UNC ROOM NUMBERING GUIDELINES

I. **In order to allow for future space management and asset tracking needs, building room numbers should follow these guidelines:**

(1) Each facility's room numbering system shall be structured so that the numbers flow through the building in a consistent and comprehensible pattern. The patterns shall be clear to the users of the facility, not causing confusion for individuals attempting to locate spaces

    (a) All new construction shall follow these guidelines as written.

    (b) During renovations, all re-numbering of renovated rooms shall be consistent with the existing numbering in adjacent spaces. When the existing numbering is not internally consistent or is confusing, the rules here are to be used as reasonable to define the best solution.

    (c) For numbering, cubicles and other soft-partition or partition-less divisions of space are treated as rooms and called rooms in these guidelines.

(2) Most room numbers will be 4 characters long, with special conditions as below.

    (a) Buildings with more than 10 stories will use 5 digit long numbers on floors 10 and above.

    (b) Rooms within a suite of rooms are designated with an alphabetic extension in the last position.

    (c) No dashes or other punctuation will be used in room numbers.

(3) The first digit, or two, of a room number indicates the floor on which the room is located.

    (a) Floor number 1 shall be the lowest most level entered at grade or one half-flight above grade.

    (b) If a new building is being significantly connected to an existing structure, the existing structure's floor numbering will be followed.

    (c) Buildings which are significantly connected shall be numbered as though each building were a separate wing or corridor. See section 5 for definitions of wings and corridors.

    (d) Floors below level 1 will be designated as follows:

        (i) G – First level below 1, if there is a direct exterior entrance.

        (ii) B – First level below G or 1 with no exterior entrance, or partially unexcavated.

        (iii) S – Level below B.

(4) The digit after the floor designation in the room number will indicate the wing or corridor.

    (a) In a building with only one dividing corridor, room numbers should flow in an ascending order beginning in the southwest corner of the building. The digit after the floor designation will be a zero, 0.

    (b) Any single corridor or wing directly serving more than 10000 square feet of usable space should be divided using the wing and corridor numbering concepts below.

    (c) For buildings with a cross, star or "Y" configuration the Corridor or Wing section of the room number, as above, will be used to identify the wing of the building.

        (i) The southwest-most wing will use a 1 as the corridor or wing digit.

        (ii) Corridor or wing numbers will be assigned clockwise in increasing order, starting in the southwest-most wing.

        (iii) Rooms in the "central core" for each floor, not on a wing hallway, will use a 0 as the corridor or wing digit.

(5) The digits after the wing or corridor designation in the room number will indicate the room.

    (a) Room numbers should be assigned so that odd numbers are on one side of a corridor and even numbered rooms on the other, when possible.

    (b) Odd room numbers should be on the North or West side of the corridor or on the inside of a ring-layout floor.

    (c) The first room numbers on a wing or floor will end in a 1 or a 2.

        (i) Room numbers 1000, 2000, 1100, and 1200 are not standard room numbers.

        (ii) Use 1001 or 1002, 2001 or 2002, 1101 or 1102, 1201 or 1202, etc as the first room number of a wing or floor.

    (d) Room numbers across a corridor from each other should be in matched order. Example: 125 is across from 124 and/or 126.

    (e) To the greatest extent possible, without creating other inconsistencies, rooms with the same digits in the last two positions should be located in the same position in the building. Thus, 1105, 2105, 3105, 4105, etc., occur in a vertical stack.

    (f) Skip numbers as appropriate in order to reserve numbers for future use.

        (i) A room number value should be skipped for each 60 square feet of room space or 2% of usable space on the corridor or wing, whichever is greater.

        (ii) When numbers are reserved for future room divisions, the room numbers on both sides will increment as appropriate so rooms across from each other have matched order numbers, even and odd.

        (iii) Explanation: Most buildings undergo renovation many times; and when, as is often the case, larger spaces are divided into smaller areas, new room numbers will be needed. Having numbers in reserve will avoid the need to renumber an entire level.

    (g) One room must have only one number regardless of the number of doors opening into it.

    (h) Rooms that are part of a suite, where all are entered from a main corridor or lobby by the same primary door, share the same room number with a suffix letter.

        (i) The lobby or main area of a suite is designated by the numbers with no suffix (1301, 5002, 3031, etc.).

        (ii) Rooms within a suite are numbered with the entrance room number, plus an alpha suffix (1301A, 1301B, 1301C, etc.), beginning with the room to the immediately left of the main entrance and proceeding in a clockwise direction.

        (iii) The letters O and I are not used in suite lettering.

        (iv) Letters should be skipped for large rooms in a suite, following the above rules for room numbering.

(6) Corridors and other required egress-ways will be numbered on plans and for space measurement. These numbers are not normally posted for use.

    (a) Corridors will be numbered following the above standards with the first one or two digits indicating floor and the second or third indicating the wing or corridor, with a 0 for the last digit. I.E. 1000, 1100, 1200, etc…

    (b) Vestibules and airlocks shall follow the corridor numbering system and be treated as suites. I.E. 1000 for the main corridor, and 1000A for a vestibule.

(7) Stairways will be designated by the corridor number that they serve.

    (a) The first digit(s) shall indicate the floor number of the stair landing or access door.

     (b) The second digit will match the corridor primarily served.

     (c) Stairwells can be numbered as suites off the corridor, like vestibules above, or they can be numbered in sequence with the rooms on the floor.

     (d) The same stairwell will have multiple identifiers in the first two numbers based on the floor being discussed. The last numbers should match across all floors of a building.

(8) Final, approved, room numbers must be on the final drawings prior to construction.

(9) Room numbers shall be approved by EIS Plan Room, Space Management Staff.