SECTION 8.0

BUILDING AND ROOM NUMBERING GUIDELINES

Space Inventory:

Each institution of the Texas Higher Education Coordinating Board (THECB) is required to demonstrate to the Board that the condition and quantity of its existing space is adequate to satisfy academic program requirements. Like its higher educational counterparts, the University of Houston collects and maintains data relating to the University of Houston's facilities and provides this information in a standardized format to the Texas Higher Education Coordinating Board (THECB) and University constituents for internal and external reporting and analysis.

The inventory coding system in-use for this reporting is the UH Facilities Space Reporting Manual, found at https://www.uh.edu/facilities-planning-construction/campus-resources/space-survey/space-reporting-manual. Its purpose is to provide a uniform inventory coding procedure for all assignable space in buildings in Texas colleges and universities.

Space Standards:

The University of Houston space standards should be used in the development of programs for new and remodeled space.

The space standards are not design guidelines but rather estimates of the amount of space by room-use categories that should be satisfactory under normal conditions and circumstances. It is not intended that each person in the University should have the exact amount of space indicated in the space guidelines or that each room would contain exactly the amount of space indicated. Room space may be larger or smaller than indicated in the space guideline tables, depending upon how the room is used, the equipment that may be required, or the function intended. The space standards do not address the quality of the space or whether existing space is satisfactory for the function involved. These aspects must be addressed separately.

Standards for New Construction and/or Addition Projects:

Building spaces are also documented and areas calculated in AutoCAD or BIM software. The Architect on a new construction project shall submit efficiency calculations on building assignable and non-assignable spaces with the Design Development Phase. These calculations shall be finalized in the Construction Document Phase submission, at which time the Project gross area shall also be calculated and submitted. Texas Administrative Code, Rule 17.30 states the standards for new construction and/or addition projects and which is located here:
https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=17&rl=30

Space Factors:

The THECB publishes a "five-factor academic space projection model which predicts the educational and general (E&G) space required for a public university, technical college, or state college to fulfill its missions of teaching, research, and public service." The model can be found at:
http://www.thecb.state.tx.us/index.cfm?objectid=A663BBB0-23EF-11E8-BC500050560100A9

Space factor analysis establishes boundaries or parameters within which the architect, designer or space manager must function. Space factors are not design tools. In developing a set of space guidelines and standards, do not feel compelled to automatically reduce everything to numbers. Size of equipment to be

housed, expected usage, and the importance of the role these rooms will serve, as determined by the administrative units, may be more appropriate planning parameters.

Assignment of Building and Room Numbers:

A new building number is required for all newly constructed stand-alone buildings and complete building replacements. Buildings with major renovations and additions maintain existing building numbers though there can be special circumstance that may be an exception. New building numbers for the University of Houston (UH) and the University of Houston System (UHS) including Technology Bridge, Katy, and Sugar Land, are assigned by the Planning department.

For all UH and UH system new construction projects, at the completion of Schematic Design (SD), the Architect/Engineer (A/E) team should provide Schematic Design (SD) DWG files, not PDF drawings, for room numbering and verification that the space tag info block has been set up correctly. For drawing standards, please refer to the UH CAD standards located on the UH website at: https://uh.edu/facilities-planning-construction/vendor-resources/cad-standards/.

Space Management should be provided DWG files during Schematic Design, 50% and 100% of Design Development (DD) and 90% Construction Drawings (CD) to review and approve room numbering.

UNIVERSITY OF HOUSTON ROOM NUMBERING GUIDELINES

1. GENERAL

1.1. These standards will allow room numbering and wayfinding procedures to be applied consistently and uniformly to all University buildings. Please see Exhibit 1 for an example floor plan.

1.2. All rooms, restrooms, closets, mechanical spaces do need a room number so please incorporate them within the numbering sequence. Any room within a room should follow the alphabetical sequence (ex. 101, 101A, 101B).

1.3. Elevators and Stairs

1.3.1. Elevators - **E** followed by a two digit number to not confuse with East room designations. Elevator 1, floor 1; elevator 1, floor 2 (ex. **E**11, **E**12, **E**13), Elevator 2 (ex. **E**21, **E**22, **E**23)

1.3.2. Fire Exit Stairs - per fire code each stair has a letter designation followed by the floor continuously up to all floors. Stair 1 (ex. **A**1, **A**2, **A**3), Stair 2 (ex. **B**1, **B**2, **B**3)

1.4. Areas that do not need to be signed but are numbered on the drawing not to interrupt the sequence of signed rooms:

1.4.1. Corridor/ Vestibules - **C** (ex. **C**101, **C**102, **C**103)

1.4.2. Lobby - **L** (ex. **L**100)

2. WHEN TO APPLY ROOM NUMBERING STANDARDS

2.1. New buildings.

2.2. Renovations where the entire building or large portions of the building are being renovated.

2.3. Smaller renovations where confusion may result from the renovation or where new rooms are created.

2.4. Existing buildings in order to improve clarity and wayfinding.

3. STANDARDS FOR ROOM NUMBERING

3.1. Rooms shall be numbered with two, three or four digit numbers.

3.2. Two digit numbers are typically used for a basement or sub-basement level floor.

3.3. Three digit numbers:

3.3.1. Shall be used for building with less than nine floors and/or have less than ninety-nine rooms per floor.
3.3.2. First Floor will be numbered “100”, second floor will be “200, third floor will be “300”, etc.
3.4. Four digit numbers:
3.4.1. Shall be used for buildings exceeding nine floors or have more than ninety-nine rooms per floor.

4. STANDARD FOR FLOOR NUMBERING

4.1. The lowest floor suitable for occupancy shall be the first floor.
4.2. Floors above will be the second, third, etc.
4.3. Mezzanines will be numbered with an “**M**” prefix and a two or three digit number.
4.4. Floors below the first floor shall be designated as basement or subbasement.
4.4.1. Basement floors will have a “**B**” prefix and a two or three digit number.
4.4.2. Levels below the basement will have a “**BB**” prefix.

5. STANDARD FOR PARKING DECKS LOCATED BELOW A BUILDING

5.1. A prefix “P” will be used to identify the parking deck.
5.2. If the parking deck has multiple levels, “**P**1” shall be the lowest level, “**P**2”, “**P**3”, etc. being assigned to ascending levels within the parking deck.

6. STANDARDS FOR NUMBERING ROOMS ON A FLOOR

6.1. Single, Straight, Double Loaded Corridor Main Passageway for Floor: Upon entering the main entrance, assign even numbered rooms on the north and/or east side of corridor and odd numbered rooms on south side and/or west side.
6.2. Race Track Plan: Upon entering the main entrance of building, the lowest room number should be set beginning to the right. Even numbers should be assigned on the right side of the corridor and odd numbers on the left side.
6.3. Rooms Entered directly from a Corridor: These rooms will be assigned a three or four digit number with no alphabetical suffix.
6.4. Rooms Entered Via another Room, i.e., Suite Arrangement: These rooms will be numbered by the appropriate suite number plus a letter suffix.
6.4.1. When multiple rooms are located within a suite, the suffix letter for the first interior room should begin with an “**A**” and each additional interior room should be given the next alphabetical designation, i.e., Rooms 100**A**, 100**B**, 100**C**, 100**D**, etc.
6.5. Reserving Numbers: When numbering rooms off a corridor, a few numbers can be periodically skipped to allow for future growth at a logical stopping point, such as at the end of a sequence, 170’s, 160’s etc. Do not skip numbers in the middle of a flowing sequence of rooms.

7. SIMPLE RENOVATIONS

7.1. When an existing interior room (i.e., a room that has no direct access to a corridor) has a new door added giving it direct corridor access, the room number will not change. It will keep its current number with the alphabetical suffix.

8. SUITE NUMBERING

8.1. The suite number will be assigned based on the main entrance room into the suite and how it is located within the building.
8.2. All additional rooms within the suite will have the same suite room number assigned plus an alphabet suffix being added to the room number, i.e., Suite 100, Rooms 100A, 100B, 100C, 100D, etc.

9. INTERIOR SPACES WITHIN A ROOM

9.1. There are situations where a room is used for multiple purposes and to properly code the room use, it may require a unique room number to be assigned to areas within the room. Examples of this situation would be open office work stations, reception desks, and waiting areas that are within main corridor areas. These spaces will require signage.

Exhibit 1