



Baylor University

Room Numbering Standard

Last Updated: 05/11/2022

The **Baylor Building Room Numbering Standard** is the approved guideline for room numbering for all new building construction and renovation changes made to any existing building. Any alterations to existing building conditions that affect numbering must obtain approval by Baylor's department of Facilities Management.

Assigning room numbers will be completed at the start of a project's construction documentation phase and given approval by the project manager to proceed before completing documentation for bidding. Facilities Management's intent for conformance to the Building Room Numbering Standard is for room numbers to be used throughout the process starting with Construction Drawings → Room Signage → Record Drawing Files → Ignite, except at Restrooms, Elevators, and Stairs.

General Room Number Assignment

For all general room numbering a numerical three-digit value shall be assigned with the exception of Garden Level (GL) or where two buildings connect such as Hankamer and Cashion (H100 and C100).

- The first digit shall represent the level the room is located on.
 - Garden Level shall be signified by the letters **GL** and be followed with 2 digits and ascend in value
 - (Example: Room numbering shall begin with **GL01, GL02**, etc.)
 - First floor shall begin with **1** and be followed with 2 digits and ascend in value
 - (Example: Room numbering shall begin with **100, 101**, etc.)
 - Second floor shall begin with **2** and be followed with 2 digits and ascend in value
 - (Example: Room numbering shall begin with **200, 201**, etc.)
- Physical room assignment of the two-digit value shall begin at the forefront of the building entry, follow a clockwise rotation, and only deviate where applicable.
- Typical Applications (not limited to):
 - Administrative - office suites, conference rooms, and work rooms.
 - Academic - classrooms, meeting rooms, department suites, technology rooms, laboratories (research and teaching), testing rooms, closets, laboratory preparation rooms, study lounges, and work rooms.
 - Residential - student rooms, community spaces, study lounges, and classrooms.
 - Athletic – ticket office, locker rooms, training rooms, meeting rooms, equipment rooms, storage rooms, and therapy rooms.
- Signage Note: General room signage shall match the room name and number that corresponds with the final set of architectural drawings.

Department Office Suite and Residential Suite

For all suite room numbering a representative three-digit value shall be assigned that will inclusively represent the suite.

- The first digit shall represent the level the suite is located on.
- All rooms within a representative suite will be assigned a two-digit value that will be linked to the assigned office suite number.
 - The two-digit value will follow the suite number and be separated by a decimal point.
 - The two-digit value shall begin with **01** and ascend in value.
- Physical room assignment of the two-digit value shall begin at the forefront of the suite and follow a clockwise rotation and only deviate where applicable.
 - (Example: For an Office Suite numbered **101**, subsequent numbers shall be **101.01, 101.02**, etc.)
- Typical Applications (not limited to):
 - Administrative, academic, and athletic - individual offices, individual systems offices (cubicles), work/ break rooms, conference rooms, storage closets, and any other room that requires signage in the suite.
 - Residential - student suites, student apartments, and faculty/ staff apartments.
 - (Example: For a Residential Suite numbered **101**, subsequent numbers shall be **101.01, 101.02**, etc.)
- Corridors, lobbies, vestibules, sitting areas, restrooms, and any room that does not require a sign within a suite shall follow the standard listed as Lobbies, Corridors, Vestibules, Sitting Areas, and Restrooms.
- Signage Note: Department office & residential suite signage shall match the room name and number that corresponds with the final set of architectural drawings. The whole number (i.e., **101**) shall be noted at the main point of entry to the suite.

Dedicated Maintenance Locations

For all dedicated maintenance room numbering a numerical three-digit value shall be assigned. This also applies to any dedicated maintenance room within a suite.

- The first digit shall represent the level the room is located on.
- The second and third digit will solely be assigned the value of **99**.
- Each dedicated room per level will be assigned a two-digit value that follows the three-digit value and separated by a decimal point.
 - The two-digit value shall begin with **01** and ascend in value.
 - Physical room assignment of the two-digit value shall begin at the forefront of the building entry, follow a clockwise rotation, and only deviate where applicable.
- Dedicated Locations:
 - Mechanical, electrical, housekeeping, telecom, elevator, sprinkler, and maintenance rooms.
 - (Example: Dedicated rooms on the first floor shall begin at **199.01**, and subsequent numbers shall be **199.02, 199.03**, etc.)
- Signage Note: Dedicated room signage shall match the room name and number that corresponds with the final set of architectural drawings.

Lobbies, Corridors, Vestibules, Sitting Areas, and Restrooms

For all lobbies, corridors, vestibules, sitting areas, and restrooms a numerical three-digit value shall be assigned. This also applies to any lobby, corridor, vestibule, and restroom within a suite.

- The first digit shall represent the level the area is located on.
- The second and third digit will solely be assigned the value of **00**.
- Each designated area per level will be assigned an alphabetical value that follows the three-digit value and separated by a decimal point.

- The alphabetical value shall begin with **A** and ascend in value. If required, AA followed by AB shall designate any spaces that exceed a value greater than Z.
- Physical area assignment of the value shall begin at the forefront of the building entry or from the door designated as **100** if there is more than one entry, follow a clockwise rotation, and only deviate where applicable.
 - (Example: Lobbies, corridors, restrooms, etc. on the first floor begin at **100.A**, and subsequent numbers shall be **100.B, 100.C**, etc.)
- Signage Note: No signage is necessary at lobbies, corridors, vestibules, or sitting areas unless Baylor Facilities Management deems otherwise. All restrooms shall be signed as Men, Women, Family, or Unisex and include the room number listed on the final set of architectural drawings.

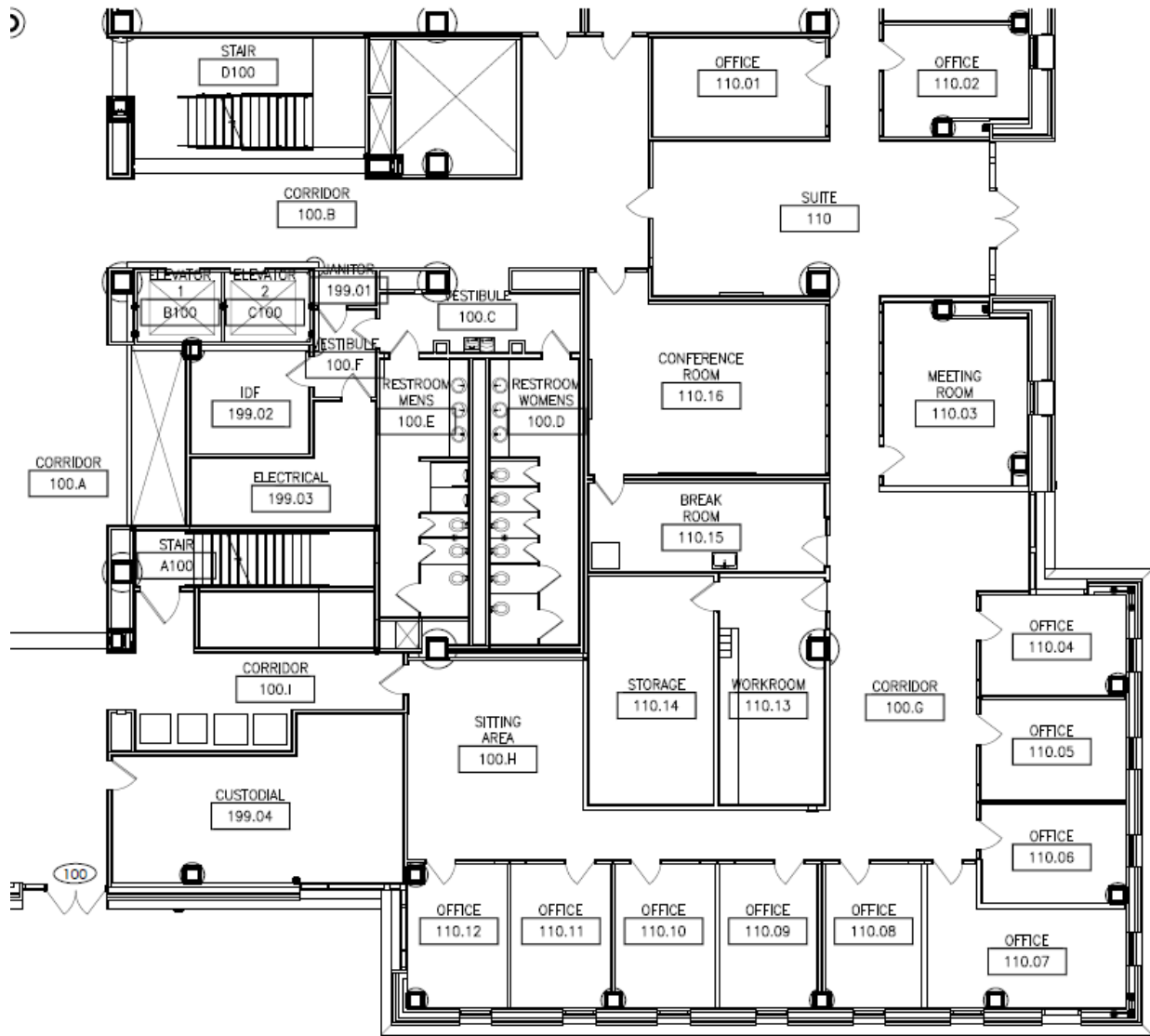
Stairwells and Elevators

For all stair and elevator identification a numerical three-digit value preceded by a letter shall be assigned.

- Going clockwise from the main entry door or from door **100** if there is more than one entry, all stairs or elevators shall begin with letter **A** and ascend in value. If required, AA followed by AB shall designate any spaces that exceed a value greater than Z.
- The second digit will represent the level the feature is located on.
- The third and fourth digit will solely be assigned the value of **00**.
 - (Example: Room numbering shall begin with **A100**, followed by **B100, C100**, etc. Room naming shall begin with **A** for Stairs and the number **1** for Elevators)
- Signage Note: Stair signage shall begin with **Stair A**, followed by **Stair B, Stair C**, etc. and elevator signage shall begin with **Elevator 1**, followed by **Elevator 2, Elevator 3**, etc. unless Baylor Facilities Management deems otherwise.

Minor Renovation

- Minor Renovations shall retain the current representative General Room Number Assignments throughout the floor level or building/location.
- A revision to the General Room Numbering per level shall only be required if major modifications are made to the space that significantly alters the current General Room Numbering scheme in place.



(PLAN CREATED FOR NUMBERING ONLY)

1 EXAMPLE NUMBERED FLOOR PLAN
 DEPARTMENT OFFICE SUITE, STAIR, AND ELEVATOR