

ROOM NUMBERING GUIDELINES

1 General

- 1.1 Numbering standards listed here follow applicable provisions of the 2010 Standards for Accessible Design (the updated ADA Accessibility Guidelines, ADAAG). These standards fulfill requirements from other regulatory agencies holding jurisdiction of life safety codes and applicable building codes. All rooms/spaces that need identification by code and requested by LSU/PDC will adhere to this standard
- 1.2 Architects/Contractors must seek final approval for all room numbering schemes that are to be implemented into campus projects. PDC will review room numbering submitted by designers based on these guidelines. However, review and approval of sign schedules and shop drawings remain the responsibility of the designer of record. PDC's review in no way alleviates the designer from the responsibility of accuracy of information and compliance with current code regulations
- 1.3 PDC shall receive room numbering documentation no later than the end of design development for approval of all proposed room numbering changes for existing buildings, new construction, additions, or modifications to ensure compliance with LSU numbering standards and with the campus Facilities Management Information System (FAMIS)

2 Building Room Numbering

- 2.1 LSU utilizes a computer aided facilities management program (FAMIS) that requires all interior rooms-assignable, non-assignable, covered, and non-enclosed areas to have a number identification
- 2.2 In the case of renovations or additions to existing buildings, the existing number scheme can be extended or replaced in favor of the following LSU numbering standards. Newly constructed buildings shall follow signage conventions listed here
- 2.3 The driving intention for each floor and room numbering scheme is to be structured in such a way that the numbers flow through the building in a clear and user-friendly pattern. The scheme should be consistent and obvious to building users
- 2.4 Rooms in similar locations on different floors should have similar room numbers that "stack" or align vertically as well as a horizontally throughout the building

3 Floor Level Designation

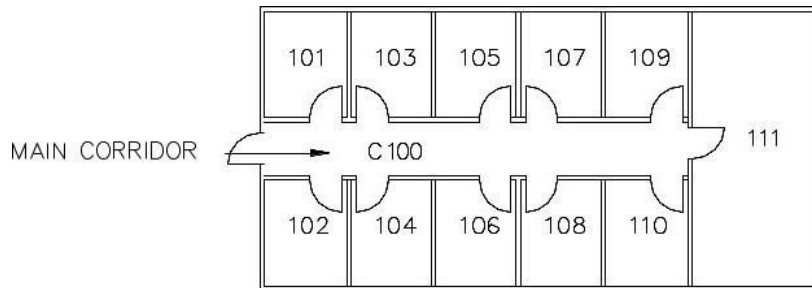
- 3.1 LSU designates each floor with a floor level code. In some instances, levels can be determined by the prefix used in the room numbers; however, in other instances a prefix used in the room number must identify the wing or section of the building. The level indicators are as follows
 - 3.1.1 Sub-Basement: Rooms here have a prefix "SB" (e.g. SB1001-SB0099)
 - 3.1.2 Basements: Below grade spaces must have a "B" prefix designation or consist of smaller number digits than the floor above. Numbers can be 3 or 4 digits depending on the number of rooms on the floor (e.g. B0001-B0099)
 - 3.1.3 First Floor: Floors or rooms entered at grade must always start with a "1" to indicate floor level (e.g. 100 or 1000)
 - 3.1.4 Mezzanine: If a mezzanine lies between two floors it will be numbered with an "M" prefix and its number will correlate with the floor and room below. A large mezzanine shall be counted a whole floor
 - 3.1.5 Mezzanine room numbers follow the room number of the space below it (e.g. rooms of the mezzanine to 1st FL would be M100 or M1000)
 - 3.1.6 In some instances where a mezzanine is a sub-space, mezzanine room numbers can follow the room numbering sequence of the sub-spaces below, instead of starting with prefix M (e.g. 1005E would be

used for the mezzanine within Suite 1005 which houses rooms 1005 A through 1005D)

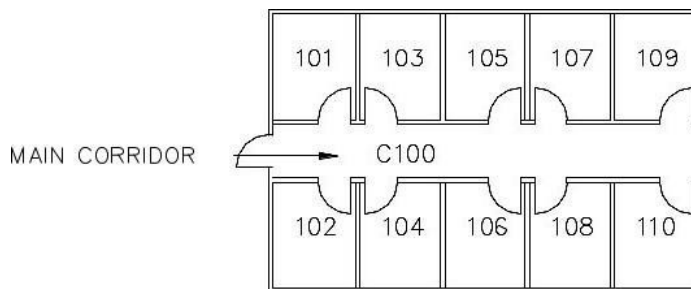
- 3.1.7 Second Floor and beyond: Second level rooms will start with “2”. Third level rooms will be “3”. Numbering in this sequence will follow upwards to the subsequent floors
- 3.1.8 Attic & Mechanical Penthouse: Usable attics and penthouse levels should be numbered as if they were whole floors (e.g. The attic above a third floor would be considered the fourth floor and be numbered 400 or 4000)

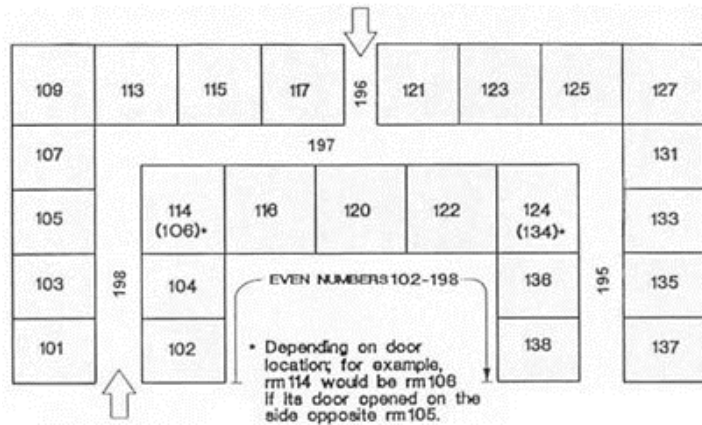
4 Room Numbering

- 4.1 Prefixes can be used to designate spaces within a floor
 - 4.1.1 Stairs have prefix “S”
 - 4.1.2 Elevators have prefix “E”
 - 4.1.3 Corridors, vestibules, lobbies have prefix “C”
 - 4.1.4 Ramps have prefix “R”
 - 4.1.5 Additions, wings, or annex buildings can, at times, have a prefix added according to the location of the new building (e.g. Rooms in Life Science Annex have prefix “A”; Rooms in Howe Russell East have prefix “E”)
- 4.2 Room number lengths
 - 4.2.1 Use 3- or 4-digit numbers consistently throughout the building
- 4.3 Room number should increase from one end of the building to the other

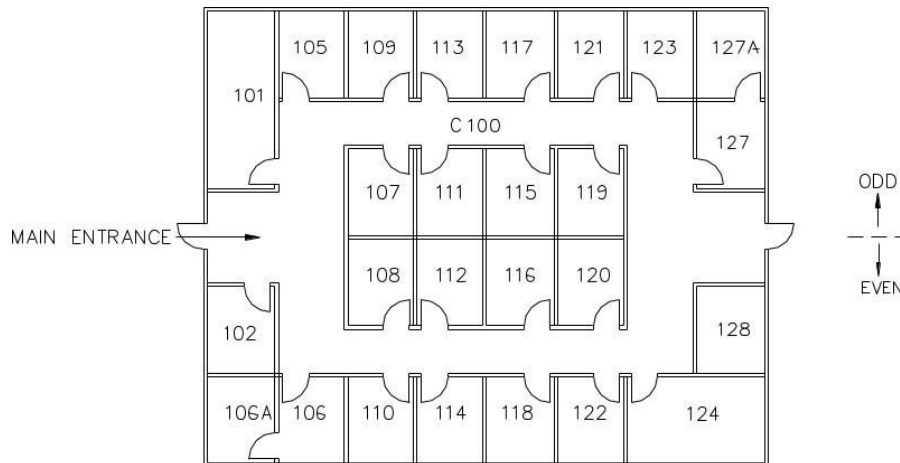


- 4.4 Use even and odd numbers on opposite sides of the corridor; room numbering will begin with the corridor room number C100 on the first floor lobby, C200 on the second floor etc.

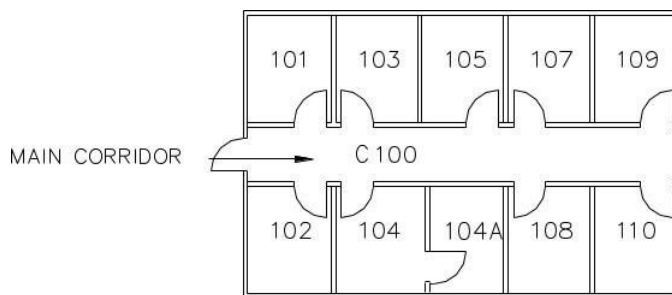




- 4.4.1 In smaller buildings with simplified layouts, the even- odd format can be abandoned if consecutive numbering results in a more logical scheme
- 4.4.2 In the case of a “racetrack” design, starting at the main entrance, room numbers will be numbered with even numbers down one corridor and odd numbers down the corridor other. These numbers will alternate back forth across the corridor

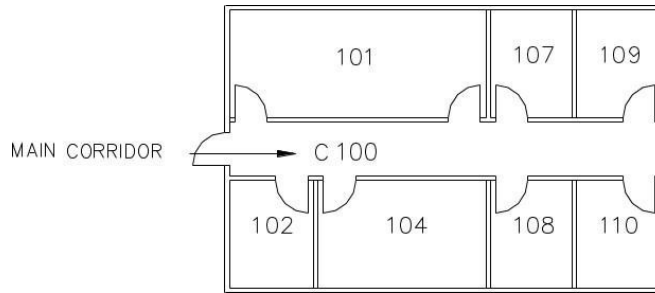


- 4.4.3 Skip numbers to maintain sequence of room numbering; in some instances, room numbers on one side of the corridor should be skipped to maintain alignment with rooms on the opposite side of the corridor. This may occur in suites or large spaces

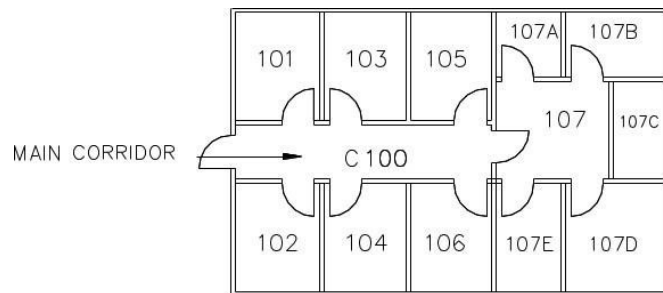


- 4.4.3.1 Note Rm 106 was skipped to better align rooms 107 & 108; if Rm 104 were renovated in the future, 104A could become Rm 106

- 4.4.4 Skip numbers to allow for future use or renovations; when numbering large spaces such as classrooms and meeting rooms, room numbering should be skipped to reserve for future use. Enough numbering should be “padded” to allow large spaces to be divided into smaller subspaces. Windows, columns, and other structural features offer clues to possible future wall placement

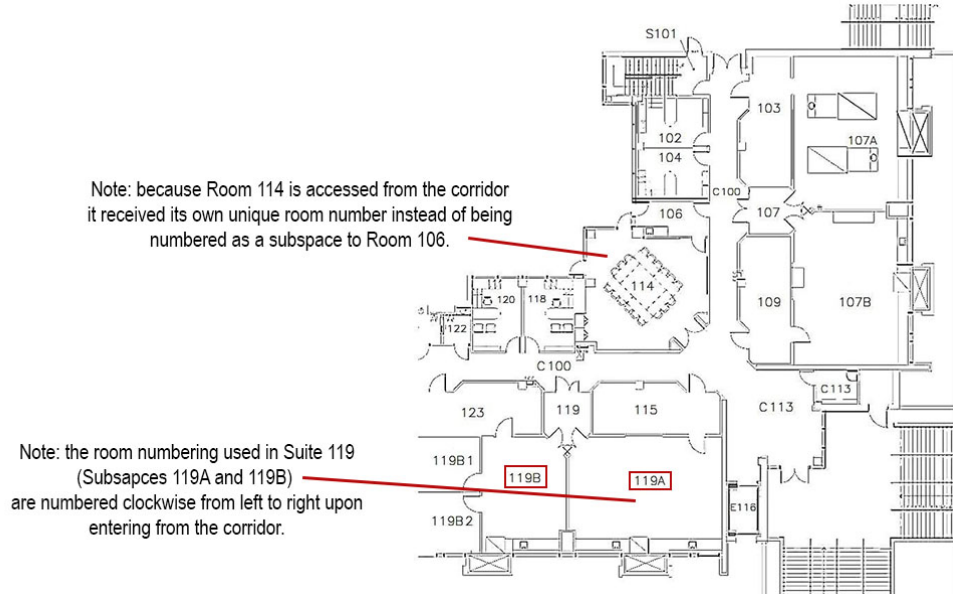


- 4.4.5 Use similar numbering on each floor; numbering schemes on all floors should be similar in arrangement even if floorplans vary greatly between floors; an effort should be made to maintain consistent room numbers i.e., restrooms, electrical closets, telecom closets, etc. are generally stacked in the same area on each floor and should share similar room numbers (e.g. a restroom in the same location on each floor should have similar room numbering and be numbered B0001, 1001 and 2001)
- 4.4.6 Each room should have only one number
- 4.4.6.1 Each room should have one number regardless of the number of doors opening into it
 - 4.4.6.2 Certain numbers or alphabetical letters should be avoided, particularly the letters I, O, and S because they can be mistaken for the numerical digits
- 4.4.7 Use alphabetical suffixes for rooms accessed via other rooms or rooms with subspaces
- 4.4.7.1 Rooms entered from a main corridor or lobby are numbered without a letter suffix. When rooms are a subspace to another room or accessed from a non-corridor room, use the room number of the main room followed by a letter suffix (e.g. Office Suite 107: Reception Desk: 107; Office 1: 107A; Office 2: 107B; if Rm 107B had a subspace, it would be Rm 107B1)



- 4.4.7.2 If the number of subspaces in a suite exceeds the number of usable letters in the alphabet, each subspace should be assigned its own numeric room number

- 4.4.8 Number all accessible spaces shown on a plan; in addition to rooms, all interior spaces that can be directly accessed, such as corridors, vestibules, and stairwells shall be numbered in a manner consistent with standard room spaces; If doors or walls separate different areas of the space, each area shall receive its own unique room number



4.4.9 Do not use

- 4.4.9.1 Do not use numbering for an internal courtyard. If the courtyard is covered, its room number will have a C-prefix.
- 4.4.9.2 Do not use periods, hyphens, spaces, or any other non-alphanumeric characters in room numbers.
- 4.4.9.3 Do not use room numbering for equipment or non-fixed furniture such as cubicles or freezers.
- 4.4.9.4 Do not room number open workspaces or areas with movable walls. Cubicles are only numbered if the modular furniture uses full height walls and includes a door that can close the room off from other spaces.
- 4.4.9.5 Do not use room numbering for corridors, stairwells, and elevators shown on record drawings. These numbers are used for campus space inventory only and should not be reflected in building signage

4.4.10 Do use

- 4.4.10.1 Do use numbering for all accessible spaces including corridors, stairwells, public restrooms, janitorial closets, telecommunication closets, and elevator shafts. Room numbering for corridors, stairwells, and elevators shown on record drawings are used for campus space inventory only and should not be reflected in building signage.
- 4.4.10.2 Do use numbering for all exterior, covered, unenclosed spaces, whether walled or not. Spaces will be treated as corridor or circulation space with prefix C. (i.e., arcades or covered porches)
- 4.4.10.3 Do use room numbering for all usable space within parking garages. The uncovered top level of parking decks should be assigned room numbers.
- 4.4.10.4 Do use room numbering for all mechanical penthouse spaces