ROOM NUMBERING GUIDELINES FOR 21ST CENTURY SCHOOLS

The purpose of this document is to define the room numbering guideline standards of DoDEA. Numbering standards shall be utilized to insure continuity, way-finding applied consistently, and maintain the integrity and uniformity of DoDEA schools system wide.

These room numbering guidelines shall be used for new school construction. Existing schools will be evaluated (by the Architect) for these guidelines when renovations/remodels take place. Once room numbers are established by the architect and the project delivery team is in agreement, they shall not be changed. Room numbers affect emergency responders, and are tied to many other channels such as telecommunications, mechanical equipment and building automation systems.

FLOOR LEVEL IDENTIFICATION/DESIGNATION

The first floor of a building is the level where students and visitors enter the school from grade, to the main entry lobby. It is a natural instinct to expect that when you walk into the main lobby of the school that it is the building’s first level. On sloped sites or where there are partial flight of stairs and ramps to the main entry lobby, this level shall be designated as the first floor.

When labeling floor levels, designate the first level as Floor 1. Next, work down through the lower floors, identifying all basements levels as B or B1, B2 etc. in order of descent for multiple basement levels. Then work up the building, identifying all mezzanine and upper levels. Upper building level identification shall be identified by ascending from the first floor. The second floor is numbered “2”, the third floor is numbered “3” and so on. Mezzanines are the level that is between the first floor and second floor. Label this floor level “M”. See figure 1.1. Projects in Europe may be adjusted for local customs.

The established floor level identity shall always be displayed at elevator lobbies, elevator control buttons, directories and stairs. Buildings that have secondary and service entries on more than one level should display entry/exiting information along with the level identity. This assists people entering a building to understand they are not entering the building’s main level, thus avoiding confusion and disorientation.
Room numbers are a label of identification. They convey identification of the floor level, building area, as well as the specific number of the room.

Room numbers shall be formatted with the first digit(s) designating the floor, the second digit (or letter) designation the building area, and depending on the size of the building area, the next 2 or 3 digits are identifying the actual room.

Most of our school building configurations permit the use of 4 digits and this is the preferred system. The use of 4 digits for room numbers tends to be easier for people to remember. Adding an additional digit designation for a room within a room (lower case characters) is a natural acceptable progression.
Depending on the configuration of the building floor plan, there are several methods to use in order to designate areas to support clear way-finding and a coherent room numbering system.

Based on the floor plan, generate a key plan delineating blocks of rooms, functions or sectors, i.e. neighborhoods. Establish area symbols (A, B, C or 1, 2, 3, etc.) on the key plan. The area identifier is then used as part of the room number. Use of cardinal directions (N, S, E, W) are not beneficial in area designations as users lose directional perspective once inside a building. In some layouts, it may be practical to link a few area designated symbols to the function such as A for Administration or Art, B for Building Services, C for Commons or CTE, F for Food Service, G for Gymnasium, H for Health Service, etc., but still maintain clear way-finding.

**ROOM NUMBERING EXAMPLES**

Diamond ES

Elementary School

Middle/High School
A = Admin

C = Commons

Example: 1A05 → 1=1st Floor, A=Admin suite, 05=room #05

Diamond ES (Room Numbers)
(1st Floor)
Diamond ES (Room Numbers)
(2nd Floor)
- Four digits; 1\textsuperscript{st} = floor, 2\textsuperscript{nd} = wing/suite, 3\textsuperscript{rd}-4\textsuperscript{th} = room number.
- Hubs always end in “0” (i.e. Room 1220, Room 2140, etc.).
- Room numbers increase, the farther from the main admin desk.
- Odd numbers on one side of a hub or hallway, even numbers on the other.