



**ILLINOIS STATE UNIVERSITY**  
**EXHIBIT DG-4: ROOM NUMBERING GUIDELINES**  
Effective October 23, 2024

**I. ROOM NUMBERING**

- A. ISU Facilities Planning, Design, and Construction shall provide the room numbers. Submit floor plans to obtain room numbers. Tentative room numbers may be requested during schematic design (SD) or design development (DD) phases. Room numbers shall be confirmed during each subsequent design phase.
- B. This guideline outlines the procedures and rules for assigning room numbers to all spaces in the Illinois State University campus. They are provided so that Architectural and Engineering consultants have a better understanding of the room numbering process for all renovation and new construction projects. This guideline applies to all recreational, academic, administrative buildings, residence halls and any leased properties.
- C. The campus room number system provides for a unique identifier for every building space on campus. This identifier is used for wayfinding within buildings and to consistently identify each room in the University data systems, including the Facilities Planning, Design, and Construction space management system, ARCHIBUS, the Computer Aided Drawing programs, AutoCAD / REVIT, and the Facilities Management work order system WebTMA.
  1. General Procedures: Facilities Planning, Design, and Construction is responsible for the review and assignment of room numbers in all University buildings monitored by the University Space Management database system, ARCHIBUS, and any dependent software packages. This review procedure ensures that:
    - a) Room numbers are uniquely assigned within a building
    - b) Room assignment conventions follow University rules and good way-finding practices.
    - c) Changes in room numbering are recorded in the ARCHIBUS database and on the CAD / REVIT floor plans
    - d) All changes are reported to other dependent University data systems and university stakeholders in a timely fashion.



2. Room Number Assignment Guidelines

a) General:

- (1) All spaces in University buildings are uniquely identified by the combination of the Building Number (or Abbreviation), Floor Designation and Room Number. This information is centrally maintained and circulated on campus via the University space management database, ARCHIBUS.
- (2) All spaces in a building must have a room number designation, including all building circulation and service areas (corridors, restrooms, mechanical rooms, closets, etc.) as well as shafts and pipe chases.
- (3) Generally, even room numbers are to be maintained on one side of a corridor and odd numbers on the opposite side. Number all spaces on a particular floor that can be directly accessed from that floor such as corridors, vestibules, and stairwells.

b) Floors:

- (1) Floors are numbered using a 2-digit standard commencing with ‘01’ for the first floor and continuing for every floor (i.e. 02 = second floor, 03 = third floor, etc.). Exceptions are the Basement and Sub-Basement levels; they will use the letters, B and SB respectively.

c) Rooms:

- (1) Rooms will be numbered with a standard three-digit numbering scheme whenever possible with the first digit always referring to the floor. Four-digit room numbers will be used in buildings that are more than 9 floors, as noted below:

<u>Floor</u>	<u>Range</u>
(a) Sub-Basement	SB001 - SB099
(b) Basement	001 - 099
(c) First Floor	101 - 199
(d) Second Floor	201 - 299
(e) Third thru Ninth	X01 - X99
(f) Tenth Floor	1001 - 1099

d) Lobbies / Main Entrance:

- (1) The main lobby / entrance can be numbered “100” if on the first floor. Offices and other spaces should be numbered starting with “101” to the left of the main lobby and continuing in a clockwise manner. If a building has more than one entrance, the main entrance is considered that entrance associated with the official building address.



e) Corridors:

- (1) All corridors are numbered X00 where X = floor level designation. The main corridor number is the first number (i.e. 2<sup>nd</sup> floor corridor = 200) for that floor's room numbering sequence.
- (2) Continuous corridors, regardless of length, will carry one room number. However, if a corridor is "sectioned" by doors or directional changes, then each sectioned length of corridor is assigned a letter suffix (i.e. corridor 200 is sectioned into three parts by two doors; the corridors are numbered 200, 200A and 200B).

f) Rooms:

- (1) In a building with only one dividing corridor (double loaded 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 one side of the corridor and odd numbers on the other side of the corridor.
- (2) In a complex building with a more complex corridor system, room numbers should follow in ascending order in a clockwise or counterclockwise direction from the main entrance ensuring a standard that is easy to follow for wayfinding.

g) Suites:

- (1) Suites and Sub-Rooms: Suites are identified as having one entrance and are generally numbered using the 3-digit standard (i.e. 203). Depending on the area layout, rooms inside a large suite-like room that has more than one entrance may or may not be numbered using the sub-room standard. The room or entry area entered from the main corridor receives the suite's room number without a letter (i.e. enter Room 203). Rooms within a suite (sub-rooms) are numbered with the entrance room plus a letter suffix (i.e. 203A, 203B, 203C, etc.) beginning with the room closest to the main entrance of the suite and proceeding in a clockwise or counterclockwise direction.

h) Closets or Alcoves:

- (1) Closets or other smaller spaces with permanent (i.e. built-in, installed) floor to ceiling partitions or case work, with or without a door, will be counted as rooms and assigned a room number.

i) Cubicles / Workstations:

- (1) Cubicles or workstations with modular partitions within a larger room or reception area are not numbered, given their portable nature. The department or unit may independently assign room numbers, but they will not be tracked in the space inventory.



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j) Stairs, Elevators, Ducts, etc.:

- (1) All stairs and elevators will use the room numbers X90 thru X99, where X = floor designation. Other vertical penetrations (i.e. shafts, pipe ducts, etc.) will have the same room last two digits, with the first digit being the floor. For example: 145, 245, 345, etc.