

PENNSSTATE



Signage Standards Manual

February, 2007

Section 2.0

ROOM NUMBERING

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INTRODUCTION

The Pennsylvania State University, Office of Physical Plant - Facilities Resources and Planning Division, prepared the following room numbering system for use at all University locations, on both new construction and renovation projects. This system provides a consistent method for identifying and managing University building space and shall be adhered to unless approval for deviation is received from the Signage Administrator.

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PROCEDURE

Assignable Spaces - The space numbering system assigns a three or four character code (room number) to all spaces. Three characters identify the floor and room number, a fourth character identifies either a room subdivision or unique room space. Room numbers are assigned in numerical sequence, starting counter clockwise from the prominent entrance on the first floor. The room numbers on levels above and below the numbering starting point will coincide when it is possible. Room numbering on each floor will be similar to the method used to assign addresses on a street, odd numbers on the left, even numbers on the right in the direction of ascension. This provides a sense of direction or movement from one end of a building to the other.

Gaps in the numbering will occur so that the numbering sequence across a corridor is always ascending. For example, if there are four rooms on the left before there is a room on the right on Level 1, the left-hand rooms would be numbered 101, 103, 105, 107. The right-hand room would be numbered 108 even though it is the first room on that side of the corridor. A series of large rooms should also include gaps for future subdivisions, similar to street numbering. Nested rooms (rooms not directly on a corridor, which are entered from another room) will have the same room number as the lowest numbered room they are entered from, plus a letter suffix designated in a clockwise sequence around the room. An example is room 108A can only be accessed from room 108.

Non-Assignable Rooms – Rooms associated with Building Service spaces (restrooms, janitor closets, mechanical rooms, etc) will be uniquely identified by a designated prefix that corresponds with that room's use and follows the numerical sequence of the floor. For example, a janitor's closet on the first floor that appears between rooms 104 & 105 will be identified as J104 (see more examples on the following pages).

Housing & Foods Buildings Spaces – Rooms associated with Housing & Foods Services will also have a designated prefix code for their spaces. Individual bedroom(s) and apartments will continue to follow the numerical sequence on each floor; however, spaces used specifically by Housing will have prefix codes. An example is room L102 which would indicate a laundry room used by students (see more examples on the following pages).

Final room numbers for all Housing & Foods Buildings will be reviewed and approved by Housing & Foods Buildings Operations.

Each building shall be reviewed separately to determine where it is best to start the numbering sequence so that it progresses across the floor as a continuous numbering string. Wing designations are to be used only when room numbering would require numbers higher than 99 or where a continuous numbering string is not practical.

New Construction - The prominent building entrance level identifies the first floor. If the site grade allows for prominent entrances on more than one level then there is a choice as to which entrance level becomes the first floor. (**Note: This system avoids use of the term "Ground Floor".**)

Renovations - The first step is to assign the room number (three or four-character code) to renovated space while maintaining the existing numbering system within the building. This is accomplished by assigning new room numbers or alpha suffixes to the room numbers. Facilities Resources and Planning will provide assistance with assigning room numbers for renovations.

- (x) (x) (x) = x numeric identify floor and room number.
- (x) (x) (x) (A) = alpha suffix identifies room subdivisions.
- (J) (x) (x) (x) = alpha prefix identifies a unique room space (J = Janitorial room.)

ALPHA SUFFIX CODE

Floor space is identified by floor number, room number and an alpha suffix, such as 101A through 101Z. Graduate Assistants and wage payroll office space is a minimum 50 square feet. A room number is assigned or reserved for every 1300 square feet (50 sq. ft min. x 26 alphas = 1300 sq. ft.) of open space. For rooms over 1300 sq. ft., a room number is reserved for a possible future subdivision.

Open Room Size - 3000 Square Feet			
Room Size	Room Numbering Sequence	Room Signage Identification	Facilities Information System Identification
1300 sq. ft.	001	1	001
	001A up to 001Z	1A up to 1Z	001A up to 001Z
1300 sq. ft.	101	101	101
	101A up to 101Z	101 up to 101Z	101 up to 101Z
400 sq. ft.	102	102	102
3000 sq. ft. Total			

ALPHA PREFIX CODE

Alpha Prefix Code

The following alpha prefixes shall be used to identify special room types. No other alpha prefix shall be used.

Corridor	Q
Corridor basement	QB
Electrical room	P
Electrical room basement	PB
Elevator	V
Elevator basement	VB
Entrances	G
Entrances basement	GB
Foyer/Lobby/Vestibule	F
Foyer basement	FB
General Housing Rooms	H
General Housing Rooms basement	HB
Janitorial room	J
Janitorial room basement	JB
Kitchen (Housing Buildings)	K
Kitchen basement	KB
Laundry (Housing Buildings)	L
Laundry basement	LB
Loading Docks	X
Loading Docks basement	XB
Mechanical / Elevator Machine room	M
Mechanical / Elevator Machine room basement	MB
Overhead Doors	O
Overhead Doors basement	OB
Patio	Y
Patio basement	YB
Restroom	R
Restroom basement	RB
Stairtowers	Z
Stairtowers basement	ZB
Telecommunications room	T
Telecommunications basement	TB
Utility room (Pipe Chases/Wire Way/Duct Riser)	U
Utility room basement	UB

Corridors

Q(X)(X)(X) = Q identifies corridors. X identifies floor and corridor number.

QB(X)(X)(X) = QB identifies basement corridors. X identifies basement level and corridor number.

Example:

Q501 = Corridor, fifth floor, corridor number 1

Q502 = Corridor, fifth floor, corridor number 2

Q201 = Corridor, second floor, corridor number 1

Q101 = Corridor, first floor, corridor number 1

Q001 = Corridor, basement, corridor number 1

QB101 = Corridor, basement number one, corridor number 1

QB201 = Corridor, basement number two, corridor number 1

Corridor identification numbers will change when there is a directional change in the corridor.

Electrical Rooms

P(X)(X)(X) = P identifies electrical rooms. X identifies floor and electrical room number.

PB(X)(X)(X) = PB identifies basement electrical rooms. X identifies basement level and electrical room number.

Example:

P501 = Electrical room, fifth floor, electrical room number 1.

P201 = Electrical room, second floor, electrical room number 1

P101 = Electrical room, first floor, electrical room number 1

P001 = Electrical room, basement , electrical room number 1

PB101 = Electrical room, basement one, electrical room number 1

PB201 = Electrical room, basement two, electrical room number 1

Elevators

V(X)(X)(X) = V identifies elevator spaces. X identifies floor and elevator space number.

VB(X)(X)(X) = VB identifies basement elevator spaces. X identifies basement level and elevator space number.

Example:

V501 = Elevator space, fifth floor, elevator space number 1

V201 = Elevator space, second floor, elevator space number 1

V101 = Elevator space, first floor, elevator space number 1

V001 = Elevator space, basement, elevator space number 1

VB101 = Elevator space, basement one, elevator space number 1

VB201 = Elevator space, basement two, elevator space number 1

Entrances

G(X)(X)(X) = G identifies entrances. X identifies floor and entrance number.

GB(X)(X)(X) = GB identifies basement entrances. X identifies basement level and entrance number.

Example:

G201 = Entrance, second floor, entrance number 1

G101 = Entrance, first floor, entrance number 1

G001 = Entrance, basement, entrance number 1

GB101 = Entrance, basement one, entrance number 1

GB201 = Entrance, basement two, entrance number 1

Foyer/Lobby/Vestibule Space

F(X)(X)(X) = F identifies foyers, lobbies or vestibules. X identifies floor and foyers, lobbies or vestibules space.

FB(X)(X)(X) = FB identifies basement foyers, lobbies or vestibules. X identifies basement level foyers, lobbies or vestibules numbers.

Example:

F501 = Foyers, lobbies or vestibules space, fifth floor, foyers, lobbies or vestibules space number 1

F201 = Foyers, lobbies or vestibules space, second floor, foyers, lobbies or vestibules space number 1

F101 = Foyers, lobbies or vestibules space, first floor, foyers, lobbies or vestibules space number 1

F001 = Foyers, lobbies or vestibules space, basement, foyers, lobbies or vestibules space number 1

FB101 = Foyers, lobbies or vestibules space, basement one, foyers, lobbies or vestibules space number 1

FB201 = Foyers, lobbies or vestibules space, basement two, foyers, lobbies or vestibules space number

General Housing Rooms

H(X)(X)(X) = H identifies general housing rooms. X identifies floor and general housing room numbers.

HB(X)(X)(X) = HB identifies basement general housing rooms. X identifies basement level and general housing room numbers.

Example:

H501 = General housing room, fifth floor, general housing room number 1

H201 = General housing room, second floor, general housing room number 1

H101 = General housing room, first floor, general housing room number 1

H001 = General housing room, basement, general housing room number 1

JB101 = General housing room, basement one, general housing room number 1

HB201 = General housing room, basement two, general housing room number 1

Janitorial Rooms

J(X)(X)(X) = J identifies janitorial rooms. X identifies floor and janitorial room numbers.

JB(X)(X)(X) = JB identifies basement janitorial rooms. X identifies basement level and janitorial room numbers.

Example:

J501 = Janitorial room, fifth floor, janitorial room number 1

J201 = Janitorial room, second floor, janitorial room number 1

J101 = Janitorial room, first floor, janitorial room number 1

J001 = Janitorial room, basement, janitorial room number 1

JB101 = Janitorial room, basement one, janitorial room number 1

JB201 = Janitorial room, basement two, janitorial room number 1

Kitchen (Housing Buildings) Rooms

K(X)(X)(X) = K identifies kitchen room. X identifies floor and kitchen room numbers.

KB(X)(X)(X) = KB identifies basement kitchen rooms. X identifies basement level and kitchen room numbers.

Example:

K501 = Kitchen room, fifth floor, kitchen room number 1

K201 = Kitchen room, second floor, kitchen room number 1

K101 = Kitchen room, first floor, kitchen room number 1

K001 = Kitchen room, basement, kitchen room number 1

KB101 = Kitchen room, basement one, kitchen room number 1

KB201 = Kitchen room, basement two, kitchen room number 1

Laundry (Housing Buildings) Rooms

L(X)(X)(X) = L identifies laundry room. X identifies floor and laundry room numbers.

LB(X)(X)(X) = KB identifies basement laundry rooms. X identifies basement level and laundry room numbers.

Example:

L501 = Laundry room, fifth floor, laundry room number 1

L201 = Laundry room, second floor, laundry room number 1

L101 = Laundry room, first floor, laundry room number 1

L001 = Laundry room, basement, laundry room number 1

LB101 = Laundry room, basement one, laundry room number 1

LB201 = Laundry room, basement two, laundry room number 1

Loading Docks

X(X)(X)(X) = X identifies loading docks. X identifies floor and loading dock numbers.

XB(X)(X)(X) = XB identifies basement loading docks. X identifies basement level and loading dock numbers.

Example:

X201 = Loading dock, second floor, loading number 1.

X101 = Loading dock, first floor, loading dock number 1.

X001 = Loading dock, basement, loading dock number 1.

XB101 = Loading dock, basement one, loading dock number 1.

Mechanical/Elevator Machine Rooms

M(X)(X)(X) = M identifies mechanical & elevator machine rooms. X identifies floor and mechanical & elevator machine room numbers.

MB(X)(X)(X) = MB identifies basement mechanical & elevator machine rooms. X identifies basement level and mechanical & elevator machine room numbers.

Example:

M501 = Mechanical room, fifth floor, mechanical room number 1

M201 = Mechanical room, second floor, mechanical room number 1

M101 = Mechanical room, first floor, mechanical room number 1

M001 = Mechanical room, basement, mechanical room number 1

MB101 = Mechanical room, basement one, mechanical room number 1

MB201 = Mechanical room, basement two, mechanical room number 1

Overhead Doors

O(X)(X)(X) = O identifies overhead doors. X identifies floor and overhead door number.

OB(X)(X)(X) = OB identifies basement overhead doors. X identifies basement level and overhead door number.

Example:

O101 = Overhead door, first floor, overhead door number 1

O001 = Overhead door, basement, overhead door number 1

OB101 = Overhead door, basement one, overhead door number 1

Patios

Y(X)(X)(X) = Y identifies patios. X identifies floor and patio number.

YB(X)(X)(X) = YB identifies basement patios. X identifies basement level and patio number.

Example:

Y501 = Patio, fifth floor, patio number 1.

Y201 = Patio, second floor, patio number 1.

Y101 = Patio, first floor, patio number 1.

Y001 = Patio, basement, patio number 1.

YB101 = Patio, basement one, patio number 1.

Restrooms

R(X)(X)(X) = R identifies restrooms. X identifies floor and restroom number.

RB(X)(X)(X) = RB identifies basement restrooms. X identifies basement level and restroom number.

Example:

R201 = Restroom, second floor, restroom number 1.

R101 = Restroom, first floor, restroom number 1.

R001 = Restroom, basement, restroom number 1.

RB101 = Restroom, basement one, restroom number 1.

RB201 = Restroom, basement two, restroom number 1.

Stairtowers

Z(X)(X)(X) = Z identifies stairtowers. X identifies floor and stairtower number.

ZB(X)(X)(X) = ZB identifies basement stairtowers. X identifies basement level and stairtower number.

Example:

Z501 = Stairtower, fifth floor, stairtower space number 1.

Z201 = Stairtower, second floor, stairtower space number 1.

Z101 = Stairtower, first floor, stairtower space number 1.

Z001 = Stairtower, basement, stairtower space number 1.

ZB101 = Stairtower, basement one, stairtower space number 1.

ZB201 = Stairtower, basement two, stairtower space number 1.

Telecommunication Rooms

T(X)(X)(X) = T identifies telecommunication rooms. X identifies floor and telecommunication room number.

TB(X)(X)(X) = TB identifies basement telecommunication rooms. X identifies basement level and telecommunication room number.

Example:

T501 = Telecommunications room, fifth floor, telecommunication room number 1

T201 = Telecommunications room, second floor, telecommunication room number 1

T101 = Telecommunications room, first floor, telecommunication room number 1

T001 = Telecommunications room, basement, telecommunication room number 1

TB101 = Telecommunications room, basement one, telecommunication room number 1

TB201 = Telecommunications room, basement two, telecommunication room number 1

Utility Rooms

U(X)(X)(X) = U identifies utility rooms. X identifies floor and utility room number.

UB(X)(X)(X) = UB identifies basement utility rooms. X identifies basement level and utility room number.

Example:

U501 = Utility room, fifth floor, utility room number 1.

U201 = Utility room, second floor, utility room number 1.

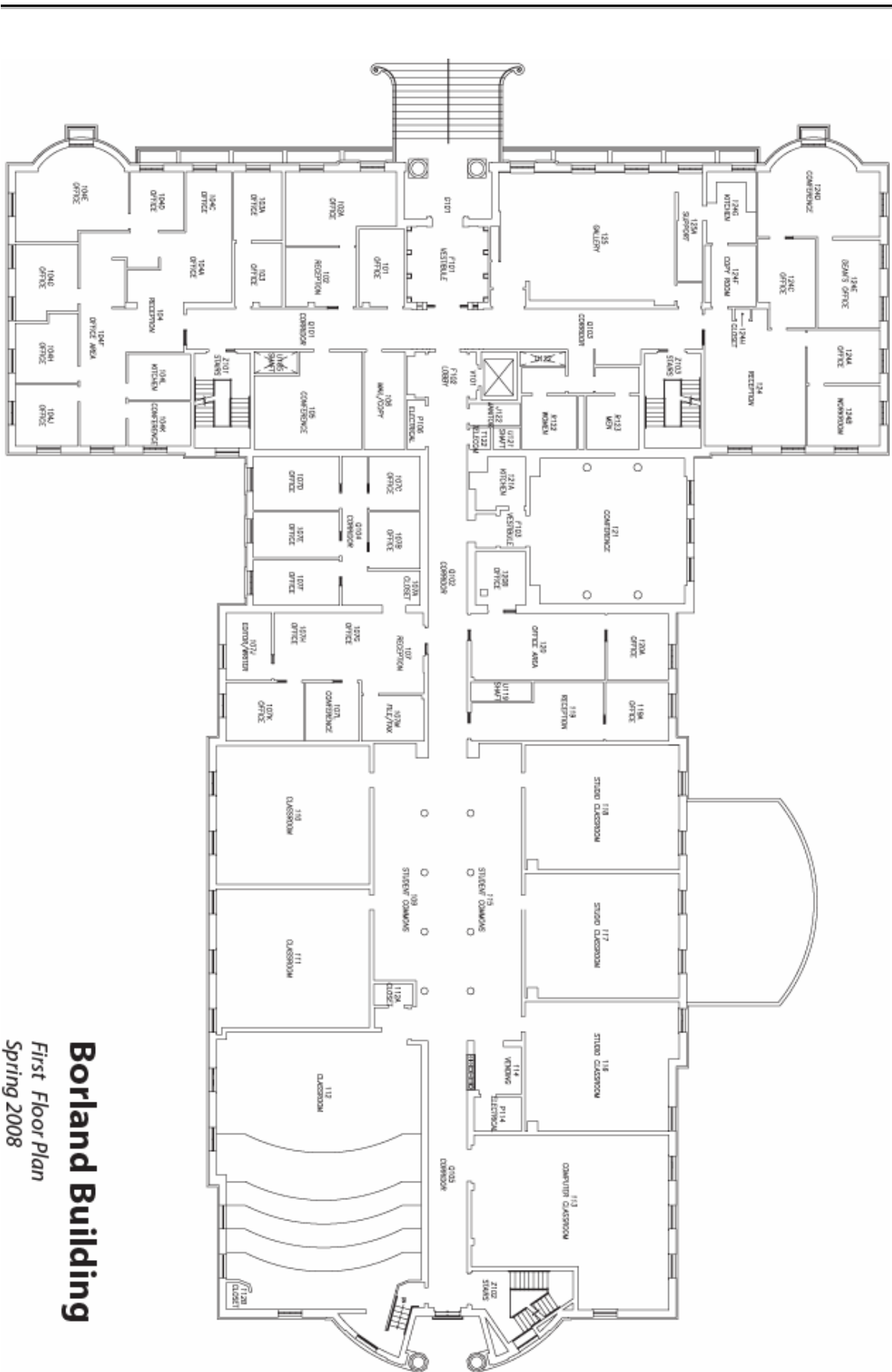
U101 = Utility room, first floor, utility room number 1.

U001 = Utility room, basement, utility room number 1.

UB101 = Utility room, basement one, utility room number 1.

UB201 = Utility room, basement two, utility room number 1.

ROOM NUMBERING EXAMPLE



Borland Building
First Floor Plan
 Spring 2008

