

Building, Floor and Room Numbering Guidelines

Engineering and Building Systems Management
Facilities/Building Information Management
FM_spacereporting@mdanderson.org

PURPOSE

The purpose of these guidelines is to have consistent room numbering through the use of a master room number control set of documents for the life of the facility which will serve as the master for all disciplines and to ensure consistency among building system applications. The intent is to create a floor and room-numbering scheme so that numbers flow through the building and campus-wide in a consistent comprehensible and user-friendly pattern.

SCOPE

The primary function of room numbering is to serve as a wayfinding tool for regular building users and visitors. Room numbers also serve as a method of identifying each space for space planning, interior signage, operations, scheduling and fixed asset accounting.

The following numbering conventions have been developed based on nationally accepted industry standards along with standards specific to MD Anderson Cancer Center (MDACC) buildings and should be followed as closely as possible throughout all MDACC facilities as a means of standardizing room and building numbering. Questions regarding building and room numbering guidelines should be directed to MDACC Facilities Administration (FA).

TARGET AUDIENCE

Stakeholders:

A&E Team	Furniture Planning	Nursing
Archibus	Housekeeping	Operations & Maintenance
Building Automated System	Human Recourses	Outside Entities (JCAHO)
Construction Documents	Information Technology	Outside Vendors
Consultants	Lab Staff	Patients
EHS	Legal	Physicians
Equipment Planning	Life Safety	UTPD
Facilities Administration	Locks & Keys	Visitors
Facilities, Planning, Design and Construction (FPDC)	Logistics	Wayfinding
Faculty	Mainsaver	
	Move Tracking Application	

PROCEDURE

The permanent room numbers shall be incorporated in the Design Development (DD) document, regardless of project size and scope as outlined in **Part 9 – Room Number Control Set of Element Z2010** in the **General Design Guidelines**. MDA project managers are responsible for obtaining approvals of the Room Number Control Set drawing from Facilities Administration.

The A/E shall resubmit the Room Number Control Set drawing any time a design change affects room numbering. Resubmission is for the purpose of MDACC's assessment and reassignment of room number designations as necessary. Final Room Number Control Set drawings will be available in the Room Number Control Set folder in Project Workspace.

New Buildings

All new buildings shall implement these standards as closely as possible.

Additions and Renovations

Additions and renovations to existing buildings will initiate a review of the existing numbering scheme and determine whether to extend or abandon the current numbering scheme. To implement Institutional standards, an entire building, floor suite or parts of these may be renumbered. If the existing numbering scheme is used, existing room numbers shall not be duplicated.

Sky Bridges

Sky bridges connecting MDACC buildings shall be designated a unique building identification number and appropriate room number(s) following these standards.

Leased Buildings

Space within buildings leased by MDACC shall implement these standards as closely as possible.

Non-building Locations

For entities not considered a building which need a location assignment in the space database for asset management such as exterior equipment yards, open parking lots, and greenspaces, the building identification number corresponding to the building that the location is adjoining shall be used and shall be preceded by the letter "E". For example, South Campus Research Buildings 1 and 2 building ID are 132 and 132A so the exterior locations associated with these buildings are E132 and E132A.

Non-building locations where there is no existing building to associate to will be reviewed on a case-by-case basis.

All numbering of buildings, floors and room or spaces shall be coordinated through and assigned by Facilities Administration.

GUIDELINES

Building Identification Numbers

All structures that meet the Texas Higher Education Board's definition of a building are given a unique three digit identification number. Whenever possible, building identification numbers should not be re-used after a building demolition or lease expiration.

Building identification numbers are determined based upon the building's city, site and campus. Additions to a site with the same address shall have the same building identification number followed by a capital letter and continue for additional buildings in alphabetical order. For example, South Campus Research Buildings 1 and 2 are numbered 132 and 132A and Proton Therapy Center buildings 1 and 2 are numbered 141 and 141A.

Building ID # Series	Site ID
100 series (Except 153)	East
	Mid
	North
	South
	Off
153 series with letter in alphabetical order following (153A, 153B, 153C...)	Katy
	MCity
	Sugar Land
	WHouston
	Woodlands
200 series	Smith
300, 400, 500, 600, and 700 series	Bastrop
800 series	Austin

Building Acronyms

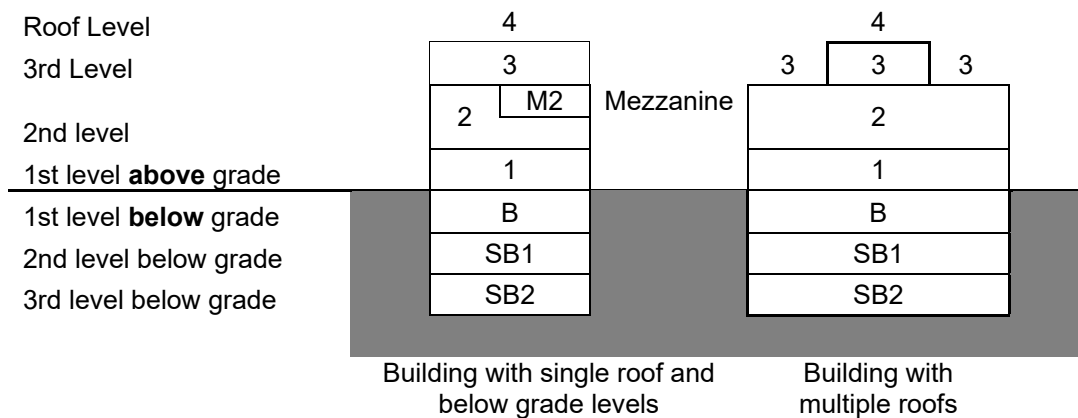
Each building shall be given a unique building acronym composed of a maximum of four capital letters corresponding to the initials of the building. If a building is part of a site with multiple buildings, the subsequent building acronyms will be preceded with the building number. For example, South Campus Research Buildings 1 and 2 are designated as SCR and 2SCR and Proton Therapy Center buildings 1 and 2 are designated as PTC and 2PTC.

For non-building locations, the acronym shall consist of a maximum of six capital letters corresponding to the initials of the location name.

Floor Level Designations

The floor level prefix designates the building level. In general, floor level designation is established by the relationship of the floor plate to exterior grade starting with “1” for the first floor above grade. See “**Additional Floor Level Considerations**” for exceptional cases.

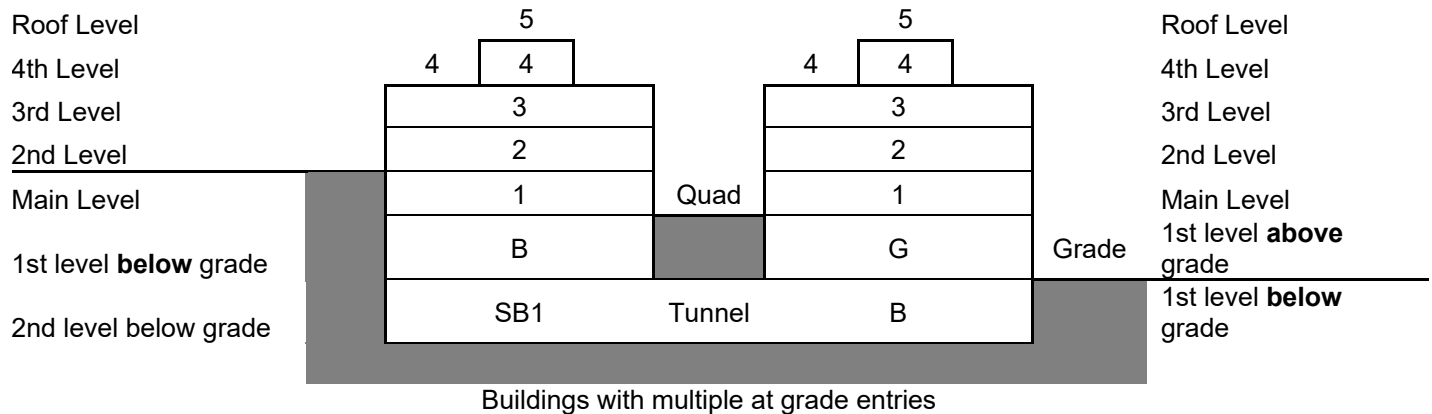
- Numeric floor levels shall consist of two digits except for single digit floors. For example, floor 1 would be numbered “1”.
- **Roof**
 - Roof levels shall be numbered according to the floor level with no differentiation. The final roof level shall be the next floor level in the sequence. For example, three story building’s rooftop shall be numbered 4.
- **Mezzanine (M)** is defined as an intermediate horizontal load bearing structure that is between a floor and the floor or roof immediately above which contains a fraction of the area of the floor below, where there exists adequate headroom above and below the mezzanine.
 - Mezzanine floors shall be designated as “M” followed by the number of the floor below. For example, “M2” where 2 is the floor below.
 - In existing buildings where the prescribed standard was not followed, Mezzanines are designated with a floor level of M.
- **Basement (B)**
 - First level fully below grade shall be designated as “B”.
- **Sub-Basement (SB)**
 - Second level below grade shall be designated as “SB”
 - For buildings with more than two below grade levels, floors will be designated as “SB1”, “SB2”, “SB3”, etc., in descending order from the basement.



Additional Floor Level Considerations

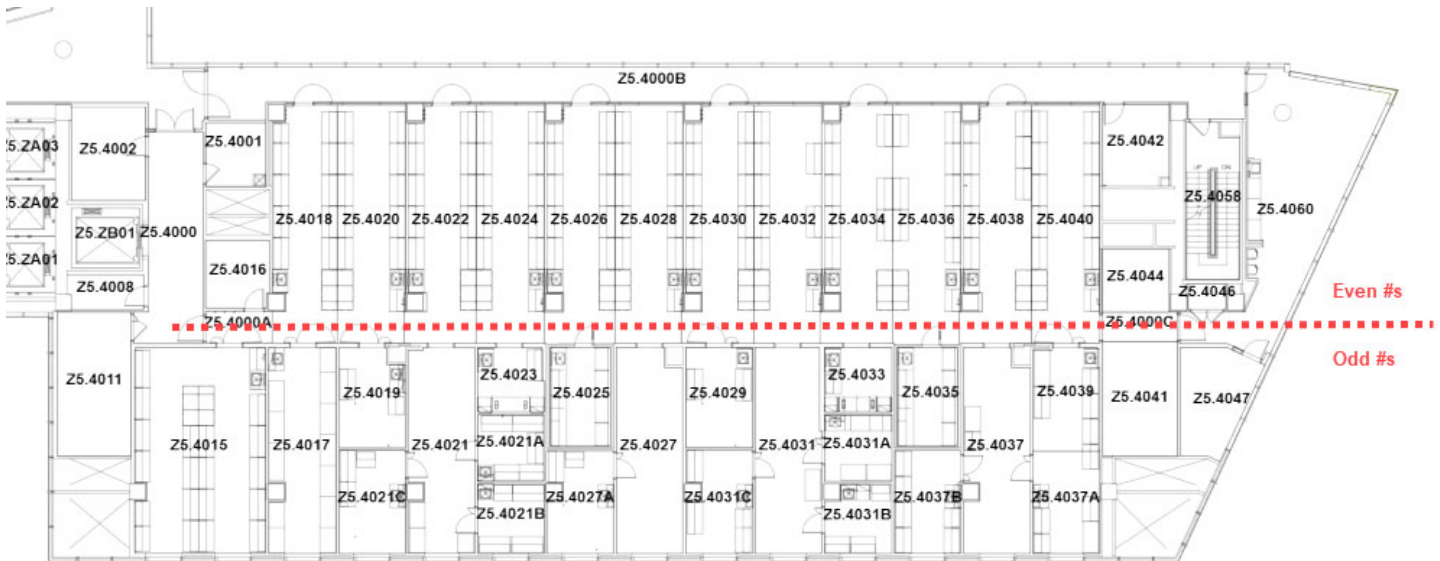
- Level designation of below-grade areas will be reviewed on a case-by-case basis. Buildings with multiple at grade entries, variance between new building and existing floor level designations at neighboring buildings, or other factors may require deviation from the typical guidelines.
 - Where at-grade entries to buildings occur at different levels of the building, the use of both the 1 and G (Ground) floor level designations in descending order, is suggested.

- Where possible, maintain the same floor level designations between neighboring buildings with at-grade entrances at the same level, or bridge/tunnel connectors. Provide clear signage of building and floor level location at either end of connectors.



Room Numbers

- All accessible space with at least a three foot (3'-0") clear ceiling height are required to have a room number assigned.
- Each room shall have only one number, regardless of the number of doors entering into it.
- Each room number across the institution must be unique.
- Room numbering shall generally commence from the main entrance, or what is perceived as the main entrance, and proceed clockwise.
- All room numbers shall progress sequentially. Lower room numbers should be at one end of the building and higher room numbers at the other end of the building.
- Buildings with only one dividing corridor shall flow in an ascending order from one end of the building to the other
 - Even room numbers should be on one side of the primary hallway and odd room numbers on the other in so far as possible.
 - Numbering shall cross the corridor, not go all the way around the outside, then all the way around the inside.

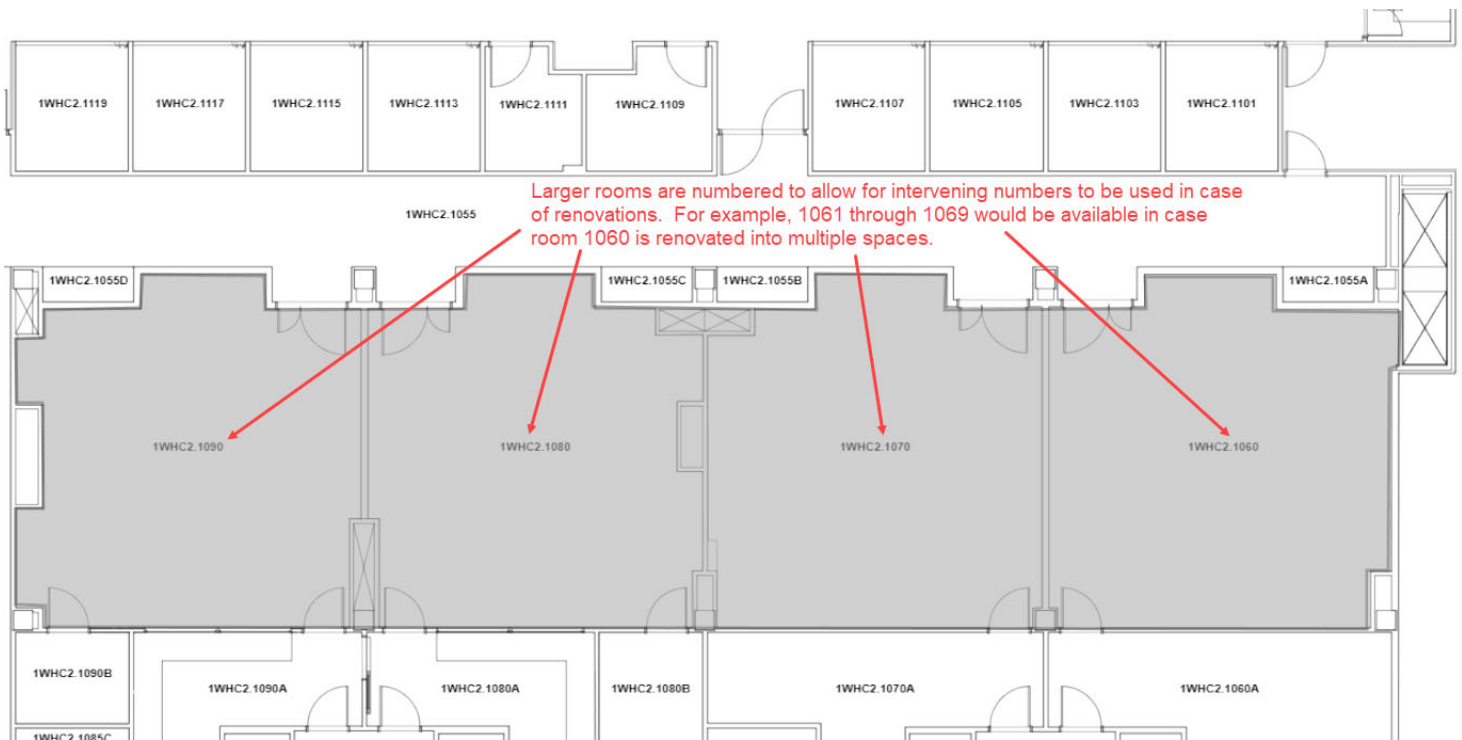


- Buildings with a more complex corridor system, numbers shall flow in an ascending order, in a clockwise direction from the main entrance or similar location such as an elevator lobby.
 - Floors should be subdivided into logical groupings to create room number zones. The zones a room falls within depends on what is considered the primary entrance.
 - This strategy will allow for the creation of additional rooms in the event of a future renovation.
 - Room numbers on one side of a corridor may be skipped in order to maintain succession with the room numbers on the opposite side of the corridor.

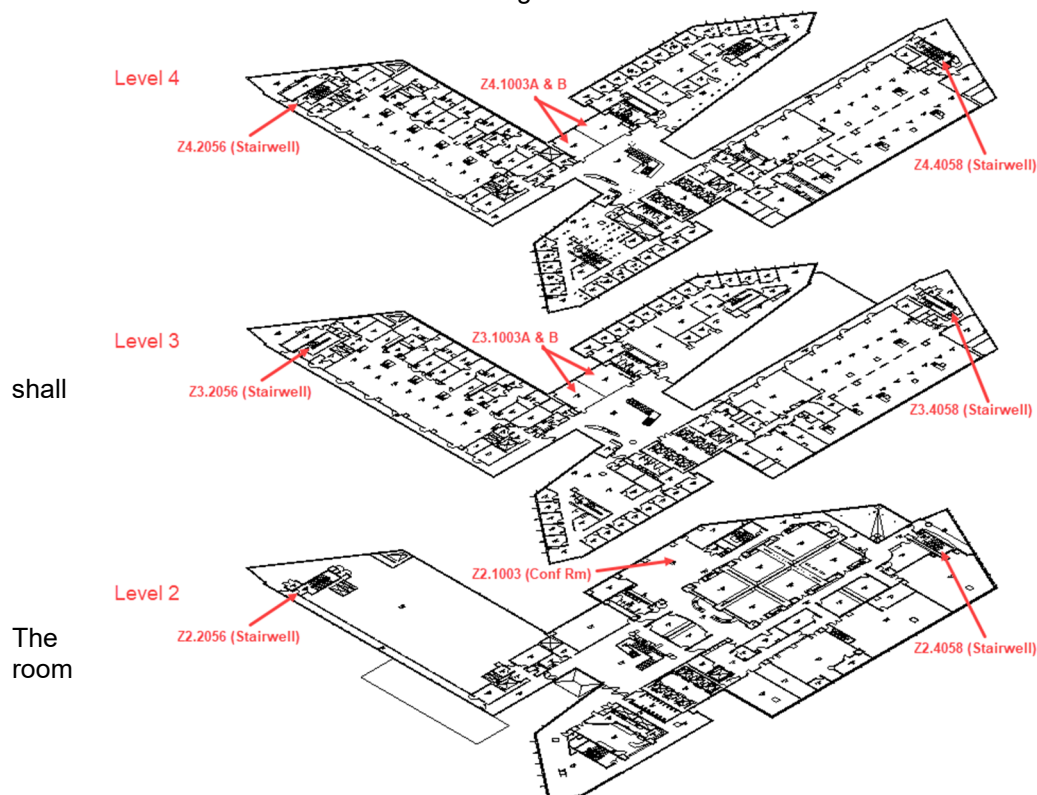


- Rooms in similar locations on different floors shall have similar room numbers so that room numbers are coordinated on a vertical basis (stacked) as well as a horizontal basis throughout the entire building.

- To the greatest extent possible, without creating other inconsistencies, rooms with the same digits in the last positions shall be located in the same position in the building.
- Room numbers shall be assigned to reasonably allow for renovations.
 - Rooms shall be numbered in such a manner that, should renovations occur in the future, intervening numbers will be available for room assignments (especially where larger rooms are built that may be subdivided into smaller rooms at some time in the future).



- Room numbers shall consist of the following:



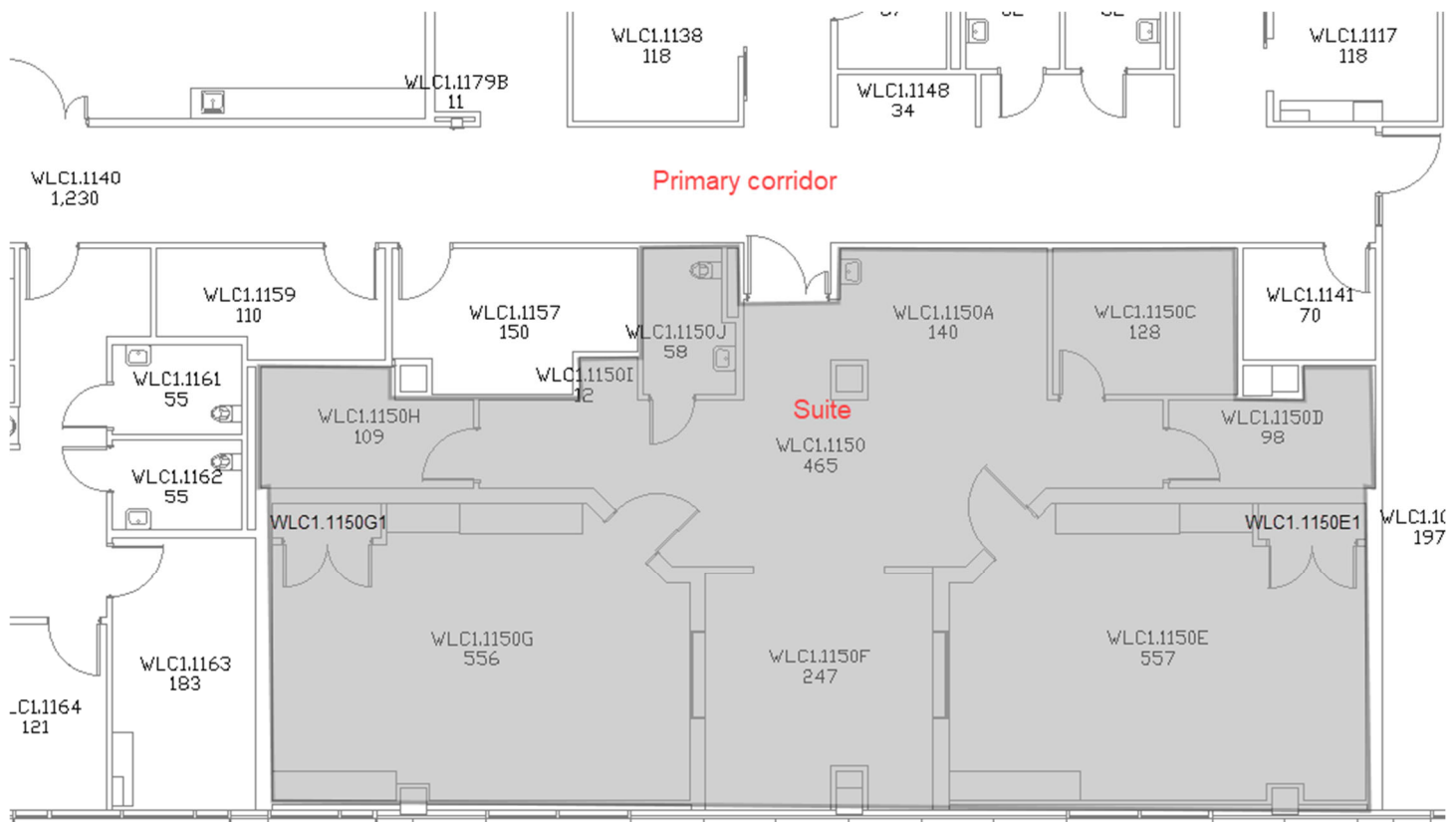
- The building acronym followed by the floor designation, followed by a period and then 3 to 9 digit alphanumeric characters.
- In certain instances, this rule is not followed such as in the Main Building.
- Room numbers not have hyphens, commas, spaces, etc.
- Alpha characters "I" and "O" should never be used as they are too easily confused with 0 (zero) and 1 (one).
- first numeric digits of a number following the

building acronym shall indicate the floor on which the room is located. “FHB1.” is located on the 1st floor, “FHB10.” is located on the 10th floor, and “FHB11” is located on the 11th floor.

- Floors below grade will be denoted by “B” and/or “SB”. “FHBB” is located in the basement. “FHBSB” is located in the sub-basement.
- Mezzanine level floors will be denoted with “M”. FHB11M is located on the mezzanine.

FHB	10.	1000	=	FHB10.1000
Building Acronym	Floor Level	Number		Room Number

- Room numbers without any designation of contents or use (except elevators) are preferred.
- **Suites** – Rooms not accessible directly from the main corridor or which can only be entered from a larger room, such as in a suite shall be designated with alphabetic suffixes.
 - Suffix letters are assigned in the order rooms are encountered and the same clockwise direction as the overall numbering sequence beginning from the main entry. For example, rooms accessed from WLC1.1150 should be numbered WLC1.1150A, WLC1.1150B, WLC1.1150C, etc.
 - A secondary interior room shall have a single digit following the alphabetic character of the first level interior room. For example, rooms only accessible through WLC1.1150G should be numbered WLC1.1150G1, WLC1.1150G2, etc.



- **Cubicles** are defined as areas separated by partial height walls and or prefabricated systems furniture panels. The use of book cases and desks do not make up a cubicle.
 - Cubicles shall be designated with two digit numbers starting with “01” following a period at the end of the main room number. For example, a cubicle located within FHB10.1000 should be numbered FHB10.1000.01.

- **Elevators** shall be numbered according to the cab number preceded by the building acronym and floor number. For example, cabin E01 on level one of the second PTC building would be 2PTC1.E01.
- **Exterior Space Above Ground Level**
 - Above ground level spaces outside the building such as balconies, terraces, rooftops, and medgas farms or enclosed equipment areas with no roof.
 - Room numbers shall consist of the building acronym followed by the floor designation, followed by a period and then "EX" with 2-digit numeric characters. For example, roof top of ACB 9th floor room number would be ACB9.EX01.

Renumbering Process

- All renumbering of buildings, floors, suites, and individual rooms shall be coordinated through Facilities Administration.
 - Conduct a review of the existing building conditions.
 - Determine the appropriate level of action based on current building wayfinding conditions, current renovation project and overall impact.

Question regarding building and room numbering guidelines should be directed to the Facilities Administration department.

ATTACHMENTS/LINKS

Element Z Part 9 - [Room Number Control Set](#)

[Owner's Design Guidelines](#)

RELATED POLICIES

Construction and Remodeling Policy – ADM0236

Space Allocation Policy – ADM0237

JOINT COMMISSION STANDARDS / NATIONAL PATIENT SAFETY GOALS

None

OTHER RELATED ACCREDITATION / REGULATORY STANDARDS

Texas Higher Education Coordinating Board Manual:

- Appending F – Space Use Codes
- Appendix G – Functional Use Codes
- Appendix H – Building Codes

REFERENCES

None