

Building and Room Numbering Guidelines

GENERAL INFORMATION

The primary function of room numbering is to serve as a wayfinding tool for building users. Room numbers also serve as a method of identifying each space for planning, scheduling, and other operational purposes.

The following numbering conventions have been developed based upon nationally accepted industry standards specifically for Vanderbilt University Medical Center buildings and should be followed as closely as possible throughout all facilities for the purpose of standardizing room numbers. Questions regarding building and room numbering guidelines should be directed to the department of Space Management.

NEW BUILDINGS, ADDITIONS, AND RENOVATIONS

New buildings shall implement these standards as closely as possible. All numbering of buildings, floors, and individual rooms shall be coordinated through the department of Space Management.

Renovations and additions to existing buildings will initiate a review of the existing numbering system and a determination will be made to extend or abandon current numbering. An entire building, entire floor, entire suite, or segments of these may be renumbered to implement medical center standards. If the existing numbering system is used, existing room numbers shall not be duplicated. All numbering and/or renumbering of buildings, floors, suites, and individual rooms shall be coordinated through the department of Space Management.

BUILDING IDENTIFICATION NUMBERS

Each separate structure is given a unique building identification number.

Whenever possible, building identification numbers should not be re-issued after building demolition or lease termination greater than 5 years.

ROOM NUMBERS

These guidelines have been created with the intention of creating a floor and room numbering scheme for each building that is structured so that numbers flow through the building, and campus-wide, in a consistent, comprehensible, and user-friendly pattern. Questions regarding building and room numbering guidelines should be directed to the department of Space Management.

1. Most room numbers shall be 4 characters long, with special conditions below:
 - a. Buildings with more than 10 stories will use 5-digit long numbers on floors 10 and above.

Example: 10115, 12543

VANDERBILT  UNIVERSITY
MEDICAL CENTER

- b. Rooms within a suite of rooms are designated with an alphabetic extension in the last position.

Example: Room 1352. If 1352 was an office suite and there was a mechanical closet inside that office suite, the mechanical closet should be numbered 1352A.
 - c. No dashes or other punctuation will be used in room numbers except in approved freezer farms.
 - d. Administrative buildings should be numbered as follows:
 - i. 334=the first number designates the floor or level. The basement is indicated by a “B” or should match pre-existing conditions. The example used is the 3rd floor.
 - ii. 334=the last two digits “34” designates the room number, with an alphabetical suffix designating subdivisions of a room or suite.
 - e. MCN Rooms/Spaces should be as follows (example: A2141)
 - i. The prefix “A” designates the Corridor
 - ii. The first digit “2” indicates the floor or level
 - iii. The second digit “1” designates the section or area
 - iv. The last two digits “41” designates the room number
2. The first digit, or two, of a room number indicates the floor on which the room is located:
 - a. Floor number 1 shall be the lowest most level entered at grade.
 - b. If a new building is being significantly connected to an existing structure, the existing structure’s floor numbering will be followed.
 - c. Buildings which are significantly connected shall be numbered as though each building were a separate wing or corridor.
 - d. Floors below level 1 will be designated as follows:
 - i. B or 0 – First level below 1. Floor numbering should match pre-existing conditions.
 - ii. SB1 – The first level below B
 - iii. SB2 – Level below SB1
 3. The digit after the floor designation in the room number will indicate the section or corridor:
 - a. Buildings with only one dividing corridor shall flow in an ascending order from one end of the building to the other.
 - b. Even room numbers should be on one side of the primary hallway and odd room numbers on the other as much as possible.
 - c. Numbering shall cross the corridor, not go all the way around the outside, then all the way around the inside.
 - d. Common locations, hallways, and other path areas should be numbered separately from occupant space.

4. The digits after the wing or corridor designation in the room number indicates the suite:
 - a. One room must only have only one number regardless of the number of doors opening into it.
 - b. Alphabetical suffixes shall be used for rooms that can only be entered from within another room.
 - i. The alphabetical characters “I” and “O” should never be used.
 - c. The first room numbers of a section will end in a “1” or “2”.
 - i. Room numbers such as 1000, 1100, 2000, 2100, and so on will be reserved for stairs, and corridors.
 - d. All non-assignable rooms including bathrooms, corridors, stairwells, elevators, janitor closets, etc. shall be assigned a room number.
 - e. In some cases, but not all, even room numbers are used for rooms on the East and North or a corridor.
 - f. In some instances, odd room numbers are used for rooms on the West and South of a corridor.
 - g. In buildings with a more complex corridor system, numbers shall flow in an ascending order:
 - i. Room numbers ascend numerically from the South to the North in a corridor
 - ii. Room numbers ascend numerically from the West to the East in a corridor
 - h. To the greatest extent possible, without creating other inconsistencies, rooms with the same digits in the last positions shall be in the same position in the building. For example: 1102, 2102, 3102 should be positioned in a vertical stack.
 - i. Number gaps should be incorporated into the numbering layout for future remodel work:
 - i. For large rooms and open areas greater than 160 sq. ft., there should be a gap in the number sequence 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.

CUBICLE NUMBERING

1. Cubicles will be defined as areas by partial height walls and or prefabricated furniture panels. The use of bookcases and desks do not make up a cubicle.
 - a. 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.
 - b. Dependent on the area and flow of the cubicle layout, cubicles will either be numbered:
 - i. the alpha character “C” followed by a number, example: C1, C2, C3
 - ii. An alpha character after the room number.

STAIR NUMBERING

1. Stairs are assigned numbers beginning the floor number, section number then followed by an 'S'. Numbers such as 1000, 1100, 2000, 2100, and so on will be reserved for stairs, elevators, and corridors.

Example: 2300S

- a. The first digit "2" indicates the floor/level
 - b. The second digit "3" indicates the section number
 - c. The Alpha suffix indicates a stairwell.
2. Stairs should be positioned in a vertical stack in the building. The stairwell entrance on the floor above S2300 should be numbered S3300.

ELEVATOR NUMBERING

1. Elevators are assigned numbers beginning with the floor number, section number then followed by an 'E'. Numbers such as 1000, 1100, 2000, 2100, and so on will be reserved for elevators, stairs, and corridors.

Example: 2300E

- a. The first digit "2" indicates the floor/level
 - b. The second digit "3" indicates the section number
 - c. The Alpha suffix indicates an elevator.
3. Elevators should be positioned in a vertical stack in the building. The elevator entrance on the floor above E2300 should be numbered E3300.

CORRIDOR NUMBERING

1. Corridors are assigned numbers without an alphabetical character. Numbers such as 1000, 1100, 2000, 2100, and so on will be reserved for corridors, stairs, and elevators.

Example: 1400

- a. The first digit "1" indicates the floor/level
- b. The second digit "4" indicates the section/area.