



BUILDING ROOM NUMBERING GUIDELINE

Room numbers are to be identified on Schematic Design submittals following the University's Building Room Numbering Guideline. After numbers have been assigned they become the permanent numbers and shall be used when making references to spaces, in notes on the drawings, in schedules and in correspondence.

All spaces that have structural walls and doors, including caged areas, require a room number. Spaces interpreted as an alcove or vestibule without door enclosures does not require room numbers. Vestibules are subservient to the lobby. Evaluate the use of space and equipment to make this determination. Corridors, hallways, and spaces with full height walls and doors will have room numbers per the University standards for room numbering.

For new building construction, the new building name is determined by the Board of Trustees. However, during the design phase a consistent temporary working name shall be used until the official name is approved. The temporary working name shall be determined by the project team. Upon site location approval, the Project Manager shall request the building number identification from the FM IT Director.

University Standard for Building Room Number Assignment

The following procedure has been developed for standardized room numbers for all buildings throughout the Western Michigan University campus. Rooms will have base four-digit numeric identification labels. The numeric identification labels are to be determined as follows:

1. Floor Level: Establish the number of floor levels within a building. Assign numbers to each floor level starting with the first floor level. The first floor level will be the floor that is most nearly on a level with the ground. This first floor level will be numbered 1, with room numbers in the 1000 series. Vertical room numbering sequence for like areas in vertical alignment, such as toilet rooms, mechanical spaces, IT closets. For levels above and below the first floor, refer to the chart below:

Building Story Floor Level Naming Convention Chart:

Floor Name	Level Code	Room Numbering
Penthouse	PH	Pxxx
Roof	RF	no roof numbers needed
	...continue as needed...	
Third	03	3xxx
Second	02	2xxx
Mezzanine	MZ	Mxxx
First	01	1xxx
Ground	GF	not to be used
Basement	B0	Bxxx
Sub-basement	B1	B1xxx
Sub-sub-basement	B2	B2xxx
Tunnel	TN	Txxx



WMU Design Guidelines

2. **Corridors:** Corridors are to receive a four-digit numeric identification label. Corridors are to be identified by the floor level number and the corridor number followed by two zeros. Starting at the main building entrance, corridors will be numbered starting with the main axis of the building. Corridors having their primary axis will be numbered with an even digit rounded to the hundred (e.g. 1200), corridors having their secondary axis perpendicular (or opposing direction) will be numbered with an odd digit, rounded to the nearest hundred (e.g. 1100).
3. **Room Numbers:** Rooms will receive a base four-digit numeric identification label. Rooms will be identified by the floor level, the corridor number, and then the room number respectfully. The room number is to be an even digit on the north and east side of the corridor and conversely it will be an odd numbered digit on the south and west sides of the corridor. Rooms are to be numbered leaving gaps in the number sequence to allow for the assignment of more numbers due to future space modifications. Gapping numbers should be weighted based on square footage and available space for room numbering.
 - a. If there are available room numbers, continue with numeric numbering sequence. For renovations and additions, review existing floor plans and provide consistent numbering sequence to adjacent rooms.
 - b. Design Professional shall meet with FM IT and WMU Project Manager to review and receive approval for proposed room numbering at the 90% Design Development phase.
4. **Office Workstations:** Workstations not enclosed within a room may receive a base four-digit number identification.
 - a. Room number sequencing counterclockwise starting at the main entrance to the workstation suite using numeric numbering sequence (e.g. 1050-A).
5. **Building Additions and Renovations:**
 - a. If an entire building is taken offline for a new addition or renovation, building number identification shall be reviewed by FM IT for approval.
 - b. If a building is receiving a new addition or renovation and is considered part of the existing building, all room numbers shall be unique without any room number duplication.
 - i. Refer to FM IT for existing building room numbers reserved in the TMA system. WMU Project Manager shall forward said list to the Design Professional to assure unique room number assignment.
 - ii. If a building is receiving new mechanical equipment, refer to FM IT for existing equipment tag numbers reserved in the TMA system. Numbering assignment shall be unique without any duplication. WMU Project Manager shall forward said list to the Design Professional to assure unique number assignment for equipment.
6. **Stairs:** Stairs to be numbered in sequence per respective floor level. ST1-1 (Stair 1, Level 1) and ST2-1 (Stair 2, Level 1), etc.
7. **Elevators:** Elevators to be numbered in sequence, EV-1, EV-2, etc.
8. **Interior Doors:** Interior doors to be numbered the same as its respective room number.
9. **Exterior Doors:** Exterior door numbers shall be identified in the construction documents. Main door is assigned Door Number 1 based upon main entrance definition #1 in the additional information below. Door numbers shall be assigned in numeric sequence counterclockwise.
 - a. Numbering sequence is counterclockwise, beginning at the main entrance (e.g. 1,2,3,4). Door sets at one given location that has more than one door shall receive alpha naming in counterclockwise direction (e.g. a,b,c).
 - b. Design Professional shall receive approval for exterior door numbering from the Supervisor of Public Safety Security at the 90% Design Development phase.



10. Construction documents shall identify all room numbers used and their respective space room name, appropriate FICM code and square footage. This information can be extracted from the BIM model into a spreadsheet format or manually developed. See below spreadsheet example:

Room Number	Room Name	FICM Code	Square Footage

- a. Submitted spreadsheet at 90%DD is to include Room Number and Room Name only.
- b. Submitted spreadsheet at closeout is to include all 4 identifiers, including FICM and square footage. Simple as-built CAD floor plans to accompany the spreadsheet.

ADDITIONAL INFORMATION:

1. Main entrance is defined as the entrance to a building that most pedestrians are expected to use. Generally, each building has one main entrance.
2. First floor is defined by the floor of a building most nearly on a level with the ground.
3. Basement is located immediately below the first floor.
4. Subbasement and sub-subbasement are the levels below the basement floor of a building where mechanical systems are typically located.
5. Tunnels shall be numbered and reviewed by FM IT for direction and approval.
6. Mezzanine is a level between levels.
7. Connecting bridges and exterior enclosed walkways between two buildings or structures are assigned with the respective building(s).
8. Penthouse is located on or within the roof and contains infrastructure and is for non-public use.
9. Roof level shall receive an identifier number, reviewed by FM IT.
10. Exterior door numbering begins with the number '1' at the main entrance of the building.
11. Public corridor is a long passage in a building from which doors lead to rooms.
12. Private circulation and service areas intended use for departmental use, including office cubical arrangement.
13. Vestibule is an antechamber, hall, or lobby next to the outer door of a building.
14. Alcove is a small space in a room, formed by one part of a wall being farther back than the parts of each side.
15. Access or service corridors are for non-public use.