



OKLAHOMA STATE
UNIVERSITY

Room Numbering Guidelines

University Planning reviews and approves room numbering for all new construction and renovation projects to maintain a consistent campus-wide room numbering system. All proposed room numbers and floor plan revisions affecting room numbering must be approved by University Planning before implementation.

Project Managers coordinate with University Planning and the design team throughout the room numbering process. The Facilities Management Sign Shop and Key Shop verify approved room numbering before signage or door hardware is installed.

Issuing Room Numbers

New Construction

- The architectural firm submits CAD drawings to the Project Manager in accordance with the *Requirements for University Archive Project Submittals*.
- The Project Manager submits the floor plans to the University Planning CAFM Technicians for review and to prepare the official room numbering drawing.
- The room numbering drawing is submitted to the CAFM Manager for review, approval and signature.
- The approved drawing is returned to the Project Manager for distribution.
- University Planning maintains the approved room numbering drawing as the official record.

Note: For projects consisting of only one or two rooms, or for projects without an architectural firm, University Planning will assign room numbers.

Renovations

- Large renovation projects follow the same process as new construction.
- Smaller renovation projects do not require CAD drawings. Marked-up floor plans or sketches may be submitted in place of CAD drawings. University Planning updates the affected floor plan, assigns room numbers, and distributes the approved room numbering drawing using the same approval process.

Room Numbering Standards – New Construction

Room numbering shall comply with the Postsecondary Education Facilities Inventory and Classification Manual (FICM).

Future Planning and Wayfinding

- Reserve room numbers where future room divisions, new entrances, or renovations are anticipated while maintaining a logical numbering sequence.
- Assign room numbers to support intuitive navigation. Rooms accessed only through another room should generally be numbered as part of a suite rather than within the corridor numbering sequence.

Suites

- The room accessed directly from the corridor receives the whole room number.
- Interior rooms receive the same room number with alphabetical suffixes (e.g., 222A, 222B).
- Additional nested rooms receive a second alphabetical character (e.g., 222AA). Limit alphabetical suffixes to no more than two characters when possible.

Circulation Spaces

- Assign a primary circulation room number for the lobbies of each floor (100, 200, 300, etc.).
- Individual circulation areas—including corridors, stairwells, elevator shafts, covered exterior walkways, and similar spaces—receive decimal suffixes (e.g., 200.01).

Phantom Walls

- Use phantom walls to define functional spaces within open areas when separate room records are required for space inventory, classification, or reporting.

Note: Phantom walls are represented by dashed lines and do not indicate physical construction.

Exterior Spaces

- Covered exterior circulation areas, such as porches, breezeways, and walkways beneath roofs or upper-floor overhangs, are assigned circulation room numbers.
- Open exterior areas that are not covered are not assigned room numbers.

Note: The exterior polyline will also be drawn to follow the exterior boundary of the room.

Even/Odd Numbering

- When practical, assign even-numbered rooms to one side of a corridor and odd-numbered rooms to the opposite side.

Room Number Stacking

- Maintain vertical consistency whenever practical so rooms generally align from floor to floor (e.g., Room 102 below Room 202). Stairways, elevators, and mechanical chases should be stacked.

Stairwells and Elevators

- Assign stairwells and elevator shafts as individual room records on every floor they occupy. The entire area included in a stairwell itself is included as a room on each floor through which the stairwell passes.

Atriums

- Record atrium space only on the lowest occupied floor. Upper floors shall be labeled **Open to Below**, except for stairwells and elevator shafts, which remain separate room records.

Note: The space occupied by the atrium on additional floors must be deducted from the exterior gross square footage of those floors therefore deducting from the entire building.

Room Numbering Standards – Renovations and Revisions

Existing room numbers should be retained whenever practical. Renumbering existing rooms should be limited as much as possible to maintain continuity for occupants, wayfinding, signage, records, space inventory, and building history. When existing room numbers are retained during a renovation, newly created rooms should be numbered to maintain the existing sequence and numbering logic whenever possible.

Large Renovations

- For large renovations where renumbering is necessary, the Project Manager coordinates with the architectural firm and University Planning to determine the appropriate room numbers to ensure that affected floor plans, signage, door hardware, space records, and other applicable facility records are updated.

Small Renovations

- For small renovations where renumbering is necessary, the Project Manager coordinates with University planning to determine the appropriate room numbers to ensure that affected floor plans, signage, door hardware, space records, and other applicable facility records are updated.

Room Numbering Revisions

Room numbers may be revised when necessary to:

- Correct inconsistencies with the campus room numbering standards.
- Improve wayfinding or establish a logical numbering sequence.
- Accommodate major renovations, additions, or changes to the building layout.
- Address room divisions, consolidations, or changes in access.
- Resolve duplicate, missing, or otherwise conflicting room numbers.
- Support accurate space inventory, reporting, and facility records.

Note: Existing room numbers should not be changed solely for convenience or to create a preferred numbering sequence when the existing numbering can reasonably be retained.

Questions? Questions regarding these guidelines should be directed to University Planning.