

SECTION 10019

Space Identification-Standard

PART 1 General

1.01 Description

- A. This Specification Section establishes a standard to be used to identify all spaces within Eastern Washington University facilities.
 - 1. All building spaces (Rooms, Hallways, Stairwells, Vestibules, Utility Chases, Service areas, etc.) shall be identified consistent with this Specification Section.
 - 2. Room Numbers shall be the primary identification scheme, with other spaces carrying an alpha prefix to distinguish them from assignable rooms, and to provide for the reference needed for other uses such as wall type designations, finishes, and/or equipment locations.
- B. This Specification Section complies with RCW 38.52.505 and WAC Chapter 118-68.
 - 1. The purpose is to adopt Standards for the protection of life through assuring that telephone systems provide adequate location information through enhanced 911 systems pursuant to the RCW.

1.02 Assignment Responsibility

- A. Space Identification is the responsibility of Facilities Planning. Prior to final design for new construction, additions or modifications, architectural floor plans shall be forwarded to the University for the review and determination of room numbers and other space identifiers. Once all number assignments are finalized, room numbers shall NOT be changed in order to preserve the integrity of maintenance and historical record keeping.

1.03 Purpose

- A. Uniformity: A standard pattern of room numbers, allowing for all reasonably possible room numbers and applied at the time preliminary plans for the building are approved, eliminates room number assignment based arbitrarily, without thought to conformity with other buildings.
- B. Flexibility: A standard pattern of room numbers, allowing for all reasonably possible room numbers, permits the assignment of new room numbers in logical relationship to existing room numbers when, as inevitably happens during the life of the building, new rooms are created by the addition and/or removal of partitions.
- C. Convenience: A standard pattern of room numbers enables users of the building and emergency responders to find rooms with the least possible difficulty. Permanence of the room numbers simplifies keeping track of the many records that are based on room numbers.

1.04 Related Documents

- A. Washington Administrative Code, PBX Enforcement Provisions, WAC 118-68.

PART 2 Products

2.01 General

- A. Refer to Signage Section (Division 10) for application of room numbers to building signage. Building signage shall identify room usage.

PART 3 Execution

3.01 Pattern of Numbering

- A. Numbers shall normally be three (3) numerical characters in length. The first character shall indicate the floor level, and the last two characters the room identifier. See 3.03 for special instances where the room numbers contain more than three numbers and/or letters.
 - 1. The Basement Floor shall be designated as number Zero (0).
 - 2. The First Floor (Main Floor, where the Main or Primary Entrance of the building is located) shall be designated as number 1 (One).
 - 3. Subsequent floors shall be incremented, i.e. 2,3,4, etc.
- B. All doors that open into a corridor and only those doors that open into a corridor shall bear a three digit room number, including those that provide access to service areas such as custodial or mechanical rooms.

3.02 Application of Pattern

- A. The start of the numbering system shall begin at the primary building entrance. The primary entrance is defined as that entrance recognized as the obvious formal entrance to the building, or where no formal entrance is obvious, the entrance which houses the fire alarm annunciator and/or security over-ride panel.
- B. Numbers shall begin at the primary entrance and run clockwise around the building with odd numbers on the left and even numbers on the right when starting and traveling in a circle to the left of the primary entrance and ending at the right of the primary entrance.
- C. Gaps in the numbering shall occur so that the numbering sequence across a corridor is always ascending. For example, if there are four rooms on the left before there is a room on the right on the first floor, the left-hand rooms would be numbered 101, 103, 105, 107. The right-hand room would be numbered 108 even though it is the first room on that side of the corridor.
- D. Gaps shall also be left in the sequence to accommodate future splitting of large rooms. A room is considered a large room where the area exceeds 1300 square feet. As an example, if room "101" is built with 2,000 square feet and can be split into two spaces in the future with an egress direct to a hallway, then room number "103" shall not be assigned and shall be kept in reserve for future use.
- E. The room numbers on levels above and below the numbering starting point shall coincide when it is possible. For example, electrical and/or telecom rooms stacked above and below each other with direct access from a corridor, shall have the same last two characters – i.e. 112, 212, 312, etc.
- F. See example diagram of a numbering scheme.

3.03 Special Considerations

A. Large Building

1. Buildings with more than 99 spaces per floor shall utilize a four numerical character identification. In this case, the first character indicates the floor, the second character indicates a wing or portion of the floor, and the final two characters represent the room identification.

B. Suites

1. The entry to the suite which has direct access to the corridor shall carry the room number. Nested rooms (rooms within the suite that do not have direct access to a corridor) shall have the same room number as the lowest numbered room they are accessed from, plus a letter suffix designated in a clockwise sequence around the suite. An example would be a room 108A which can only be accessed from room 108, and was the first room to the left of the entrance to room 108.
2. See example diagram of a suite numbering scheme.

C. Spaces other than Rooms

1. Non-assignable areas without access, and/or non-accessible directly from corridors (vestibules, shafts, mechanical chases, etc.) will be uniquely identified by a designated prefix that corresponds with that room's use and a numerical identifier which follows the numerical sequence of the floor. For example, the vestibule at the main (first floor) entry shall have the designation V101 and V201 where a building has an entrance with a vestibule directly to the second (2) floor.

2. The following Alpha designations shall be used:

1) Atrium/Courtyard (open to more than 1 floor)	A
2) Corridors/Hallways	C
3) Loading Dock (open or enclosed)	D
4) Elevators	E
5) Interstitial Floors and Mezzanines	I
6) Lobby/Foyer	L
7) Mechanical Chases/Shafts	M
8) Ante Chambers/Room Entries	N
9) Patio/Deck	P
10) Ramps	R
11) Stairways	S
12) Vestibules	V
13) Utility Rooms(direct access from the exterior)	U
14) Catwalks/Access Platforms	W

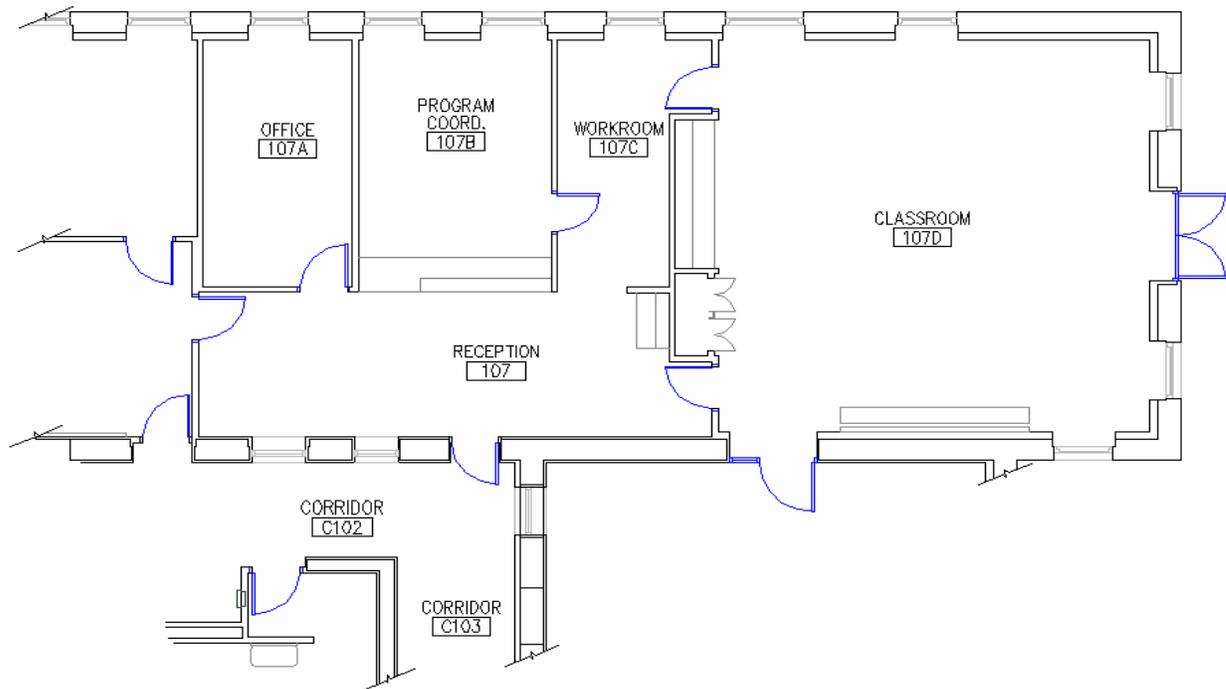
3. Elevators, shafts, chases, and stairways or stair towers shall carry their alpha designator and room identifier, and not include a floor designator. An example is E01 which identifies Elevator number 1 on all floor plans. Stairs that are wholly contained within a floor level shall retain the floor designator. An example is where a change in floor elevation is made with one or more steps, but the area retains its floor designator. The steps in this case would carry the floor designator such as S101. The stairway that joins the first and second floors would not carry the floor designator, and would be identified as S01, if it were the first stairway to be encountered in the room number sequencing pattern.

EWU Room Numbering Standard

4. Corridors shall carry the same designation until making a change in direction and/or intersection another corridor/hallway, vestibule, lobby, etc. Corridor numbers should coincide with those on other floors where possible.
 5. Ante chambers shall carry the room designation that coincides with their room. For example, the ante room number for room 106 shall be N106.
 6. Interstitial floors and Mezzanines shall be numbered with corresponding numbers of the floor below and begin with the letter "I". The mezzanine level above the first floor would have numbers I101,I102, etc.
- D. Additions and/or Modification to Existing Buildings
1. Where possible, changes in existing room numbers will be made by utilizing numbers that were skipped due to large room configurations, suites, etc.
 2. Where additions are made that require renumbering, Facilities Planning will determine if the entire floor or building will be renumbered, or if changes will be allowed which conflict with this standard.

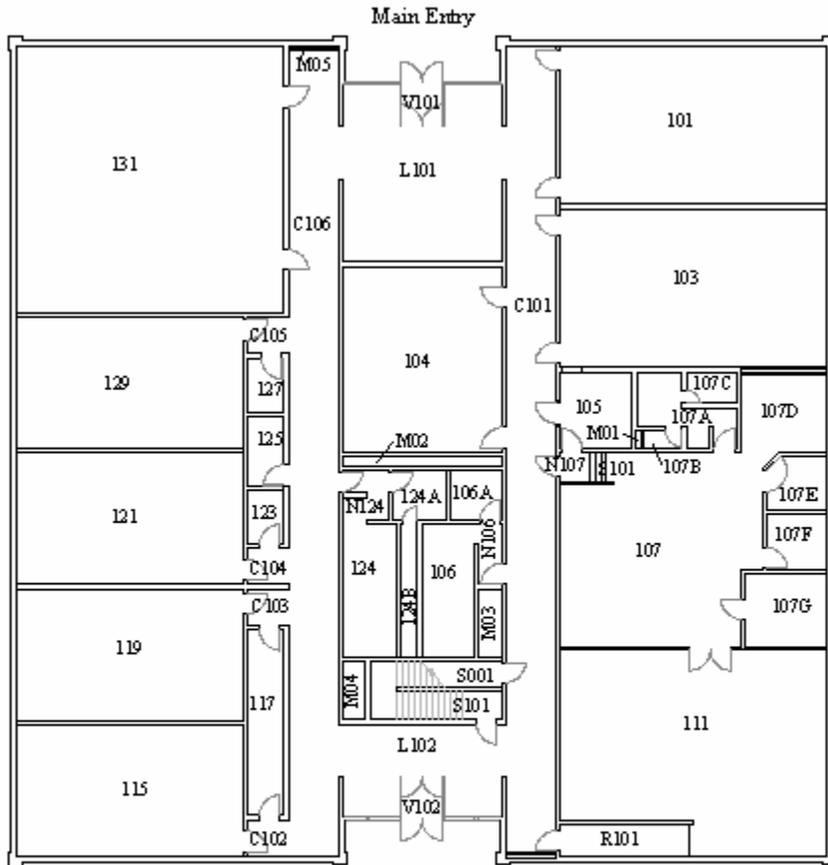
PART 4 Diagrams

4.01 Typical Suite Numbering



Sample – Suite Room Numbering

4.02 Typical Building Numbering Scheme



END OF SECTION 10019