

## **Room Numbering Guidelines**

University of Massachusetts Amherst  
Facilities Planning Division

### **Policy**

The University has established room numbering guidelines to ensure a uniform and consistent approach to the numbering of rooms throughout all University-owned buildings.

Space and Asset Management in the Facilities Planning Division is responsible for all room numbering, regardless of the size and scope of the project. It is necessary to contact our office each and every time a room number is needed. Because room numbers affect emergency responders as well as multiple campus databases, including the University's Computer Aided Facilities Management System (CAFM), Telecommunications, and Environmental Health & Safety Chemical Inventories, room numbers should not be changed without a formal review by Space and Asset Management.

Room numbering proposals, based on our guidelines, must be reviewed and approved by Space and Asset Management prior to completion of design development. Wall or door location changes that occur in various stages of construction may impact room numbering and can often result in costly and time consuming modifications. If floor plan changes are made during construction, provide updated floor plans to assess room numbering impacts. Final plans reflecting any changes made during construction must be resubmitted for review and approval prior to development of room signage plan.

Room numbering is given top priority, and every effort is made to complete room number assignments in whatever timeframe is required. Any questions regarding room numbering should be directed to Roxanne Verdi, Facilities Information Manager.

The following room numbering conventions should be followed throughout all University-controlled facilities for the purpose of standardizing room numbers. In general, room numbers in a facility must follow a consistent numbering pattern that provides information and a logical sense of direction and continuity. The room numbering scheme should be clear and facilitate pedestrian way finding within the facility.

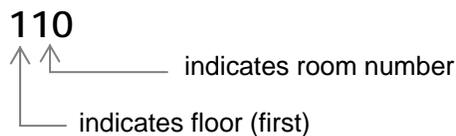
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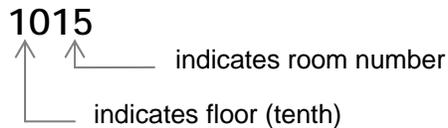
## Room Number Assignments

1. The first digit of a room number indicates the floor on which the room is located. The first floor will be numbered 100's; second floor 200's; third floor 300's, etc. Basement rooms will be numbered with a leading zero, i.e., 01, 02, 03, 010, 012, etc. For buildings exceeding nine or more floors, the first two digits will signify the floor.

Example: buildings with 9 or fewer floors



Example: buildings with more than 9 floors



2. In a building with only one dividing corridor, room numbers should flow in ascending order from one end of the building to the other. Room numbers should be assigned so that odd numbers are on one side and even numbers on the opposite side.
3. In a building with a more complex corridor system, numbers should flow in ascending order in a clockwise direction from the main entrance.
4. To the greatest extent possible, and without creating other inconsistencies, every attempt should be made to locate similar numbers in the same position in the building. Thus, rooms 120, 220, 320 occur in a vertical stack.
5. Skip numbers as appropriate in order to reserve for future use. Most buildings undergo renovation many times and, when larger spaces are divided into smaller spaces, new room numbers will be needed. Having numbers in reserve will avoid the need to renumber an entire level. Windows, columns, and other structural features offer keys to possible future wall placement.

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6. Each room must have only one number assigned to it regardless of the number of corridors or adjacent spaces from which it can be entered.
7. Rooms entered from a main corridor or lobby receive numbers with no suffix (101, 210, 315, etc.). Rooms within a suite always are numbered with the entrance room number plus an alpha suffix (101A, 101B, 101C, etc.), beginning with the room closest to the main entrance and proceeding in a clockwise direction.
8. All rooms except main corridors, stairs and elevators should be numbered sequentially (skipping numbers as outlined in #5 above). This practice includes public bathrooms, mechanical rooms, electrical and janitor closets.
9. All elements of the building's general circulation system, i.e., corridors, vestibules, stairs and elevators are always numbered with the appropriate floor level followed by the number 99 and an alpha suffix (199A, 199B, 199C, etc.). Stacking numbers is especially appropriate for stairs, elevators and corridors (see #4 above).

For new buildings, these standards should be followed as closely as possible. In cases of additions to existing buildings, the building's existing numbering system can be extended. With some renovations, it may be appropriate to abandon the existing numbering system in order to renumber the entire building or floor, implementing the most logical numbering scheme.