

# Northwestern University CAD/CAFM Standards for Room Numbering Methodology

## Section 1: General Room Name & Numbering Methodology

These numbering conventions have been developed and should be followed throughout Northwestern University controlled facilities for standardizing room names and numbers. For new buildings, these standards should be followed as closely as possible. In cases of renovations or additions to existing buildings, the building's existing numbering system can be extended, or modified to use the following standards to renumber including the renovated and/or added space. The intention is for each facility's floor and room numbering scheme to be structured so that the numbers flow through the building in a consistent, comprehensible, and user-friendly and wayfinding pattern. The scheme should be clear to the users of the facility, not causing confusion for individuals attempting to locate spaces.

## Section 2: Building Name & Numbering

- Northwestern University is responsible for assigning all building names
- Room numbers shall be developed and coordinated with the staff of NU Facilities – Space Information team as a resource and be included in drawings no later than the SD phase for review and approval.
- Submit floor plans in .pdf and AutoCAD format at the completion of schematic design, design development, or at a time designated by the NU project manager for user sign-off. The purpose of this submission is to establish room numbers for the project that will be utilized by NU after occupancy. NU will provide room numbers based upon this document for incorporation into the construction documents by the architect/designer.

## Section 3: Floor Numbering

- Floor Numbering on campus is indicated with (5) digits i.e., 01101
- The first (2) character of a room number indicates the floor level of the building. The level with a "01" as the first two characters should be the uppermost floor entered at grade or one-half flight above grade. IE. 01, 02, 03, 10
- Levels below can use the character "BT" (basement), or "GN" (ground), 'LL" (Lower Level) depending upon the arrangement and number of floors.
- Buildings located on steeply sloping sites may need to vary from this rule; where necessary, the floor numbered "01" may not in fact be the uppermost floor entered at grade
- Large mezzanines shall be numbered as a floor. Example: When a mezzanine exists between the first floor and the next whole floor, it will be numbered as the "MZ" Mezzanine floor. Existing Buildings may vary
- Some attic floors, roof, and penthouse levels should be numbered as if they are whole floors. For example, a two-story penthouse atop a three-floor building will be numbered as the fourth and fifth floors. I.e., "AT" Attic, "RF" Roof, "PH" Penthouse

#### **Section 4: Room Names**

- Room Names should be should in conjunction with the Tririga-FC Room/Space Tag and set on the A-AREA-IDEN layer and By Layer Text Style.
- Re-use old or existing room name in renovation projects if space function is remaining the same and is not in conflict with current numbering scheme and flow
- When new construction happens in an area, re-use the old Room Numbers, is acceptable if they are in the ranges. When adding new numbers, check availability and maintain the room number sequence

#### **Section 5: Room Numbering**

The guidelines in this section should be followed as closely as possible when assigning numbers to individual rooms.

Room Numbering on campus is indicated with (5) digits, i.e., 01101

Use 3-digit numbers (plus optional alpha suffix) consistently throughout the building. IE 112, 313, or 112A, 313A

In existing buildings follow the existing naming conventions (i.e., wing numbers)

Rooms shall be numbered with a five-digit number, where the first digit may be optionally replaced with the letter "B" or "G" (see floor numbering above); at lower-level floors building. With an optional letter suffix, the maximum length of a room number is 5 characters. I.e., 0B101 or GL102

Three-digit numbers may be used for buildings first floor will be numbered 100's; second floor will be 200's; third floor will be 300's etc. I.e., 01110, 02202, etc.

Ground floor or basement rooms may be numbered 001, 002, etc. or GL011, GL012, etc. or BT101, BT102, etc.

The main open Suite areas shall be given a "suite number" as the main room number. IE: 1100

Rooms within suite 1100 will be 1101, 1102, etc.

Cubicles within a room are given Room Numbers.

We typically try to have a corridor be a round numbers such as 1000, 2000, and the connecting corridor receive a letter designation such as 1000A, 200B

Elevators, In Tririga-FC we notate these as #EL##. On our floor plans we must distinguish this by floor before entering it into Tririga-FC. So, EL5 on the floor plan my very well look like 4EL5 which is on the 4th floor plan and elevator cab 5 on that floor. These Elevator cab numbers should follow up the entire bldg.

Stairs. Stairwell ST-5 on level 1 also named ST-5 on level 7. On our floor plans we must distinguish this by floor before entering it into Tririga-FC. So, E-5 on the floor plan my very well look like 1ST5 on the 4th floor plan become 4ST5

Every room space including the corridors must have room names and number on the drawings.

Numbering rooms beginning with the main entry vestibule in a counterclockwise order

#### **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.

**Use odd numbers on one side of a corridor and even numbers on the other side**

Room numbers shall be coordinated so that even numbers are on one side of a corridor and odd numbers are on the other side. (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 scheme.)

**Skip numbers to maintain succession of room numbering**

In some instances, room numbers on one side of a corridor shall be skipped 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 is accessed through a single door and there are no other doors on that same side until further down the corridor. This will allow for future renovations that may convert suites or large spaces into separate or small rooms with a corridor door.

**Skip numbers to allow for future renovations**

When a corridor contains large rooms such as classrooms, meeting rooms, etc. on both sides of the corridor, room numbers shall be skipped 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.

**Use similar numbering on each floor**

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 in the same position in the building. Thus, 0B001, GL001, 01101 ,02201, etc., occur in a vertical stack.

**Use alphabetic suffixes for rooms entered from other rooms (rather than a hallway)**

Rooms entered from a main corridor or lobby are numbered with no letter suffix. When rooms open off another room and not from a corridor (such as in a suite of offices), use the number of the first room with a letter suffix (example: Reception 301, Office 301A, Office 301B, Office Storage 301C). Assign suffix letters in the order rooms are encountered and, where possible, in the same direction as the overall numbering sequence. Only a single suffix is allowed; thus, in the case 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. Large suites with many rooms can use non-suffixed numbers if it makes the numbering scheme more understandable.

**Each room should have only one number**

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 should be used.

