

## UTHSCSA ROOM AND DOOR NUMBERING GUIDELINES

UTHSCSA uses a Wayfinding system and a Workfinding system for assigning numbers to building rooms. Wayfinding numbers are designed to present the public building user with a simplified numbering system based on the way houses are numbered on streets. Workfinding numbers are used by Facilities Maintenance to identify rooms that are not included in the simplified Wayfinding system. Wayfinding room numbers appear on the standard permanent TAS room identification signs that will be installed throughout the building. These guidelines were produced in collaboration with Academic Space, Allocation, Planning, and Scheduling (ASAPS) to comply with all Texas Higher Education Coordinating Board (THECB) space-reporting requirements and file transfer protocols.

### **Wayfinding Room Numbers**

- **Corridors:** indicate Corridor 1 as the first passageway from the main entrance. Follow with Corridor 2, Corridor 3 and etc. for passageways on 1<sup>st</sup> level. Signage needs to be installed at the entrance to each of these main corridors and on a wayfinding directory at the entrance. Refer to following example.

#### **Wayfinding Directory - Level 1:**

**Corridor 1 - Room 101 – 120**

**Corridor 2 - Room 121 – 130**

**Corridor 3 - Room 131 – 140**

**Corridor 4 – Room 141 – 150**

**Classroom – Room 150**

**Corridor 5 – Room 151 – 165**

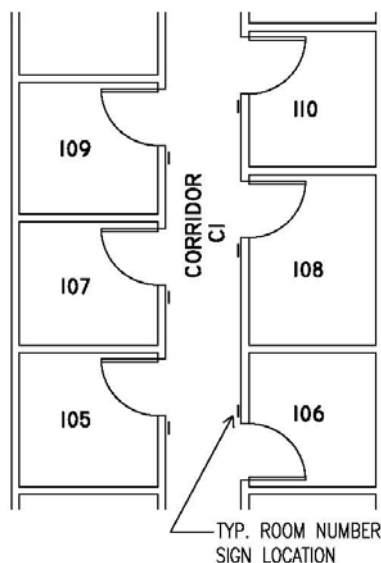
**Anesthesiology Department Suite 160**

**Anesthesiology Conference Room 165**

**Corridor 6 – Room 166 – 175**

**Classroom – Room 170**

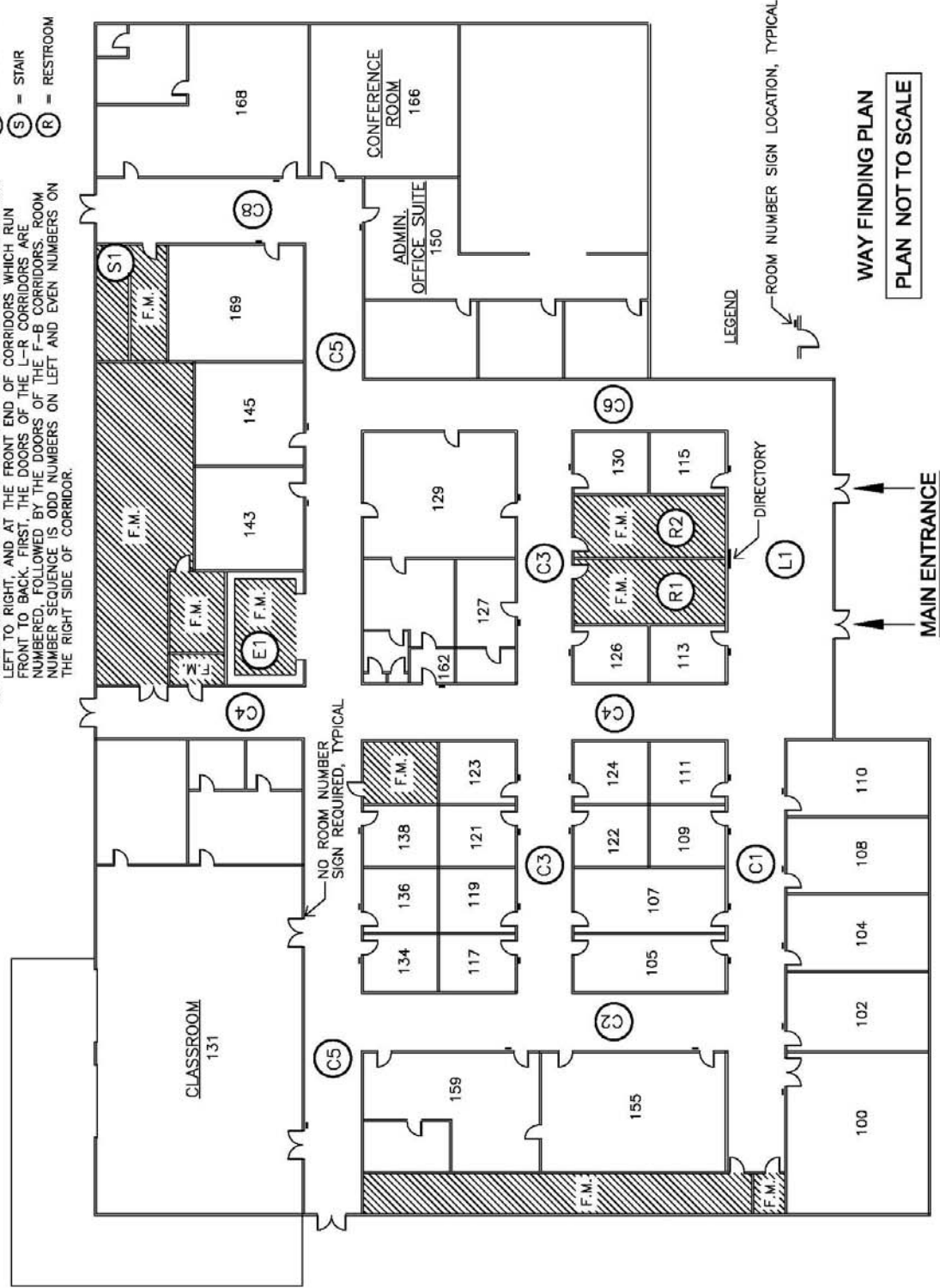
- **Main Rooms on Corridors:** Begin numbering a level in logical fashion to complement facility design (e.g., left to right and front to back), starting with 100 - 199 on first level, 200 - 299 on second level, 300 - 399 on third level etc. with odd numbers on one side of the corridor and even numbers on the opposite (e.g., city street). For sub level floors, use the 'S' prefix. In rare instances where room numbers exceed 99, a solution will be worked out on a case by case basis. Specific room numbers will be reserved to accommodate future renovation(s) on project-by-project basis. Signage shall be installed on the wall adjacent to the door for main entrance, according to TAS standards.



- LEGEND**
- (C) = CORRIDOR
  - (L) = LOBBY
  - (E) = ELEVATOR
  - (S) = STAIR
  - (R) = RESTROOM

**NOTES**

1. CORRIDOR IDENTIFICATION BEGINS AT MAIN ENTRY TO FLOOR, WITH ODD NUMBERED CORRIDORS RUNNING LEFT TO RIGHT, AND EVEN NUMBERED CORRIDORS RUNNING FRONT TO BACK.
2. ROOM NUMBERING BEGINS AT THE LEFT END OF CORRIDORS WHICH RUN LEFT TO RIGHT, AND AT THE FRONT END OF CORRIDORS WHICH RUN FRONT TO BACK. FIRST, THE DOORS OF THE L-R CORRIDORS ARE NUMBERED, FOLLOWED BY THE DOORS OF THE F-B CORRIDORS. ROOM NUMBER SEQUENCE IS ODD NUMBERS ON LEFT AND EVEN NUMBERS ON THE RIGHT SIDE OF CORRIDOR.



**WAY FINDING PLAN**  
**PLAN NOT TO SCALE**

## Workfinding Room Numbers

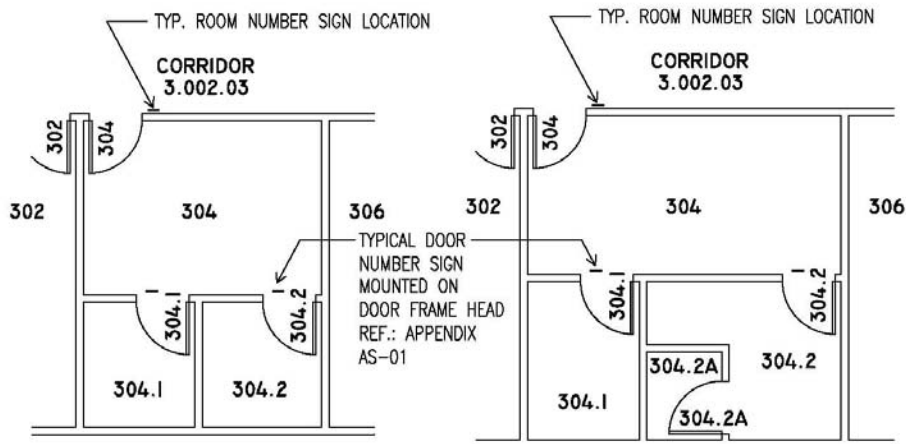
As mentioned earlier, Workfinding room numbers do not appear on any of the signage that the public is aware of. Workfinding numbers are used on electrical panel schedules, tele communication outlets and other similar uses. Rooms that don't have a permanent public wayfinding room sign will be indicated by the door number sign that is attached to the door head. Please refer to the door numbering section for more information.

- The following spaces will be provided a room number with a prefix to indicate the level, a code to identify the type of space, and a suffix to identify the individual room. Codes will be assigned as follows:

Stairwells	001	
Corridors	002	
Restrooms	003	(public, not private)
Lobbies	004	(and entries)
Elevators	005	(accessible shafts)
Mechanical	006	(accessible chases, closets, rooms, elevator equip., T&N rooms)
Housekeeping	007	

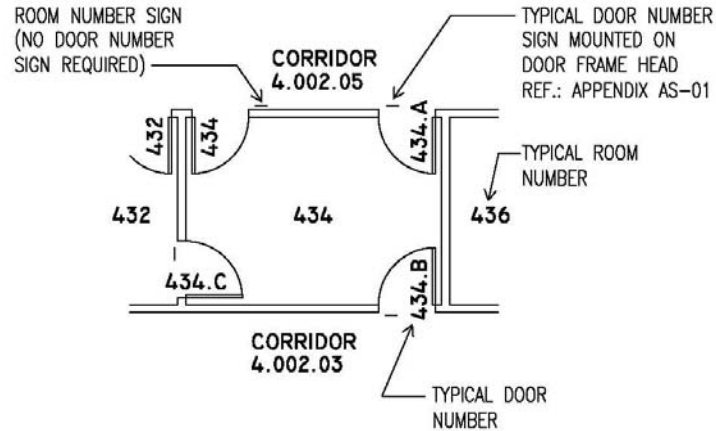
For Example, 3.005.2 indicates an elevator on the 3<sup>rd</sup> level with sequence number of 2. The next elevator in sequence will be numbered 3.005.3)

- All corridors oriented left-to-right will be sequentially numbered beginning at the front of building/floor toward the back using odd sequence numbers (e.g., 3.002.3 indicates a 3<sup>rd</sup> level corridor with a sequence number of 3, meaning it is oriented left-to-right and is the 2<sup>nd</sup> corridor from the front) All corridors oriented front-to-back will be sequentially numbered beginning at the left side of building/floor toward the right using even sequence numbers (e.g., 3002.4 indicates a 3<sup>rd</sup> level corridor with a sequence number of 4, meaning it is oriented front-to-back corridor and is the 2<sup>nd</sup> corridor from the left). Each corridor number will represent the entire length of the corridor.
- For all other categories of Workfinding space, rooms will be numbered sequentially per floor, following the same order as assignable space (i.e., odd on the left and even on the right, beginning with the left-to-right corridors, then the front-to-back corridors.)
- Rooms inside Main Rooms: Interior rooms that open into main rooms will be assigned a numerical suffix. For example, 304.1 is a room that opens into room 304. Rooms that open into rooms inside main rooms should be numbered using alpha character. For example, room 304.2A is a room that opens into room 304.2.



## Interior Door Numbers

- Door numbers correspond to the room number. In the Wayfinding system, the first door number to a room will be the same number used for the room. When there are more than one door to a room, other doors use the room number with an alpha suffix.



- Additional doors leading into interior rooms will be numbered based on the interior room number and adding a letter to the end of the number suffix. For example, 304.2B indicates a door on the 3rd level, with a sequence number of 04, interior room number 2 with an additional door B. Additional doors will be numbered sequentially, starting from the primary entry and continuing in a clockwise fashion.
- Additional doors of Workfinding space are numbered following the same procedure as additional doors for interior rooms of Wayfinding space. For example, 2.006.1A indicates a second level mechanical room with a sequence number of 1 with auxiliary door A).

## Exterior Door Numbers

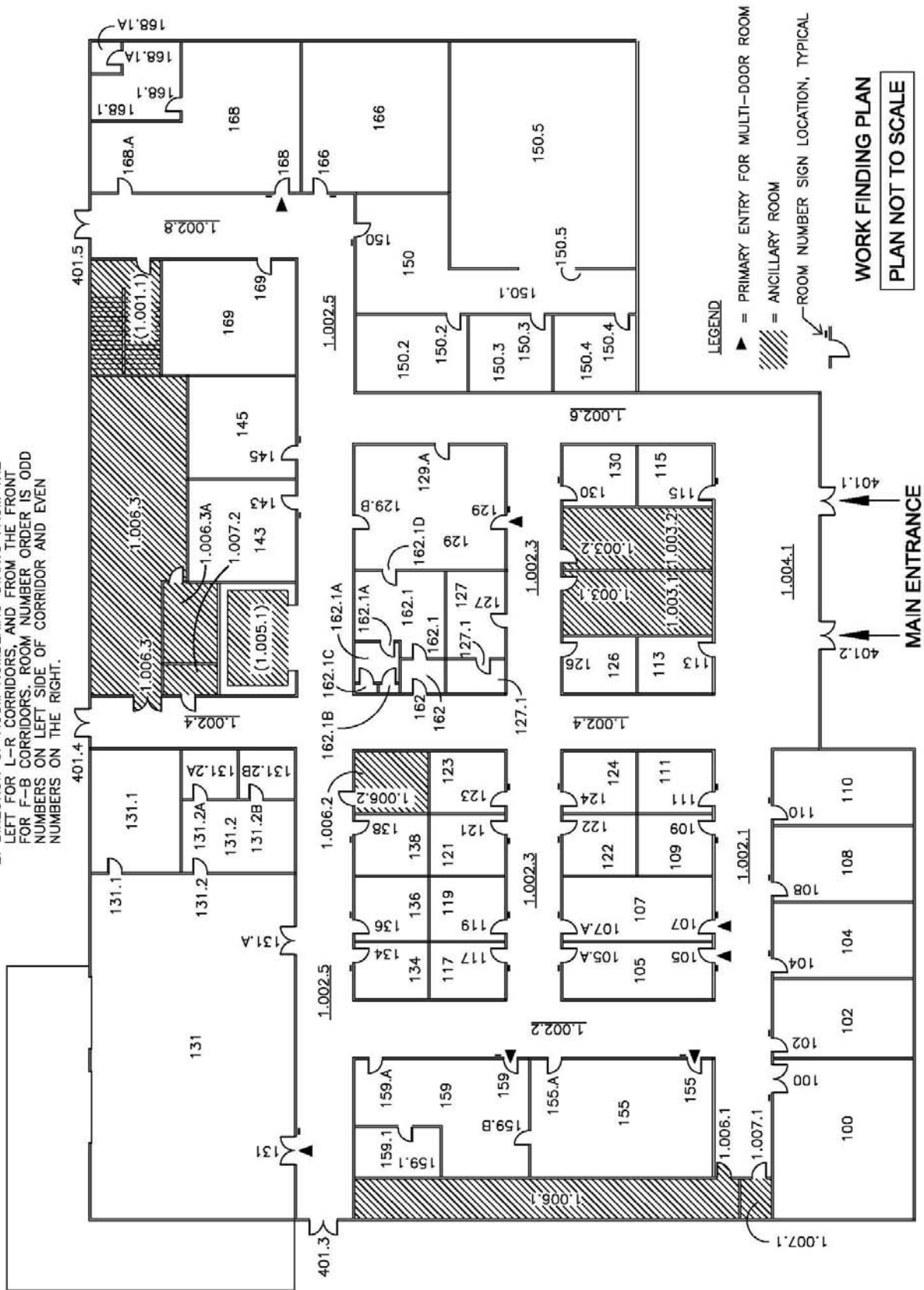
- Exterior doors are defined as any door opening that provides access between the interior and exterior of the building. Exterior doors can be located at public entry levels, staff entrances and at roof levels. Exterior doors require special measures for security.
- Exterior doors will be numbered with a prefix indicating the building number and a suffix that is a sequential number indicating the individual door. For example, 401-3 indicates an exterior door in building number 401 (Institute of Biotechnology) with sequence number 3. Exterior doors are numbered in a clockwise fashion from the entrance, regardless of the floor.

NOTES (Specific to the plan below)

1. CORRIDOR IDENTIFICATION BEGINS AT MAIN ENTRANCE TO FLOOR, WITH ODD NUMBERED CORRIDORS RUNNING LEFT TO RIGHT (L-R), AND EVEN NUMBERED CORRIDORS RUNNING FRONT TO BACK (F-B). DIRECTION OF ROOM NUMBERING STARTS FROM THE LEFT FOR L-R CORRIDORS, AND FROM THE FRONT FOR F-B CORRIDORS. ROOM NUMBER ORDER IS ODD NUMBERS ON LEFT SIDE OF CORRIDOR AND EVEN NUMBERS ON THE RIGHT.

NOTES (Cont'd)

3. ROOM NUMBERING IS APPLIED TO AN ENTIRE RUN OF CORRIDOR BEFORE MOVING TO THE NEXT CORRIDOR, BEGINNING WITH ALL THE L-R CORRIDORS, THEN CONTINUING WITH THE F-B CORRIDORS.



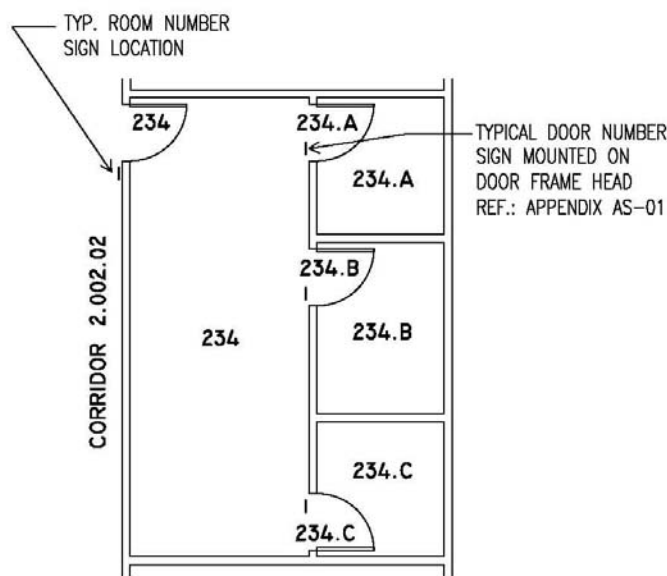


## Additional Information

- For unassigned or shell space, always reserve adequate room numbers to accommodate all sequencing of future assigned room numbers.
- Provide gaps in the numbering system to reserve numbers for future rooms where subdivision of the space is likely to occur.

### Room Numbering in Existing Facilities

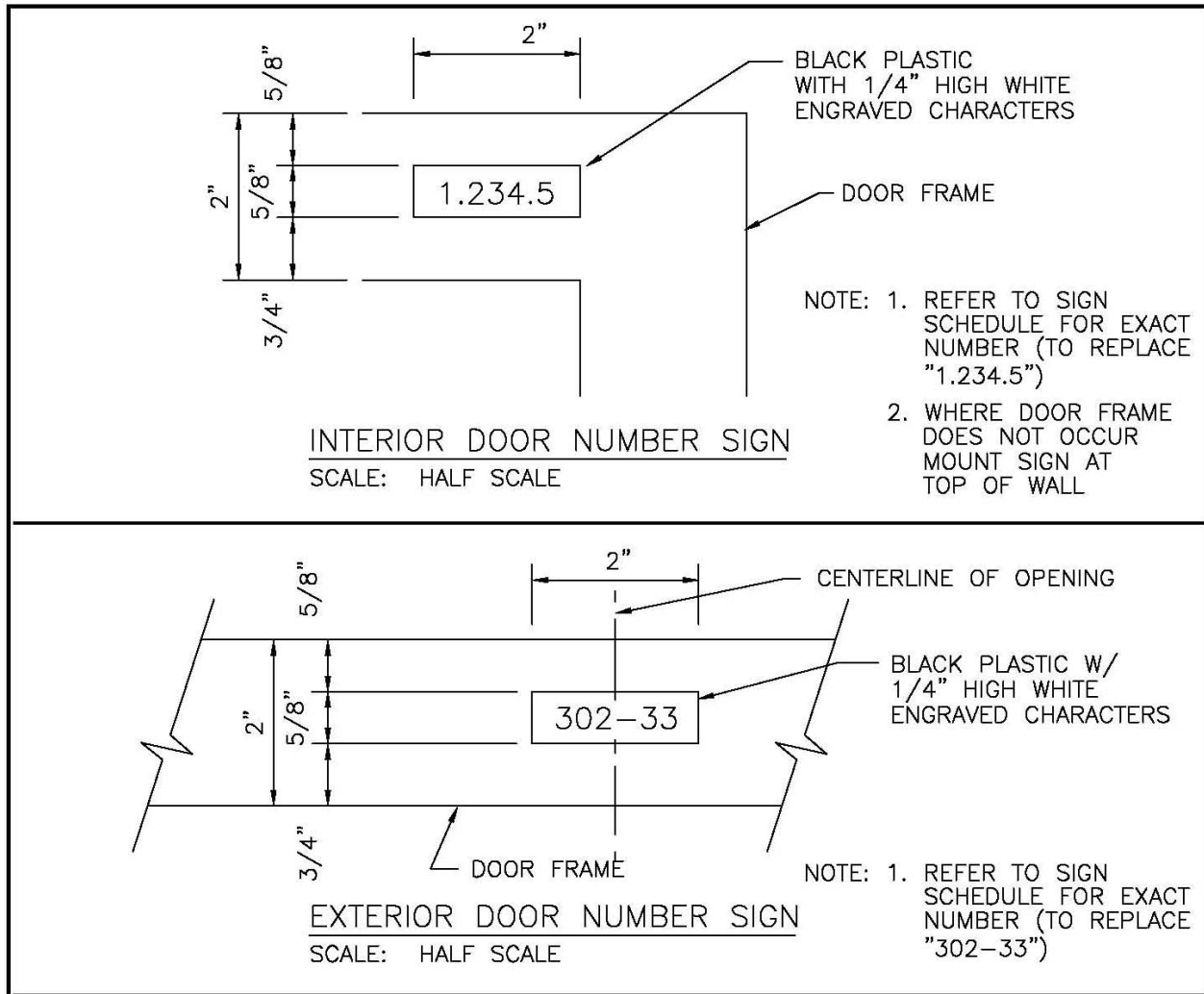
- In existing facilities the rooms were numbered as follows: the prefix indicated the floor number followed by the room number and if needed a suffix indicated additional rooms. For example, 3.234.1 indicated a room on the 3rd level with room number 234 and an interior room of 1.
- Contact Facilities Management for more information



### Requirements for Architects and Engineers

- At the schematic or design development submission, Facilities Management will review and comment on the room and door numbering schemes.
- The Architect will be required to indicate on the room and door schedules, which rooms receive Wayfinding numbers and which receive Workfinding numbers. All doors will receive permanent numbers on the door frames as shown in the appendix, AS-01.
- Prior to substantial completion on the construction of each facility, room numbers and room areas will be confirmed. The Architect or Engineer will provide a list of room numbers, room types and areas will be prepared and issued to Facilities Management.

**APPENDIX**



**Drawing AS-01**