

Yale University

Room & Floor Numbering Process

1. The Room and Floor Numbering Process & Standards discussion should be part of the initial project meeting for new construction, addition, comprehensive renovation, and smaller renovation projects which reconfigure rooms. Standards can be provided electronically and are available on the Facilities Website.
2. When the building or renovation design is stable (during schematic design), the architect or planner should establish initial room and floor numbers and review them with a member of the University Planning Space Information Group. Changes to the room numbers during the design development phase should be reviewed with the group. At the end of each project phase the group should be notified to review the set of plans.
3. At the 50% and 100% CD phases, copies of the floor plans with the final room numbers, room sizes and room uses should be provided to the Space Information Group.
4. For New Construction, Addition, or Comprehensive Renovation projects, draft Assignment Plans (based on the Yale CAD Standards) should be provided at date of Occupancy or Substantial Completion, whichever comes first. The final version of the Assignment Plans should be provided at Substantial Completion to allow linking of the Space Information and the CAD Assignment Plans. For phased projects, final Assignment Plans should be provided at the end of each phase. This linking allows for updates to the room square footages in the Space Information System and displays that information on the Yale Assignment Plans.
5. For smaller renovation projects, updated Assignment Plans should be provided at the date of Substantial Completion.

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Floor Numbering Standard

The Floor Numbering Standards listed below should be used for New Construction or Comprehensive Building Renovations. Smaller projects within a building or projects where a building is part of a complex of interconnected floors, should continue to use the existing Floor Numbering Set within the building.

Standard Floors

Standard floors are main levels or stories. Most floors in University buildings will fall in this category. Standard floors should be numbered in ascending order starting with the main or “walk-in” floor and moving upward. Space data codes for these floors should be 001, 002...010, 011, etc. Space data labels for these floors should read - 1st Floor, 2nd Floor, etc. CAD assignment plan labels should read - First Floor, Second Floor, etc.

Below are descriptions of other acceptable names, such as Concourse, Ground Floor and Lower Level that may be substituted for the standard floor designations.

Other floor names sometimes used for these standard floors such as Garden Level, Main Floor, etc., should not be used in the future, as noted in the Other Floor Names section.

Concourse Floor

Concourse floors are typically main passage floors connecting buildings. When it is used, it is either another name for a basement level or represents the level between the basement and the first floor of a building. The space data code for this floor should be C01. The space data label should read Concourse Floor. The CAD assignment plan label should read Concourse Floor.

Entry Level

Entry Level may be used for a floor below the first floor for buildings with multiple levels of entry. The space data code for this floor should be E01. The space data label should read Entry Level. The CAD assignment plan label should read Entry Level.

Ground Floor

Ground floors are typically used either as a substitute for the basement floor or as a floor that also opens directly to the outside in buildings that have entries on multiple levels, such as those built on slopes. In some cases, it will be used as the floor designation for the level between the First Floor and the Basement. The space data code for the floor should be G01, and the space label should read Ground Floor. The CAD assignment plan label should read Ground Floor.

Lower Levels

Lower levels are typically used for levels below the first floor, concourse or ground floor and should be used instead of basement floors for levels that will be occupied by or used for substantial functions. They should be numbered in ascending order starting with the upper-most level. The space data codes for the levels are LL1, LL2, etc. and the space label should read Lower Level 1, Lower Level 2, etc. The CAD assignment plan label should read Lower Level 1, Lower Level 2, etc.

Basement Floors

Basement floors refer to levels below grade or below the main “walk-in” floor and should only be used for levels that are primarily used for storage or mechanical purposes. Basement floors in University buildings should be numbered in ascending order starting with the floor just below the first floor and moving downward.

In cases where there is only one Basement level or that level has only one level below (often smaller containing only mechanical and circulation space), the Basement floor number B01 should be used and the label Basement will suffice. The floor below should be referred to as the Sub Basement as noted in the Sub Basement section.

In cases where there are more than two basement levels the following standard should be used. Space data codes for these floors should be B01, B02, B03, etc. Space data labels for these floors should be Basement Level 1, Basement Level 2, etc. CAD assignment plan labels should be simply Basement in cases where there is only one basement level or First Basement Floor, Second Basement Floor, etc. in cases where there are multiple basement levels.

Sub Basement Floor

A Sub Basement floor refers to a single level or partial level below the main basement level and should only be used for levels that are primarily used for storage or mechanical purposes. The space data code should be SB1 and the space data label for this should be Sub-Basement. The CAD assignment plan label should also be Sub Basement.

Mezzanine Floors

Mezzanine floors are partial levels between two standard floors of University buildings. Mezzanine floors should be numbered to reference the standard floor they are above, i.e., M01, 1st Floor Mezzanine would be above the 1st Floor. Space data codes for these floors should be M01, M02, M03....M10, etc. Space data labels for these floors should be 1st Floor Mezzanine, 2nd Floor Mezzanine, etc. CAD assignment plan labels should be First Floor Mezzanine, Second Floor Mezzanine, etc.

In the instances where there are two or more mezzanine levels above a standard floor level, the first mezzanine above the standard floor should be M01, the second mezzanine should be M1A, etc. The space data labels should be 1st Floor Mezzanine A,

1st Floor Mezzanine B and the CAD assignment plan labels should read First Floor Mezzanine A, First Floor Mezzanine B, etc.

Attic Floor

Attic floors are levels under pitched roofs that may or may not contain some mechanical space but generally contain only storage as useable space. Floors with substantial useable space should be given standard floor numbers. All buildings with pitched roofs should have an attic floor, allowing physical plant to write work orders for any work under the roof. The space data code should be A01, the data label should be Attic and the CAD assignment plans label should be Attic.

Roof Floor & Penthouses

Roof floors are levels above the standard floors that may have mechanical equipment, elevators, stairs, etc. as well as roof areas shown. Only useable areas would be given room numbers, but the full roof plan would be reflected on the CAD plans. All buildings should have a roof level, including those buildings entirely underground, to allow physical plant to write work orders for roof work. The space data code for this floor should be R01. Space data labels should read Roof. The CAD assignment plan label should read Roof.

Roofs with a single level penthouse should be shown as R01, Roof with Penthouse with the CAD assignment plan label Roof.

Upper penthouse levels above the first should have a space data code of UP1, UP2, with labels Upper Penthouse 1, Upper Penthouse 2 and CAD assignment plan labels Upper Penthouse or First Upper Penthouse, Second Upper Penthouse, etc.

Other Floor Names

In the future, other floor names such as 'Garden Level' or 'Main Floor' should be replaced with the various floor codes and names above. For example, Garden or Main Floors would most likely be referred to as the Ground Floor or First Floor.

Special Circumstances or Exceptions

Special circumstances not addressed by the above guidelines would be handled on a case-by-case basis. The resolutions should be approved by the University Planning and the Facilities Information groups, as deviations will impact the space inventory, the CAD plans, and the floor sorts within the space inventory system. Some deviations from these standards can be found in existing buildings and would remain unless the building underwent a comprehensive renovation.

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Yale University

Room Numbering Standard

Introduction

To facilitate way-finding and to uniquely identify each space within University facilities, it is necessary to determine appropriate floor numbers and room numbers based on the Floor Numbering Standard and this Room Numbering Standard. Room numbers in use in existing buildings will continue to be utilized unless the opportunity to change them is available due to a comprehensive renovation or new construction. Renumbering of any space should be done in conjunction with University Planning to ensure that duplicate room numbers are not assigned and that consistent application of this standard occurs.

This standard should also be utilized to assign numbers during the design development phase for renovation and new construction projects. Working drawings for renovation or new construction should conform to this standard. Furthermore, it should be used by the architect engaged by the University and internal planners, and provided at all project kick-off meetings when other University standards are also provided to consultants.

Questions regarding this standard should be addressed to the Space Management group in University Planning. Please contact them to schedule reviews of any new room numbering requirements.

Principles

1. Each space, with a height of 3'3" or higher, within a facility needs an associated number. This includes both assigned spaces such as offices, laboratories, classrooms, residential rooms, etc. and unassigned spaces such as corridors, stairs, mechanical rooms, electrical closets, bathrooms and janitor closets, etc.
2. All room numbers within a building (with a single facility ID) must be unique.
3. Room numbers in the Space Inventory and on the CAD assignment plans should match those found in the buildings whenever possible.
4. Central Campus room numbers should only consist of numbers with alpha prefixes and suffixes, i.e., A101A. There should be no hyphens, commas, spaces, etc. Furthermore, room numbers should not be 0 or a single alpha character. Medical School room numbers may include hyphens.
5. In cases where two spaces are combined into one, the lower room number should be used to identify the new space.

6. Spaces opening onto corridors should receive base numbers such as 101, 102, 201, 202, etc. Base numbers proceed clockwise around the building with the lowest number near the principle entry to the floor. In a building base numbers should start at the same place on each floor whenever possible.
7. Interior spaces opening off base spaces receive the base numbers with suffix letters such as 101A, 101B, etc. Interior spaces are numbered clockwise about the base space with suffix 'A' being the closest to the principle entry. In the Medical School buildings, hyphens and numbers can be used after the base room number.
8. Major interior spaces opening off interior spaces are treated as if opening directly off the base space. Therefore, a room opening off 101A would be 101B rather than 101AA. Minor spaces like small closets may be numbered in sequence or placed at the end of the series i.e., if 101A-101E are used for major rooms, a closet could be numbered 101F. The exception to this is minor spaces (like small closets) in large buildings like the residential colleges. In those cases a double suffix designation such as 101AA should be used.
9. Room numbers are part of a numbering sequence based on the floor. Basement rooms with physical numbers displayed are numbered from 1- 89, spaces that typically are not physically numbered, such as hallways and stairwells, are numbered 90-99; first floor rooms with physical numbers are numbered 100 – 189, spaces without physical numbers are numbered 190 – 199; etc. Sub basement room numbers and mezzanine room numbers follow the same pattern and are covered further below under Room Number Prefix Options No. 2.
10. All doors opening off corridors or public spaces should receive a permanent identifying number including toilets, closets, mechanical rooms, etc.
11. Unenclosed spaces such as alcoves, oversized lobbies, etc. should receive separate numbers for the areas that are assigned such as reception desks, work stations, etc. University Planning should define the boundaries of these spaces.
12. Spaces where numbers are not normally displayed such as lobbies, corridors, stairs, etc. must still have associated numbers. These numbers will typically only be seen on the CAD plans and in the Space Inventory System. Numbering for these spaces should be done sequentially using the 90-99, 190-199, 290-299 series. Suffixes should be used for unassigned spaces off the main public spaces, i.e. stairs off the hallway numbered 190 should be 190S, elevators off the hallway would be 190E. In the case of multiple stairs or elevators, 191S, 192S, 191E, 192E, etc. should be used whenever possible. In very large buildings it may be necessary to use double alpha suffixes creating numbers such as 190SA, 190SB, etc. In all cases, numbers such as 190S1 or 190S2 should be avoided.
13. Where possible, rooms along a corridor should be numbered odd on one side and even on the other, with numerically close numbers physically close. To accomplish this, it is often necessary to skip certain numbers entirely. Normally, odd numbers would be on the left and even on the right.

14. Adequate provisions should be made for future rearrangement of interior spaces, particularly in laboratory and classroom buildings. This can be accomplished by numbering each bay with the main room number and using letter suffixes after the main number for the interior rooms.
15. Spaces with no floors, such as the second story of a double-height space or open mechanical spaces should not receive numbers, but should have text on the plans identifying open-to-below, or shaft. This does not apply to stairwells or elevators, both of which are given numbers.

Room Number Prefix Options

1. In cases where a facility is divided into wings or entryways, a one-letter prefix should be added to the room number. For example, Payne Whitney Gym is divided into three wings, so numbers in the 'T' (Tower) Wing would be T1, T2, T101, T190, etc.
2. In cases where a facility has a concourse, ground floor, lower level, sub basement, mezzanines, or a penthouse a prefix should be used there as well to identify the rooms on those levels. Basement rooms do not need the 'B' prefix, but may have them to match existing signage. Concourse floor rooms should be identified with the "C" prefix, Ground Floor rooms the "G" prefix, Lower Levels rooms the "L" prefix, Sub Basement rooms the 'S' prefix, Mezzanine rooms the 'M' prefix (i.e. M101 for 1st Floor Mezzanine, M201 for 2nd Floor Mezzanine, etc.), and Penthouse areas the 'P' prefix (i.e. P1, P2, etc.). In cases where concourse floors, ground floors, lower levels, sub basements, mezzanines or penthouses are located in specific wings of buildings, a double prefix would be used with the wing prefix preceding the floor prefix, i.e., TS1, TM101, TP1, etc.

Unusual Circumstances – Houses

1. In cases where former houses have been converted to official residences or other campus uses, rooms may be numbered 1-9 in the basement, 10-19 on the first floor, 20-29 on the second floor. If these numbers currently exist, it would be acceptable to retain them until a renumbering opportunity arose. Corridors, stairs, etc, should adhere to the normal standard of 90-99 in the basement, 190-199 on the first floor, etc. In cases where there are more than 10 rooms on a floor the numbering standard for major academic and administrative buildings should be used for all assigned and unassigned spaces, i.e., basement numbers 1-99, first floor numbers 101-199, etc.

Unusual Circumstances – Residential Colleges

1. Student living spaces in the residential college facilities are numbered with reference to the entryway by which access is provided, with distinctions made for numbers on each floor. For example, rooms accessed by entryway 'B' on the first

floor would be numbered B10, B11, B12, rooms on the second floor would be numbered B20, B21, B22, etc.

2. Student living spaces that can be accessed by two different entryways and are designated as “flexible” suites by the college would have a double prefix such as AB, BC, CD. Typical room numbers would be AB1, AB2, etc. Rooms off the main suite would be AB1A for example. Students in the suite might only see the suffix noted on the doors within the suite.
3. Other areas within the residential college facilities would follow the normal numbering convention for academic and administrative buildings.

Physically Numbered Spaces

1. All major interior doors, including all lockable spaces, should receive permanent identifying numbers.
2. Room number signage should be applied to the adjacent wall such that the number is not concealed when the door is open.
3. All room number signage should comply with ADA Standards for size, height from floor, Braille lettering, etc.
4. All interior signs shall comply with the Yale Signage Guidelines.

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