

# FGCU Room Numbering Standards

The guidelines in this section should be followed as closely as possible when assigning numbers to individual rooms.

## 3 TO 4 DIGITS

- Use 3 or 4 digit numbers consistently throughout the building. Start numbering with 100.
- The first floor will be numbered 100's, the second floor will be 200's, third floor 300's, etc.
- Numbers should flow in ascending order from one end of the building to the other in a clockwise direction starting from the main entrance, or similar location such as the elevator lobby.
- Number all accessible spaces including stairwells, public restrooms, janitorial closets, telecommunication closets, elevator shafts, interior corridors, and covered exterior walkways.
- Use S as a prefix for stairwells.

## NUMBER AS IF YOU'RE WALKING DOWN THE CORRIDOR

- Rooms entered from a main corridor or lobby are numbered with no letter suffix.
- Assign room numbers in the order room doors are encountered as if you were walking in a clockwise direction down the corridor.
- Do not skip numbers if you can help it and DO NOT worry about keeping even numbers on one side and odd numbers on another.
- If there are only a few rooms in a counter-clockwise direction from the entrance, go ahead and number those first and then number the rest of the building in a clockwise direction. (See Image A)
- Number rooms that are accessed only from the outside of the building last.

## USE ALPHABETIC SUFFIXES FOR ROOMS ACCESSED VIA OTHER ROOMS

- When rooms open off to another room and not from a corridor (such as in a suite of offices), use the number of the main room with a letter suffix (example: Suite Circulation 301, Reception 301A, Office 301B, Office Storage 301C). (See Image B)
  - Within a suite, number clockwise from the entrance, and include cubicles and also work stations that are not bound with walls.
  - If there is more than one person at a station, assign a suffix to each person's station.
- In the case where the main room already has a suffix, numeric identifiers shall be used behind the suffix for the other assignable spaces within a suite.
- Avoid using the letters "I" or "O" which may be interpreted as numbers.

## RENOVATIONS AND/OR ADDITIONS

- Number an addition that is not within an existing room following the last number used on that floor.
- If neighboring rooms in a suite already use the next alphabetic designations, you may use numbers in a renovation (example: Reception 306A, Office 306A1, Office Storage 306A2, etc.) where it makes sense. (See Image C)

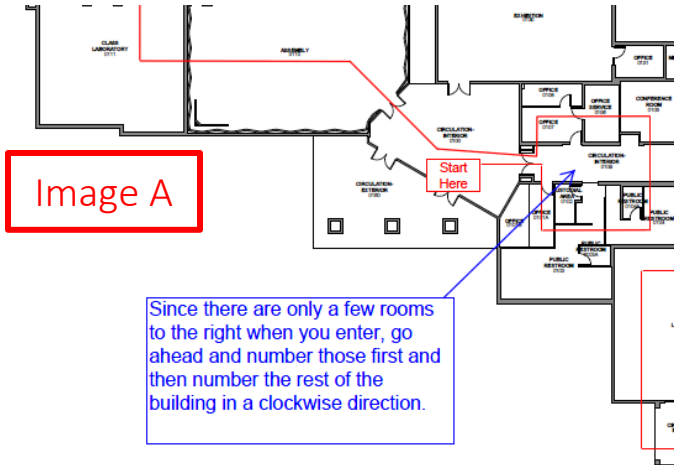


Image A

Since there are only a few rooms to the right when you enter, go ahead and number those first and then number the rest of the building in a clockwise direction.

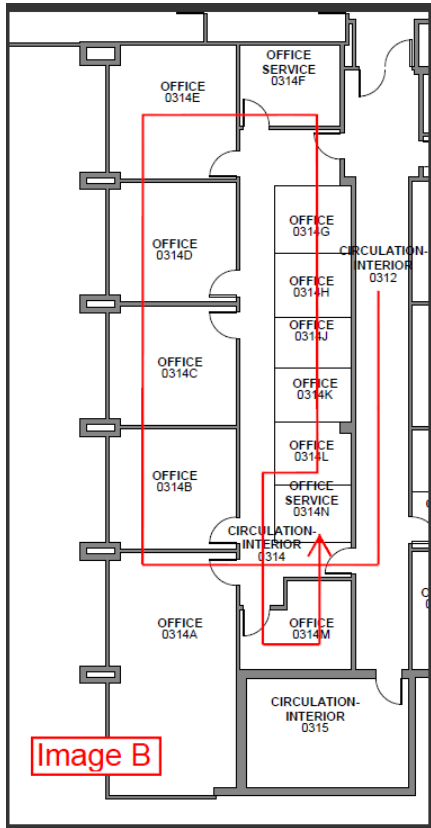


Image B

