



## Mississippi State University Floor and Room Numbering Standards

### FLOOR NUMBERING:

The first character of a room number indicates the floor level of the building. Level "1" (or "01", see below) should be the uppermost floor entered at grade or one half flight above grade. Levels below this shall use "B" for Basement, "SB" for Sub-Basement, and "SB2", "SB3", etc. for descending floors. See example below representing floor stacking.

	Level Character	Level Description	Room # Example	
↑	3	3rd Floor	3001	↑
	2	Second Floor	2001	
Grade	1	First Floor	1001	Grade
↓	B	Basement	B001	↓
Below Grade	SB	Sub-Basement Level	SB01	Below Grade
	SB2	Sub-Basement 2 Level	SB201	

Buildings located on severely sloped sites may need to vary from this rule, where necessary. On these sites, floor numbered "1" may not, in fact, be the uppermost floor entered at grade. In these cases "B", "SB", "SB2", etc. may also be used to represent these levels.

If a building has more than nine floors, the floor indicator shall consist of two characters, i.e. "08", "09", "10", "11", etc.

Usable attic floors and penthouse levels shall be numbered as whole floors. For example, a two-story penthouse atop a three floor building will be numbered as the fourth and fifth floors. Do not use prefixes such as "R" for roof level.

### ROOM NUMBERING:

Use four digit numbers consistently throughout the building. Each rooms shall be numbered with a four digit number, where the first digit may be optionally replaced with the letter "B", "SB", "SB2", etc. (see floor numbering above). The length depends upon the size of the building and once chosen shall be consistent throughout the entire building.



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## OFFICE OF PLANNING DESIGN & CONSTRUCTION ADMINISTRATION

All spaces within the building should be numbered. This includes stairwells, corridors, janitor's closets, pipe chases and restrooms. Room number signs are not necessary for stairwells, corridors, pipe chases, etc.

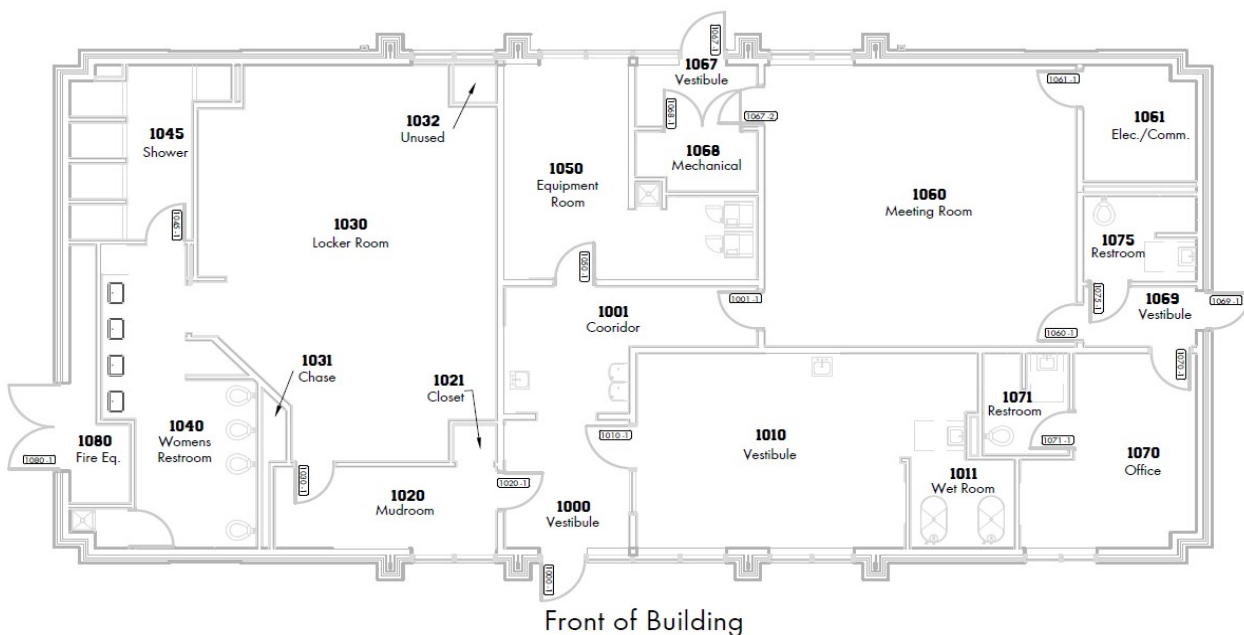
*Figure A:* Use four digit numbers for buildings.

### Examples:

1050 ← indicates room number (50)  
↑ indicates floor (1){First Floor}

B023 ← indicates room number (23)  
↑ indicates floor (B){Basement}

*Figure B:* Sample Floor Plan



**USE ODD NUMBERS ON ONE SIDE OF A CORRIDOR AND EVEN NUMBERS ON THE OTHER SIDE:**

Room numbers shall be coordinated so that even numbers are on one side of a corridor and odd numbers are on the other side. In more complex designs, or where the availability of numbers is limited, the odd-even format can be abandoned if consecutive numbering results in a more logical scheme.



### **SKIP NUMBERS TO MAINTAIN SUCCESSION OF ROOM NUMBERING:**

In some instances, room numbers on one side of a corridor shall be skipped in order to maintain succession with the room numbers on the opposite side of the corridor. This may occur, for example, when a suite of rooms or large space is accessed through a single door and there are no other doors on that same side until further down the corridor. This will allow for future renovations that may convert suites or large spaces into separate or small rooms with a corridor door.

### **SKIP NUMBERS TO ALLOW FOR FUTURE RENOVATIONS:**

When a corridor contains large rooms such as classrooms, meeting rooms, etc. on both sides of the corridor, room numbers shall be skipped to allow for future renovation of a large space into smaller spaces. Sufficient numbers shall be reserved to allow for the large spaces to be divided into standard size office spaces. Consider using the structural grid as a reference.

### **USE SIMILAR NUMBERING ON EACH FLOOR:**

Numbering systems on all floors shall be as similar as possible even when the floor plans vary significantly. To the greatest extent possible, and without creating other inconsistencies, rooms with like digits in the last positions shall be located in the same position within the building. Thus B040, 1040, 2040, 3040, etc. occur in a vertical stack.

### **EACH ROOM SHOULD HAVE ONLY ONE NUMBER:**

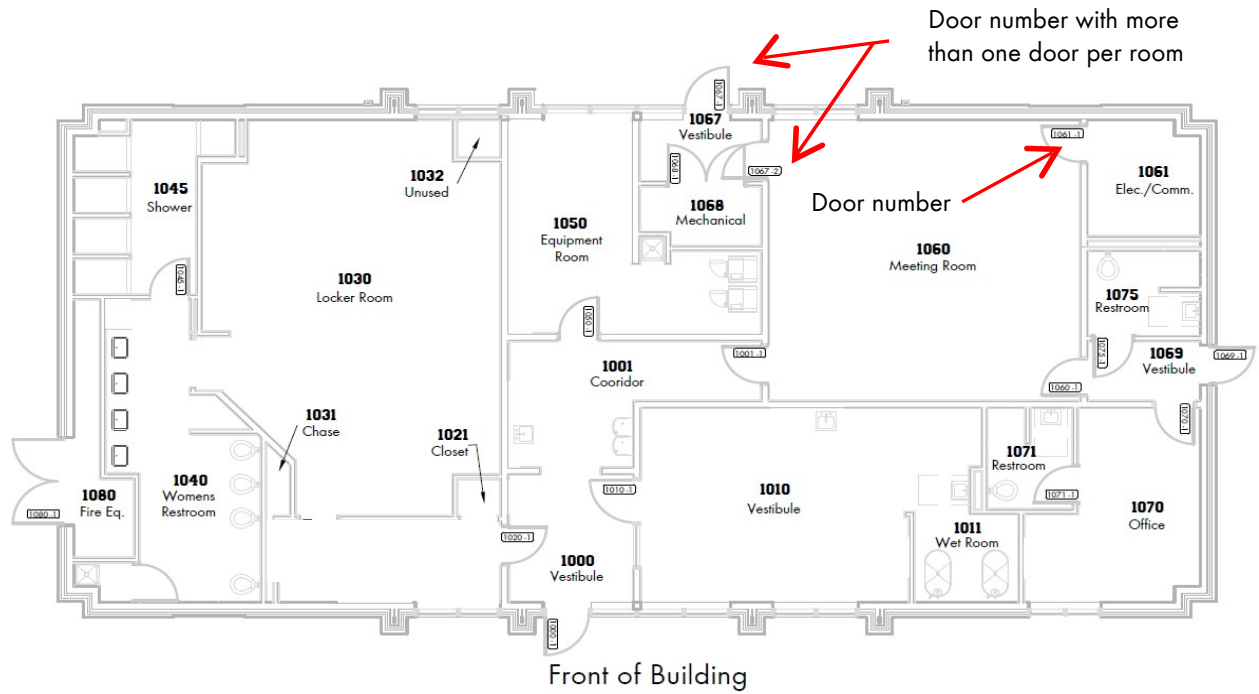
Each room should have only one number regardless of the number of doors opening into it. Exceptions can be made where a particularly large room is subdivided into different areas of use, such as by cubicles. In these cases, be sure to leave enough numbers between each room in order to create unique numbers for each space. Where the number of areas exceeds the numbers available, additional sequential numbers should be used.

### **Door Numbering:**

Each door within the building should have an individual number and those should be labeled on the building floor plans. Each door should be labeled with the room number followed by a dash and sequential number (example: 2010 - 1). Rooms with more than one door should have each door numbered; starting with the room number then a dash then a number for each door opening into that room. If a door opens into a room but is only access into another room then it should be labeled using the room number that the door is the access for. See Figure C.



Figure C: Floor Plan with door numbering.



### CONFLICTS AND SPECIAL CASES:

In the case of conflicts or questions, the Office of Planning, Design and Construction Administration shall be consulted and will provide an appropriate room numbering scheme to be implemented.