through the corridors from the main entrance, or similar location such as elevator lobby.
3. Use an odd/even numbering sequence – room numbers shall be coordinated so that even numbers are on one side of a corridor and odd numbers are on the other side. Proceed clockwise – if this is not possible due to the architectural design of the building, the numbering shall proceed in a logical progression. In more complex designs, or where the availability of numbers is limited – the odd-even format can be abandoned if consecutive numbering results in a more logical sequence/scheme.
4. Room numbers on both sides shall increment as appropriate so rooms across from each other have matched order numbers – even/odd. This allows for large rooms to be renovated into multiple smaller rooms - allowing the new room numbers to be assigned without reassigning large sections of the floor.
5. Numbering systems on all floors should be similar as much as possible, even when the floor plans are significantly different. To the greatest extent possible, and without creating other inconsistencies, rooms with the same digits in the last positions should be located in the same position in the building (e.g. 101, 210, 315 – occur in a vertical stack (stairs, stacked restrooms, network equipment rooms, etc.)).
6. When a corridor contains large rooms such as classrooms, meeting rooms, etc. on both sides of the corridor – room numbers shall be skipped to maintain succession of room numbering; and to allow for future renovations that may convert classrooms, meeting rooms or large spaces, into separate or small rooms with a corridor. This may occur when a suite of rooms or a large space is accessed through a single door and there are no other doors on that same side until further down the corridor. Allow for future renovation of a large space into smaller spaces; and sufficient numbers shall be reserved to allow for the large spaces to be divided into standard size office spaces – when larger spaces are divided into smaller spaces (note: windows, columns, and other structural features offer keys to possible future wall placement) – new room numbers that will be needed; and having numbers in reserve will avoid the need to renumber an entire floor.
7. Rooms which open onto two levels, such as sloped floor lecture rooms, shall be numbered according to the floor from which the most common entrance would be made.
8. Stairs and elevators shall be numbered consistently from floor to floor to reflect an element's entire vertical run through a building.
  - Stairs and elevators shall be numbered with the appropriate floor level followed by applicable suffix.
  - Stairs and elevators shall first be numbered according to relative importance and location (i.e. main stair would be Stair No. 1, or S1), and then sequentially around the floor plan.
  - Stairs and elevators shall be numbered consistently from floor to floor to reflect an element's entire vertical run or telegraphing through a building (i.e. Stair 1 on Level 1 would be identified as S1L1).
9. All re-numbering of renovated rooms shall be consistent with the existing numbering in adjacent spaces. When the existing numbering is not consistent or is confusing, room numbers shall be assigned to renovated rooms to keep with the intent of the Room Numbering Guidelines – and allow for a reasonable best solution.

## **DETERMINING WHICH ROOM THE DOOR BELONGS**

In some cases, it may be difficult to determine in which room, space or area a door belongs. A door adjacent to another space or a door to a sub-room is an example of this occurrence. The space where a door belongs is important as that is the key factor to numbering associated doors. Care must be taken - and best judgment used - to determine which space a door belongs to. Use the best purpose and practicality when determining adjacent space doors or sub-room doors. If a larger space has sub-rooms – then each of those sub-room doors will belong to respective sub-rooms. Another rule of thumb when practicality is not logical – designate a door belonging to a certain space by the hinge side of the door. For instance, if a door opens into a room or sub-room then the hinge side belongs to said sub-room, thus the door will belong to this same sub-room. This may not always be the case, but a good indicator when there is no practical determination as to which space the door belongs to.