**VUMC Room and Space Numbering System**

Room numbering responsibilities fall under the VUMC Space Management group. All vendors and contractors needing numbering information and internal staff needing approvals for re-numbering are required to send the requests to the office of VUMC Space Management <https://www.vumc.org/spacemanagement/>

The designer shall be responsible for assigning room numbers on design drawings according to conventions given below for review and approval by VUMC Office of Space Management. Room and space numbering conventions are generally followed throughout VUMC for the purpose of standardizing room and space numbering. It is intended that these conventions be both specific enough to accomplish standardization and general enough to apply to a wide variety of situations with the flexibility necessary to create logical "user-friendly" room and space numbering schemes. Room and space numbers are to follow the logical sequence as defined below.

Room numbering for new and renovated facilities shall occur during the design process to ensure that bid and as-built drawings display room numbering established according to VUMC conventions.

**Administrative Buildings should be numbered as follows:**

334 = the first number designates the floor or level. The basement is indicated by a “B”. The penthouse level is designated by the floor level. The example used is the 3rd floor.

334 = the last two digits “34” designates the room number, with a suffix letter designating subdivisions of a room or suite.

**Medical Building Room/Space numbering should be as follows:**

3234 = the first number the floor or level. The basement is indicated by a “B”. The penthouse level is designated by the floor level. The example used is the Basement floor.

3234 = the first digit “2” designates the section or area. This example is the 200 section.

3234 = the last two digits “34” designates the room number, with a suffix letter designating subdivisions of a room or suite.

**MCN Room/Space numbering should be as follows:**

A1234 = the Letter prefix “A” designates the Corridor

A1234 = the first digit “1” designates the floor or level. The basement is indicated by a “0”. The penthouse level is designated by the floor level.

A1234 = the second digit “2” designates the section or area

A1234 = the last two digits “34” designates the room number, with a suffix letter designating subdivisions of a room or suite.

**Cubicle Numbering:**

Cubicles will be defined as areas separated by partial height walls and or prefabricated furniture panels. The use of book cases and desks do not make up a cubicle.

Cubicles will be numbered the same as any other room, using the whole number of the room the cubicle resides followed by an alpha suffix (101A, 101B, 101C, etc.). In an area with more than 23 (skipping I, O, and Q) cubicles, continue on with cubicle 24, giving it a double alpha starting with AA (101AA, 101AB, 101AC, etc.). If a room with an alpha suffix contains cubicles, the cubicles should be numbered using the said room number followed by another alpha character (101TA, 101TB, 101TC, etc.).

**Notes**

* If numbering rooms that belong to a suite, the first room inside the suite will incorporate the suite number.
* Even room numbers are used for rooms on the East and North of a corridor.
* Odd room numbers are used for rooms on the West and South of a corridor.
* Room numbers ascend numerically from the South to the North in a corridor.
* Room numbers ascend numerically from the West to the East in a corridor.
* Generally, rooms that are accessed only through another room (not through circulation / corridor space) are given the same room number as the room they are accessed through, plus a **letter** suffix. The first such room (starting at the entry point as seen on the immediate left and subsequent rooms in a clock wise rotation to the right within the primary room) is assigned the suffix "A", with subsequent rooms being assigned the suffixes "B", "C", and so on. (I.e. The first room on the left that is accessed only through Room 110 is designated as Room 110A.) **Avoid “I,” “O,”** and **“Q”** which may be interpreted as numbers.
* Number gaps should be incorporated into the numbering layout for future remodel work, and should occur at entry points, common locations, hallways and other path areas.
* Common locations, hallways and other path areas should be numbered separately from occupant space.
* For large rooms and open areas greater than 160 sq. ft., there should be a gap in the number sequence equivalent to the square footage of the space divided by 100 sq. ft. For example, a 600 sq. ft room would be numbered 1108 and therefore would have a 6 number gap from the room 1102 adjacent to it.
* One room must have only one number regardless of the number of doors opening into it.