

**Room Numbering Guidelines  
for New Buildings or Complete Building Renovations for the  
University of Tennessee, Knoxville**

May 2, 2008

Room numbering shall generally commence from the main entrance and proceed clockwise. Rooms 101, 201, 301, etc. should be generally stacked.

The lowest floor with outside entry should begin with the 100 series of rooms and should not start with single or double digit numbering. Floors above that shall be 200, 300, etc. Floors below will proceed with B001, S001 (use 'S' for sub-basement, not 'SB') without repeating numbers, if possible.

Where doorways are on both sides of a corridor, numbering shall cross the corridor, not go all the way around the outside, then all the way around the inside.

Within a suite where doors open into a non-corridor room, numbering shall end in a letter suffix, numbering clockwise. Ex. the first room in Suite 305 would be 305A, second room would be 305B. If rooms enter into the letter suffixed rooms a number suffix should be added such as 305A1. The alpha characters 'I' and 'O' should not be used.

A maximum of six digits are allowable for room numbering.

All room numbers shall progress sequentially with the following special numbering for non-assignable spaces.

Corridors and hallways shall receive numbering ending in 99, with letter suffix. Ex. on the first floor the corridors shall be numbered 199A, 199B. Second floor would be 299A, 299B, etc. Numbering shall proceed clockwise.

Inside of a suite, hallways shall receive normal room numbering (i.e. not x99)

Elevators shall receive numbering ending in 97, with letter suffix. These shall be numbered on each floor. Ex. an elevator shaft on the first three floors would have numbers 197A, 297A, 397A. A second elevator would be 197B, 297B, 397B. Numbering shall proceed clockwise.

Elevator machine rooms shall receive normal room numbers.

Stairwells shall have numbering ending in 99, with letter suffix S, and number suffix for multiple stairs on any given floor. Ex. 299S1, 299S2. Numbering shall proceed clockwise. (For signage purposes only, the University may opt to add other designations such as Stair A, North Stair, etc. to assist in way finding. These should show on the drawings in addition to the '99' numbering.)

Room numbering for corridors, stairs, and elevator hoist ways are for record and drawing designation only and should not be reflected on building signage.

Any other special considerations should be referred to the Facilities Services Department.