Room Numbering Guidelines
Stanford University
Last Updated: October 11, 2017

General

These guidelines will allow floor and room numbering and way-finding procedures to be applied consistently to all University buildings.

These room numbering guidelines are provided for use by Architects for projects involving new construction. Existing University buildings will also be evaluated for these guidelines when remodels take place. Because room numbers affect emergency responders, as well as multiple campus databases, including the Office of Research Administration, Chemical Inventories and Telecommunications systems room numbers should not be changed without a formal review process by the Land, Buildings and Real Estate Maps and Records department.

Questions may be forwarded to the Space Administrator in Maps and Records (Ph: 723-3289, Em: iSpace-Support@stanford.edu

1. Floor Numbering Guidelines (see Figure 1)

1.1 Floors:

Floors are numbered using a 2-digit standard starting with ‘01’ for the first floor and continue up for every floor above (e.g., 02=second floor, 03=third floor).

1.2 Basements and Sub-Basements:

Floors below the first floor shall be designated as basement or subbasement. The floor below the first floor will be identified as Basement and have a floor code of ‘00’. Sub-basements, or floors below the basement will be numbered starting at B1 and continuing down (e.g., B2, B3, etc.).
1.3 Mezzanines:

Mezzanines are assigned a two character floor code value of AT, using a preceding M followed by the number of the floor below (e.g., “M2” where ‘2’ is the floor below).

A mezzanine is defined as a partial floor located between structural floors.

1.4 Attics

Attics are assigned a two character standard floor code value of AT. An attic area is defined as the accessible floor area above the top floor which is greater than 3’ in height.
2. Room Numbering Guidelines

2.1 Rooms are generally numbered using a standard three digit numbering scheme (e.g., 102, 137, 246). Four digit room numbers can be used in buildings that are more than 9 floors (e.g., 1001, 1002, 1033).

2.2 Wings or Corridor IDs can be incorporated in a room number for large floors. (e.g., Corridor “A” and “B” can have room number “A101” or “B101”). Note: This is a typical numbering convention for the School of Medicine buildings.

2.3 The main lobby/entrance can be numbered 100 if on the first floor. Offices should be numbered starting with 101 to the left of the main lobby and continuing clockwise.

2.4 In a building with only one dividing corridor, room numbers should flow in ascending order from one end of the building to the other starting from the main entrance with even numbers on the left and odd numbers on the right. See Figure 2 below.

Figure 2
2.5 In a building with a more complex corridor system, numbers should follow in ascending order in a clockwise direction from the main entrance ensuring standard is easy to follow for way-finding. See Figure 3.

2.6 Skip numbers to reserve numbers for future use. Those numbers will be used if a building/floor undergoes a renovation or rooms are divided resulting in the creation of new rooms. Windows, columns and other structural features offer keys to possible future wall placement. See Figure 3.
2.7 To the greatest extent possible, rooms with the same digit in the last two positions should be located in the same position in the building (e.g., rooms 110, 210 and 310 should all occur in the same vertical stack). This may require skipping room numbers.
2.8 Suites and Sub-Rooms: Suites are identified as having one entrance and are generally numbered using the 3-digit standard (i.e., 100). Depending on the area layout, rooms inside of a large suite-like room that has more than one entrance may or may not be numbered using the sub-room standard.

Rooms within a suite (sub-rooms) are numbered with the entrance room number plus a letter suffix (100A, 100B, 100C) beginning with the room closest to the main entrance of the suite and proceeding in a clockwise direction.

Rooms inside sub-rooms are numbered with an additional letter. Example, 100AA would be assigned to a room within sub-room.

2.9 Cubicles: Each row of cubicles should have their distinct room number. Each cubicle within the row is designated using this room number followed with a letter. Letters are in alpha order from the main corridor.
2.10 Workstations: Use the suite (or open area) room number followed by a period (‘.’), then a 2-digit number starting with 01. The formula is: room number + ‘.’ + 2-digit number. Example, 245.01

Workstation numbering should be in consecutive order and follow a clockwise pattern when possible. Start numbering at the point closest to the main entrance to the area.
2.11 Special room numbers are given to building common areas. Below are the current standards for building common areas. Note: where exists, the first digit represents the floor e.g., 1R1 is a restroom on the first floor and 2R1 is a restroom on the second floor.

Elevators: ELEV01, ELEV02  
Circulation: CIRC01, CIRC02  
Stairs: STAIR1, STAIR2  
Shafts: SHFT01, SHFT02  
Restrooms: 1R1, 1R2  
Electrical: 1E1, 1E2  
Mechanical: 1M1, 1M2  
Telecommunications: 1T1, 1T2  
Janitorial: 1J1, 1J2

NOTE: All vertical penetrations (stairs, shafts, etc.) will have the same room number for each floor they pass through. Example: The room number STAIR1 will be identified in the same location on the floor plan for every floor it passes through.
## Appendix A: Room Numbering Guidelines:

<table>
<thead>
<tr>
<th>Room Number</th>
<th>Formula</th>
<th>Example</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Typical Rooms</td>
<td>Room Number</td>
<td>101, 112, 224</td>
<td>Group of rooms that be entered from a corridor</td>
</tr>
<tr>
<td>Suites and Sub-Rooms</td>
<td>Room Number + Letter</td>
<td>101A, 134A, 134B</td>
<td>Group of room that can be entered from a main “lobby” like space. Typically with one entrance</td>
</tr>
<tr>
<td>Rooms within Sub-Rooms</td>
<td>Room Number + Letter + Letter</td>
<td>104AA, 245AA, 245AB, 245AC</td>
<td>Typically small closets within a sub-room</td>
</tr>
<tr>
<td>Wings</td>
<td>Letter + Room Number</td>
<td>A101, B101</td>
<td>Unique leading letter assigned to all rooms within a wing.</td>
</tr>
<tr>
<td>Cubicles</td>
<td>Room Number + Letter</td>
<td>100A, 100B</td>
<td>Assigned distinct number grouping and in alpha order from main corridor.</td>
</tr>
<tr>
<td>Workstations</td>
<td>Room Number + ‘.’ + 2-Digit Number</td>
<td>243.01, 243.02, S003.01, S003.02</td>
<td>Workstations do not have identifiable boundaries such as a cubical wall.</td>
</tr>
<tr>
<td>Building Common Areas (TBD)</td>
<td>Floor Number + Common Area Letter + Number</td>
<td>1M1, 1R1, 1E1</td>
<td>Numbers assigned to areas such as; Mechanical, Electrical, Restroom</td>
</tr>
</tbody>
</table>