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003150S01 | Floor and Room Numbering Checklist

FLOORS (See also 4.0 – Floor Level Numbering in in 003150S01 Room Numbering Standards)

- 1. Did you number the floors in ascending order beginning from the primary grade entrance as 01?
Note: A mezzanine above the 1st floor accessed via a public stairs is counted and numbered as the 2nd floor.
- 2. Did you number the basement floors in descending order from the primary grade entrance as 00, 1B, 2B, 3B, etc.?
- 3. Did you number the roofs based upon the equivalent floor level? Roofs are numbered with a 'RF' prefix i.e.: RF201, RF202, RF203 with areas separated by expansion joints numbered separately.

ROOMS (See also 5.0-5.3 – in 003150 S01 Room Numbering Standards)

- 1. If this building abuts with connecting corridor or is connected to another by a bridge, then a Wing prefix needs to precede the room number to aid in Wayfinding. Check with the Project Manager for the Prefix.
- 2. Are the corridors (include the lobby and entry vestibules) numbered with the century mark (00, 100, 200, 300, etc.), then with an alpha suffix (A, B, C, D, etc...) as main corridors change direction? Base numbers should start at the same place on each floor and stack whenever possible.
- 3. If it's a straight corridor layout did you number odd numbers to one side of the corridor and even numbers to the other side of the corridor?
- 4. If it's a circular corridor layout did you start numbering on the left corridor from a central lobby beginning with 01 and loop around to the right corridor connection up to and including room number 99 back to the central lobby, with odd room numbers on one side of the corridor and even numbers on the other side?
- 5. Did you skip numbers (typically allow 2-3 number possibilities per column bay each side of the corridor) to allow for future subdivision of large classrooms, or labs into offices, etc.? (See 00 03 00 S03 – Sample Floor Numbering) Where multiple rooms are combined in an existing building the lower room number should be used to identify the new space.
- 6. Did you stack the numbers from one floor to another to facilitate way finding?
- 7. If there are suites (offices or labs with ancillary spaces), did you use an alpha suffix for the ancillary spaces that support the larger space/ departmental space. Corridors within suites are numbered with the suite number and alpha suffix.
- 8. Did you number the stairs 'ST-A', 'ST-B', 'ST-C', etc.?
- 9. Did you number the elevators 'EL-A', 'EL-B', 'EL-C', etc.?

The only campus deviation to the elevator numbering scheme is the Chandler Medical Center (Hospital, Gill, Medical Science, Dental Science, Markey Cancer Center) where the elevators have a numerical number assigned in lieu of an alpha character.

10. Is there a dumbwaiter in the building?
Dumbwaiters are numbered with the prefix DW, the floor elevation and the number (00, 01, 02, 03, etc.)
11. Are there vertical ducts, pipe chases, and shafts in the building?
If so they shall have the appropriate prefix (DT for Ducts; PC for Pipe Chases; & SH for Shafts), the floor indicated and each type numbered based upon the room they're accessed from or adjacent to.
12. Is there a Penthouse?
Penthouses are numbered with the prefix PH, the floor elevation and room number(s) for the penthouse.
13. Did you number the interstitial spaces?
Interstitial mechanical spaces with walkways/catwalks are numbered with the prefix 'NR' based upon how an EMS personnel would respond to find the access to the interstitial space. Only the floored area of an interstitial space counts towards GSF of a facility.
14. Did you number the exterior rooms?
Exterior rooms are those areas, whether walled or not, provided that they are either within outside face lines of the building to the extent of the roof drip line, or if covered, to the extent of their covers drip line. XA101, XA102, etc. Exterior rooms within the buildings drip-line count towards the buildings GSF of a facility. Examples include covered loading docks, porches, arcades, covered balconies, recessed door entries.
15. Are there any tunnels?
Tunnels are numbered with the prefix 'TL', the level and then the room number.
16. Is there a large open floor plan lab?
Lab benches may need to be numbered with an LB prefix if there is a large open floor plan lab with row after row of benches. LB, then floor level, then room number then bench number 01-99.
17. Are there environmental rooms (whether built-in or pre-fab)?
They are numbered with an alpha suffix if part of a large lab; or as a regular room number if accessed from the main corridor.

REQUIRED CONSULTANT DELIVERABLE

The University's consultant contract **requires** for the consultant's room numbering scheme to be submitted to the University's Project Manager for approval no later than the end of Phase 2 – Design Development, as well as CAD Floor Plan Drawings (see [Article 2.6.2.4](#) of the Consultant Contract for specifics); and building efficiency (for new buildings only) listing the net assignable square feet (NASF) takeoff in a spreadsheet and the gross square footage of the facility (see [Article 2.6.2.5](#) for specifics).

REVISION DATE	PAGES	REMARKS
12/2025	ALL	General Update
3/2026	ALL	Verified document meets ADA Digital Accessibility Requirements