

NC State University Design and Construction Guidelines

Division 00 Planning & Design – Room Numbering

1.0 Purpose

- A. The following guidelines establish room numbering logic.

2.0 General Requirements

- A. Standards for Room Numbering

1. Rooms shall be numbered with a three digit number. Exceptions for a four digit number must meet one of the following criteria:
 - a) Buildings exceeding nine floors
 - b) Buildings exceeding eighty rooms per floor
 - c) Buildings with tenant space

2. Three digit examples:

2 06 ← Room number
↑
Floor number

3 2 4 ← Room number
↑ ↑
Wing/Section number
↑
Floor number

3. Four digit examples:

3 083 ← Room number
↑
Floor number

4 0 78 ← Room number
↑ ↑
Wing/Section number
↑
Floor number

11 05 ← Room number
↑
Floor number

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B. Standards for Floor Numbering

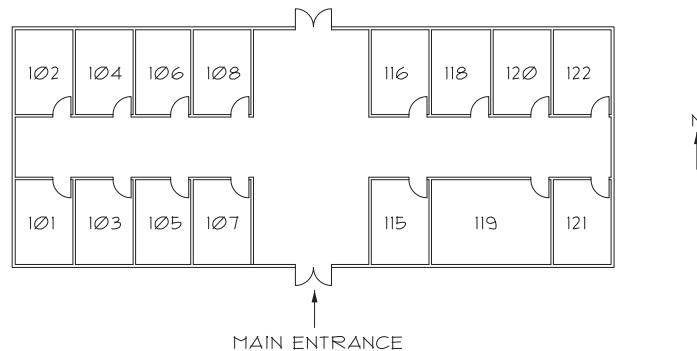
1. The lowest floor entered from the exterior shall be the first floor.
2. Mezzanines shall be numbered as a whole floor.
3. Mechanical and service floors below the first floor shall be designated as a basement with a “B” prefix. The floor below the basement shall be a subbasement with a “BB” prefix.

C. Standards for Parking Decks

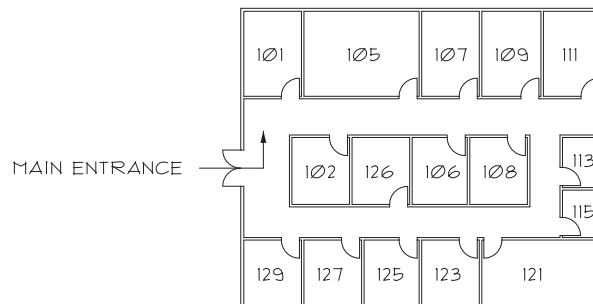
1. The lowest level shall be “1”.
2. Stairs shall be designated by cardinal direction.

D. Standards for Numbering Rooms on a Floor

1. Example 1: Double-loaded Corridor. Assign even numbered rooms on the north and/or east side of corridor and odd numbered rooms on south and/or west side.



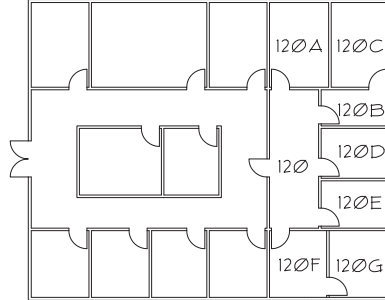
2. Example 2: Race Track Plan. From the main entrance, the lowest room number should begin to the left. Even numbers should be assigned on the right side of the corridor and odd numbers on the left side.



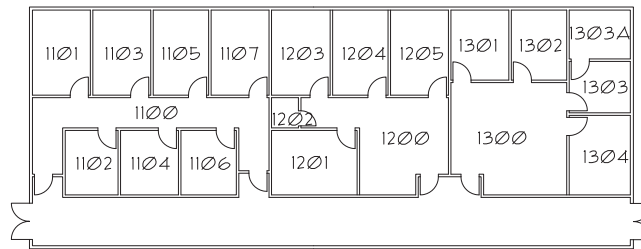
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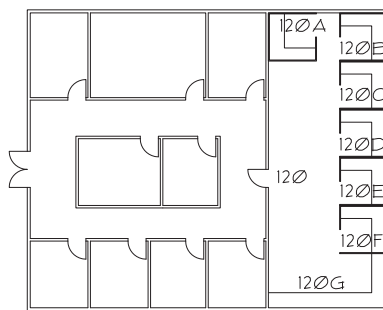
3. Example 3: Academic Building Suite Arrangement. Add a suffix letter to each interior room in alphabetical order beginning to the left of the main door.



4. Example 4: Tenant Building Suite Arrangement. Each suite shall be numbered like a building wing or section.



5. Example 5: Interior Spaces within a Room. Physically defined spaces such as cubicles and high bay space shall be numbered like rooms within a suite.



6. Numbers should be periodically skipped. Do not use the letters “I” or “O” or “Z”.
7. Elevators shall be numbered starting with the floor/wing designation and room number “99”. Additional elevators shall be numbered in descending order.
8. Stairs shall be numbered in sequence with other rooms along the corridor.

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E. Standards for Door Numbering

1. Doors shall be numbered using the room's number to which they serve.
2. The secondary door into a room shall be given the next available alphabetical suffix.
3. Exterior doors shall be designated with an "E" prefix.
4. Examples:

