

Hard copy of this document, if not marked "CONTROLLED" in red,
is by definition uncontrolled and may be out of date.

Standard
for
Space Identification

REVISION

Rev No.	DCN No.	Change Summary	Release Date	DCN Initiator	Document Owner
2	DCN2774	Bringing document up-to-date	9-6-23	C. Treacy	J. Melino

Prior revision history, if applicable, is available from the Document Control Office.

1 PURPOSE AND SCOPE

1.1 The purpose of this procedure is to:

- Maintain accurate and consistent floor plan records
- Maintain Wayfinding that is intuitive and logical for occupants, visitors, maintenance personnel, and emergency personnel
- Establish a basis for room signage and Wayfinding

2 RESPONSIBILITIES

2.1 The designated Project Manager of a new construction project or renovation project shall be responsible for implementing this procedure. This includes interacting with appropriate parties (contractors, architect/engineering firms, [document](#) control, etc.) to ensure they comply with this standard.

3 PROCEDURE

3.1 All architects and engineers, contracted or otherwise, shall be required to follow the room/space number conventions herein for any new construction or renovations. [NY CREATES](#) Construction & Engineering and/or Facilities Operation Group shall approve number assignments in the design phase. In their design, architects and engineers shall consider placement of signs and leave adequate wall space for signage and Wayfinding.

3.2 Room numbers will coincide with the room signage and with the understanding that room signage must support two distinct groups:

- 1) Visitors and occupants
- 2) Maintenance and emergency personnel

3.3 Both groups can typically be accommodated using the same signage. Building system areas including mechanical, telecommunications, and electrical areas will be designated as such on the room number sign as required by code (NYSBC).

3.4 Floor designations shall be:

SB	SUB BASEMENT
B	BASEMENT / SUBFAB
01	FIRST FLOOR / FAB
02	SECOND FLOOR
03...99	THIRD...NINETY-NINTH FLOOR
R	ROOF
M	MEZZANINE*

**A partial story between two main stories of a building shall be designated as a mezzanine. The level shall be identified as a decimal equal to the location of the level. For example: with 20' stories, a mezzanine located 10' above the second floor would be mezzanine level 2.5.*

3.5 Room Numbering

- 3.5.1 Room numbers shall be a minimum of three (3) characters and not exceed six (6) characters. Room numbers can be: 001, 002, 003...099. Efforts should be made to make whole numbered rooms off main corridors and to make them ascending from the main point of entry in a clock-wise manner.
- 3.5.2 Room numbers must have floor, room, and sub elements. The subsets and sub-subsets are optional depending on the situation (explained later). Subsets of a room or space can be: A, B, C, D, E ... Z, and sub-subset can be 1, 2 ... 9.
- 3.5.3 Numbering shall begin from the main point of entry on main floor.
- 3.5.4 Identify the main entry-point (i.e., vestibule or entryway). Entryways or vestibules should be numbered "100." Moving in a clockwise direction, number the corridors leading from the main entry point. The number of the first corridor would be "101" (see below "Numbering Corridors").
- 3.5.5 Assuming there are no other corridors, the first space off the corridor and nearest to the main point of entry would be door "102." The next consecutive number even number would be assigned to the next space on same side of corridor. Label rooms/space with even numbers on one side and odd on the other moving clockwise around the floor, and ascending from main point of entry.

- 3.5.6 Multiple doors to one room that access the same corridor will be numbered identically.
- 3.5.7 The main room that is entered off of the corridor shall follow the numerical sequence of the corridor, and will not use an alphabetic subset.
- 3.5.8 Rooms that are part of a suite are numbered with the appropriate alphabetical subset (e.g., 0101A, B, C, etc.) ascending in a clockwise manner from the suite entrance.
- 3.5.9 Cubicles are to be numbered similarly only with the room number and two-digit decimal subset (e.g., 101.10, 101.12, 101.13, etc.).
- 3.5.10 No room designation numbers that open onto a main corridor shall have an alpha after the room number, except in situations where a logical sequence of numbers has been exhausted. (This situation is most likely to occur when there has been a partial renovation of a floor and must be in consultant PSI coordinator.)

3.6 **Numbering Vertical Spaces (Stairs and Elevators)**

- 3.6.1 Stairs and elevators currently follow the past convention of:
- A two-digit item designation number indicating the numeric sequence of the item
 - A two-character item designator indicating stairs or elevator (“ST” for Stairs or “EL” for Elevator)
 - A two-digit numeric sequence indicating the floor
- 3.6.2 In order to maintain consistency in new and renovated buildings the nomenclature for vertical spaces will be changed so that:
- The floor number is first
 - Followed by the type of vertical space (ST or EL)
 - Ending with the stair or [elevator](#) number (e.g., 01EL1)

3.7 **Building Support Spaces**

- 3.7.1 All other building support rooms use the floor number as the prefix for the room (i.e., 020B JC or 020B TC).

3.8 Vestibules

Vestibules and ancillary spaces shall be designated with a whole number with the exception of corridors. Spaces and rooms opening from a vestibule shall, in clockwise manner, receive appropriate sub designations of the vestibule number.

4 RECORDS

Drawings with space identification information shall be kept by the [CAD Document Control Department](#). They shall be updated with new information as it becomes available. A current set of drawings shall be maintained on print sticks in CESTM print room and a soft copy on the construction server.