2019 DESIGN GUIDELINES *and* PREFERENCES

THE UNIVERSITY OF TENNESSEE KNOXVILLE
FACILITIES SERVICES

FLOOR/LEVEL AND ROOM NUMBERING CONVENTIONS

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PREFACE

A unique room number, along with a building number is the major key to access all facilities room data records.

The University of Tennessee Knoxville is responsible for assigning the appropriate unique building number for each building. The building # is not needed or used by the designer. It is for internal use only.

The architect will provide room number assignments and assign building levels for new buildings and or major renovations during the Design Development (DD) phase. A maximum of seven digits are allowed for room numbering. These assignments will be reviewed and approved by UTFS's Project Manager and the Space Coordinator.

BUILDING LEVELS

The naming of each level is project specific and should be discussed during DD between the architect and UTFS's Project Manager. The following general guidelines should be considered when determining the naming convention.

- Determining the building's main entrance

Although there will be several entrances to any building, there is one that by design is considered the main entrance. The main entrance should correspond with the building address as identified per 911 listing. The floor level with the assigned main outside entry should be the building's First Floor Level. Levels above will be numbered consecutively as Second Level, Third Level, etc.

- Determining floors and levels

Any building level below the First Level is considered a Basement Level and should be numbered starting as B1, B2, B3, etc. Ground Level nomenclature shall not to be used.

Some buildings may have a Mezzanine level in between two main floor levels. A Mezzanine level is named with the prefix 'M' followed by the level number underneath the Mezzanine.

An attic area is defined as a floor level below the roof, not accessible to the public with limited head height and primarily housing exposed roof structure. Attics were common in older buildings. Newer buildings with upper level mechanical Penthouses do not have attics. Attics, if used, shall be named using the prefix 'AT.'

A level or levels above the public levels used for utility purposes is considered a Penthouse level and shall be numbered according to the level they are on as 'PH1', 'PH2', 'PH3', etc.

Parking Levels in a building that is not exclusively a garage (i.e. Administrative Parking Garage at Andy Holt Tower) should be numbered starting top down as P1, P2, P3, etc. Parking Garages should follow the same numbering as any other building.

The following figure shows examples of floor level naming conventions:

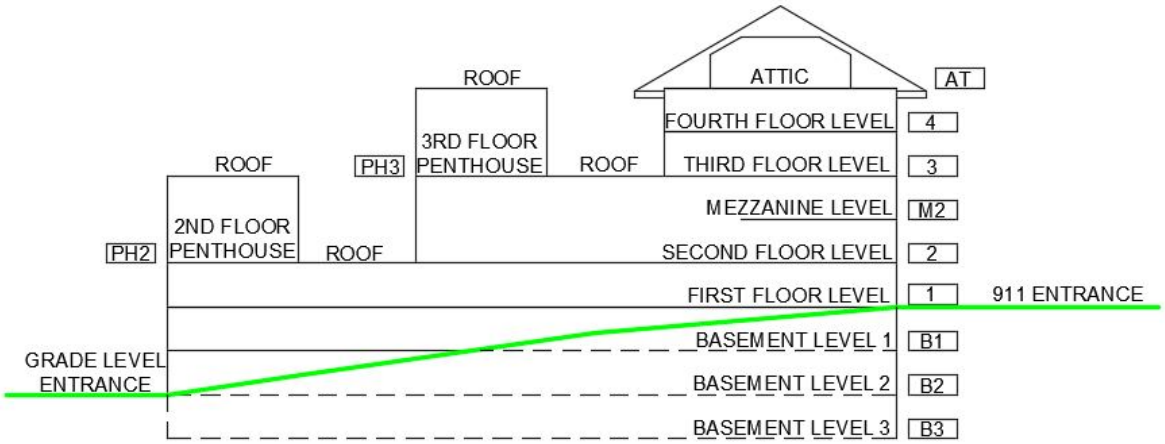

Figure 1. Floor Level Naming Convention

ROOM NUMBERING

Room numbering should be discussed during the DD Phase between the architect and finalized during the CD phase.

- Clockwise Numbering pattern and direction

After the building main entrance has been established and the level numbering is identified, immediately begin counting rooms, spaces or areas in a clockwise direction. On the first level, start counting with the number 101; second level 201; third level 301; etc. Whole hundred numbers – 100; 200; 300; etc. shall not be used and are reserved for future use. The room, space and area numbering should continue in a clockwise direction around the level. Moving around the level clockwise, odd numbers shall be kept on the right side of the corridor and even numbers on the left side of the corridor whenever possible. This is the preferred directional pattern numbering method.

Rooms in special floors such as basements will start their numbering with a prefix followed by the level, and then the room number starting with 01. For example, room B101 is room 01 at the B1 level.

- Up/Down Numbering Pattern and Direction

An alternate directional pattern numbering method is that of an up/down main corridor(s) scheme. This can be utilized in building renovations that have existing room, space and area numbering to remain in which new numbering needs to adapt to current conditions. It also may become necessary to use in buildings which the preferred clockwise directional method is just not possible because of a single corridor building or "non-racetrack" corridor and room layout. Immediately begin counting rooms, spaces and areas nearest the main entrance with the number 101; second level 201; third level 301; etc. Whole hundred numbers – 100; 200; 300; etc. shall not be used and are reserved

for future use. Along the main building corridor, count room, space and area numbering down to the end of the corridor. If there is another main or secondary corridor, again work your way down, or back up (pending the layout) while continuing with numbering where it was left off from the main corridor. While numbering up/down corridors keep in mind, odd numbers shall be kept consistent with respect to right side/left side of corridor whenever possible. This alternate directional pattern numbering method should be consulted with UTFS Project Manager prior to use.

- Stacked numbering pattern and direction

Levels above and below the first level shall follow the same numbering pattern established on the first level. It is important to note that the above methods are without regard to general circulation spaces such as vestibules, corridors, stairs, lobbies, elevators and escalators. Those general circulation spaces are numbered independently as described later in this document. The numbering start point for each level must vertically correspond to the start point on the first level. Likewise, each respective level shall also vertically follow the previous level numbering pattern as close as possible in order to "stack" like numbers of rooms, spaces and areas from level to level as close as possible.

- Suites and sub-rooms

A sub-room is a single room inside a primary room. A group of rooms inside a primary room whose door opens into a public corridor is considered a "Suite." Suites and sub-rooms within suites are numbered using the same process as rooms previously described, but with an alphanumeric suffix added to rooms within a suite.

For example, sub-rooms whose door opens from suite 305 should be numbered 305A, 305B, 305C, etc. A sub-room within 305A, should have a numeric digit added to the suffix, for example 305A1, etc.

Rooms within suites should be numbered clockwise using the same rules as when numbering primary rooms. For example, the first room from the main entrance to suite 305 would be 305A, second room would be 305B, etc.

- Elevators, Stairs and General Circulation

After the primary entrance has been established, immediately begin counting general circulation and/or elevators and stairs in a clockwise direction.

Stairwells shall by numbered starting with their level number, followed by '98', ending with a letter suffix. These shall be numbered to be stacked on each flow. Numbering shall proceed clockwise, where possible. (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 architect's drawings in addition to the '98' numbering.)
For example, a stairwell on the first three floors would have numbers 198A, 298A, and 398A. A second stairwell would be numbered 198B, 298B, and 398B.

Corridors and hallways shall receive numbering starting with their level number, followed by the '99' numbering representing circulation space, and ending by a suffix letter. Numbering will follow the same natural flow and pattern as the rooms. Numbering shall proceed clockwise from the main entrance, where possible. The first enclosed circulation area will be given the suffix 'A.' UTFS' standards requires only one room number for a corridor even if the corridor turns and flows in another direction on plan, unless separated by a door. Then the corridors will be considered two separate rooms and be numbered accordingly with the next suffix letter. For example, on the first floor, the corridors shall be numbered 199A, 199B, etc. Corridors on the second floor would be 299A, 299B, etc.

Hallways and corridors inside a “suite” area shall receive normal room numbering (i.e. not x99).

Elevators shall receive numbering starting with the level number followed by the ‘97’ number, ending with a letter suffix. These shall be numbered to be stacked on each floor. For example, an elevator shaft on the first three floors would have numbers 197A, 297A, and 397A. A second elevator would be 197B, 297B, and 397B. Numbering shall proceed clockwise, where possible.

- Skipping Numbers

A certain quantity of numbers per level may be skipped as appropriate in order to reserve numbers for future subdivision or remodeling. Windows, columns and other structural features may provide clues to possible future partitioning. Care must be taken in regards to the quantity of numbers to be skipped. In most cases, no more than 96 rooms, spaces or areas per level can be labeled without having to change the entire nomenclature of the whole building. Meaning skipped numbers shall be considered pending the total current room count. As an example if a floor has 85 rooms proposed for said project then it is only possible to skip 11 numbers for said floor as the total room count should not exceed 96 whenever possible.

ADDITIONAL CONSIDERATIONS

Room, space and area numbers should be assigned prior to the beginning of door numbering. Room, space and area numbers should never include decimal places. Decimals are only used to designate doors.

Letters “I” and “O” should not be used to number any room as they may be confused with numbers.

Restrooms, Storage, Mechanical, Electrical, Elevator Machine Rooms, Custodial Closets, Maintenance and Telecomm/Data rooms shall be treated as any room, space or area and receive the same standard numbering nomenclature as previously described herein.

ADAPTING NEW AND EXISTING

In cases of building renovations or additions there will be rooms, spaces and areas that do not follow the current numbering standard or simply do not flow with the new renovation. Project stakeholders should determine if and how the renovation will adapt existing numbering to the new standard numbering in order for the building/level numbers to flow correctly.

UTFS preferences is that medium to large renovation projects that encompass [40%-60%] of the total existing level area shall also include renumbering the portion of the level that is not under renovation in the overall project scope.

Smaller projects that incorporate minor renovation such as adding a wall or door, would not require the individual room, space, area or suite to be renumbered. Renumbering of minor renovations would be determined on a case by case basis.

In either of these circumstances, care must be taken in order to best provide the new numbering standards within the renovation as well as alter existing numbering to flow and follow the numbering standards implemented and around the renovated areas.