Montana State University
Room Numbering Standard

This standard contains room numbering systems for Montana State University buildings.
MSU Room Numbering Standard

The purpose of this document is to establish a uniform system of numbering rooms and other spaces in university facilities. Numbering standards ensure continuity within the buildings and helps maintain the integrity of campus facilities management. The Room Numbering Standard coincides with MSU’s Design Guidelines and Signage Standard, all designed for the comfort and safe use of university facilities by campus visitors, building occupants, maintenance staff, service providers and emergency responders.

This numbering document is based on nationally accepted industry standards. It is not intended to be static or inclusive and will be updated periodically. The numbering system is logical, flexible, and is a component of the university’s comprehensive signage or wayfinding system.

The Room Numbering Standard is a customized standard that:

- Accommodates a logical flow and pedestrian movement through buildings
- Incorporates flexibility for future building adaptations or renovations
- Eliminates arbitrary room number assignments
- Establishes a facility-to-facility consistency for efficient building management and control
- Connects room numbering standards to other signage for a comprehensive wayfinding system that effectively guides people to their destinations
- Improves database accuracy and reporting options by incorporating standard room number codification
- Improves emergency response time and accuracy due to a uniform room numbering continuity throughout campus

The following are numbering standards:

1. General
MSU requires that all building interior space, assignable and non-assignable, have an identification number. While occupied spaces are the predominate spaces with room numbers and room signs, the Room Numbering Standard applies to all spaces.

Major renovation, additions, and new construction are required to use the MSU Room Numbering Standard. Minor renovations or additions to an existing building may continue to use existing room numbering system.

2. Building Numbering
MSU uses a building numbering scheme that incorporates up to a four digit number followed by up to a two-digit alpha suffix.

MSU does not have a centralized numbering system. Therefore, as state assets, MSU’s facilities may have different identification numbers within MSU and MUS system.
3. Floor Level Designation - Identification of Floors and Levels
The first floor is identified as the location of the major pedestrian entrance level and should be at the same level as the outside grade or the lower level of a split-level entry. Each floor or level of a building is designated with a two character floor level code. The first floor is represented with a zero/blank space and the number one (01); the second floor with a zero/blank space and the number two (02); the tenth floor as the number ten (10), etc. The zero is visible in the database reporting of the space, but not on the room number signs. The levels below the first floor, sub-grade or basement levels, are identified as B1, and continues in the ascending order, B2 etc.

4. Room Numbering
The basic room number consists of four characters. The first two character spaces identify the floor level and the last two identify the specific rooms in sequence from 1-99 on that floor.

5. Use of Alphabetic Suffixes for Rooms Accessed via other Rooms (Suites)
Unlike rooms accessed from main corridors, those rooms that are accessed from other rooms are referred to as suites and identified with a letter suffix. Example: 0301A, 0301B, 0301C, and 0301D; which is a suite of four rooms accessed from one corridor door that would be numbered 301. Suites shall follow the same counter clockwise direction or consecutive numbering when possible.

6. Applied Room Numbers
In a building with only one single dividing corridor, the room numbers should follow in an ascending order from one end of the building to the other in a counter clockwise direction. An exception may be made to accommodate buildings with a main entrance in the center of the building.

7. Direction and Progression
Room numbering should reflect a general location within the facility, one that relates to circulation elements and is consistent from floor level to floor level.

The location of the main entrances, secondary entrances, interior stairs, and elevators are the keys to pedestrian movement. Orientation through the building should maintain the same sense of direction (begin to the right) and continue counter clockwise in a sequential order (ascending) and alternate odd numbers on the right and corresponding even numbers on the left.

Single corridor: In a building with only one dividing corridor, the room numbers should flow in an ascending order, beginning counter clockwise from the main entrance, and shall alternate odd and even room numbers down the corridor from one end of the building to the other. This standard results in a corridor with all odd numbers on one side and even numbers on the other.

Exceptions can be made for existing buildings that have been adapted for reuse and the original or historic main entrance is no longer functioning as the most
used entrance and/or the ADA accessible entrance (e.g. Hamilton Hall). Direction and progression standards should apply to the accessible entrance.

**Race track corridor:** In a “race track” or looped corridor design, the numbering continues the same as a single corridor (begin at the entrance with the lowest number and ascend around the loop alternating odd and even and back to the entrance). If the race track corridor connects to another set of rooms – the numbering is split at the entrance with odd ascending on the right and even numbers ascending on the left.

8. **Numbering Gaps**
Sufficient room numbers shall be reserved to allow large spaces to be divided into smaller spaces in the future. Sequential room numbers will be skipped following large square footage spaces over 500 square feet. This is to allow for adaptive reuse and renovation of large spaces into multiple smaller spaces that require sequential room numbers. Numbering gaps keep the room numbers corresponding (odd and even) and in sequential order even after floor plan alternations.

9. **Stacking Numbers (continuity per floor/level throughout the building)**
Numbering systems on all floors/levels should be similar. To the greatest extent possible, rooms with the numbers should be located in the same vertical stack in the building. Stacking is especially essential for larger spaces or spaces with high utilization.

10. **Unique Numbers - Each Room Should Have Only One Number**
Each room or space in a facility must have a unique number identification. Each room should have only one room number regardless of the number of doors opening to the corridor. The room number assigned is based on the first door reached in the sequence of room numbers.

11. **Numbering Mechanical, Service and Food Facility Spaces**
Rooms that contain mechanical equipment and accessed from a corridor are included in the sequence of room numbers and will have a two-digit alpha suffix that identifies the space (Ex. 123 EL). The door signage may include the room number and the room use or just the room use. The plans will reflect the room number and the room use.

Service rooms (e.g. restrooms) that are accessed from a corridor are included in the sequence of room numbers and will have a two-digit alpha suffix that identifies the space (Ex. 1330 RR). The door signage will only include the room use; the plans will include both room number and room use.

CU Custodial/Housekeeping/Janitorial
ME Mechanical
PC Plumbing Chase
RR Restroom
EL Electrical
CH  Chase
TR  Telecommunications
TU  Tunnel
GR  Garbage/Trash Collection/Recycling
LD  Loading Dock
LR  Laundry Room
XR  Exterior Rooms (non-assignable rooms only accessible from the outside of a building)

Food Facility rooms (e.g. dining halls, cafeterias and vending room with seating) are included in the sequence of room numbers and will have a two-digit alpha suffix that identifies its specific function (Ex. 180 FF). Food Facility spaces are classified as 630 in the FICM. Food service areas (e.g. kitchens, walk-in coolers, food preparation and storage areas) are also included in the sequence of room numbers with a two-digit suffix. Food service areas are classified in the FICM as 635. The door signage will only include the room use; the plans will include both room number and room use.

FF  Food Facility (dining hall, cafeteria and vending rooms with seating; and food service areas)

12. Numbering Circulation Spaces
Circulation spaces (e.g. corridors, stairways, elevators) are non-assignable space that requires number identification and signage. Circulation spaces, like Mechanical and Service, include a two-digit alpha identifier for the type of circulation space. All circulation spaces follow the same room numbering rules – with the exception that the space numbers begin with “99” and descend in order for each circulation type – so that corridors start with 99, lobbies start with 99, etc. for every floor.

CO  Corridor
LB  Lobby
CM  Commons
VE  Vestibule

Unlike corridors and lobbies, elevators and stairways require posted signage. Elevators and stairways are vertically connected space. Signage refers to the entire stairs and elevator as a vertical circulation unit. In addition to the “99” circulation space number rule (which identify the floor) and the stacking element, staircases and elevators use the two-digit alpha-numeric suffix to identify the space and the number in the building (Ex. “199 S1” is the first stairs in the circulation system located on the first floor and the sign at the stair entrance will be “Stairway 1.” The suffix for elevators is “E” – and the numbering order is counter clockwise sequence of stairs in the building; the same standard applies to elevators. The signage, database, and plans will have the same complete information. Ex. 199S1, 99S1, 699S1 are different levels of the S1 stair.
S1, S2, S3, S4, S5, S6, S7, S8, S9, S0 - Stairways
E1, E2, E3, E4, E5, E6, E7, E8, E9, E0 - Elevators

13. Penthouse Spaces
Penthouse spaces follow the same room numbering standards as Mechanical spaces.

14. Working Drawings
During the development of working drawings, rooms and other spaces in facilities shall be numbered in accordance with the Room Numbering Standard. All construction projects are required to adhere to the MSU Room Numbering Standards on all architectural drawings including design and construction phase drawings and documents. An alternative numbering system may be approved with sufficient justification.

15. Authority
All room numbering controversies are resolved by Facilities Planning, Design & Construction department. Direct all questions to the Facilities Planner.