PLANNING, DESIGN & CONSTRUCTION

Guidelines for HMS Room Numbering

1. Purpose

This guideline establishes a consistent method for assigning, displaying, maintaining, and updating room numbers for HMS buildings and facilities. Consistent room numbering supports:

- Building navigation and wayfinding
- Architectural and MEP CAD drawings
- Facilities management and maintenance
- Space inventory and department assignments
- Emergency response and life-safety planning
- Construction, renovation, and project documentation
- Asset management and work-order systems

2. Scope

This standard applies to all rooms, spaces, areas, and building locations documented in HMS facilities, including:

- Existing buildings
- New construction
- Renovations and alterations
- Temporary or swing spaces
- Offices and work areas
- Classrooms and conference rooms
- Laboratories
- Patient-care or clinical spaces
- Mechanical and electrical rooms
- Storage rooms
- Corridors, stairs, elevators, and other common areas
- Spaces represented in CAD, BIM, space-management, signage, and facility-management systems

3. Standard Room Number Format

The standard room number should generally include the floor designation followed by a sequential room identifier.

Recommended Format

```
[Floor]-[Room Number]
```

Examples:

- **101** – First-floor room
- **205** – Second-floor room
- **312** – Third-floor room
- **B15** – Basement room 15
- **G08** – Ground-level room 08
- **M04** – Mezzanine room 04

A leading zero may be used when needed for consistency:

- **101**, **102**, **103**
- **201**, **202**, **203**
- **B01**, **B02**, **B03**

The same format should be used consistently within each building.

5. Floor Designations

Floor designations shall be established before room numbering begins.

6. Room Sequence and Direction

Room numbers should generally increase in a logical direction, such as:

- Clockwise around the floor
- From the main entrance outward
- From north to south
- From west to east
- Along a primary corridor

The selected direction should be applied consistently throughout the floor where practical.

Room numbering does not need to follow a perfect numerical sequence if doing so would create confusion or require significant renumbering. Existing numbering should be preserved unless there is a documented reason to change it.

7. Numbering Rooms Along Corridors

Rooms opening directly onto a corridor should be numbered sequentially based on their location. For example:

```
101 → 102 → 103 → 104
```

Rooms on opposite sides of a corridor may use consecutive numbers unless the building has an established odd/even convention.

If an odd/even convention is used, it should be documented and applied consistently. For example:

- Odd numbers on the north or east side
- Even numbers on the south or west side

The selected convention should not be changed from floor to floor without a specific reason.

8. Offices, Suites, and Interior Rooms

Rooms within a suite or department should retain unique room numbers.

Where a suite contains multiple rooms, each room should receive an individual number rather than relying only on the suite name.

Example:

```
210 – Suite entrance
211 – Office
212 – Conference room
213 – Storage
```

Interior rooms that do not open directly onto a main corridor should be numbered according to their physical location and relationship to the surrounding rooms.

A room should not be assigned the same number as the suite, department, or surrounding area unless the space is intended to function as one room.

9. Subrooms and Room Suffixes

Letter suffixes may be used when a room is divided into multiple independently usable spaces or when preserving an existing room number is necessary.

Examples:

- **205A**
- **205B**
- **310A**
- **310B**

Suffixes should be used only when appropriate and should not replace a standard room number when the spaces are physically and operationally separate.

10. Large Rooms and Multi-Access Spaces

Large spaces such as auditoriums, laboratories, open offices, and multipurpose rooms should receive one primary room number when they function as one space.

Additional identifiers may be assigned to distinct areas within the space when required for:

- Space management
- Work orders
- Asset tracking
- Emergency response
- Separate occupancy or departmental control

Examples:

- **250** – Large laboratory
- **250A** – Laboratory preparation area
- **250B** – Laboratory equipment room

A room number should not be assigned to furniture areas, workstations, or temporary partitions unless those areas are recognized as permanent rooms.

11. Common Areas and Circulation Spaces

Common areas should be numbered when they are significant, enclosed, or required for facilities management. These may include:

- Lobbies
- Corridors
- Waiting areas
- Public reception areas
- Stairwells
- Elevators
- Restrooms
- Janitor closets
- Shared kitchens
- Vestibules
- Loading areas

Depending on the facility's space-management requirements, corridors may be identified by a floor or segment designation rather than standard room numbers.

Examples:

- **COR-201** – Second-floor corridor
- **STAIR-1** – Stair 1
- **ELEV-2** – Elevator 2
- **WC-201** – Second-floor restroom

The selected convention should be consistent across architectural plans, signage, and facility-management systems.

15. Room Number Changes During Renovation

Room numbers should be changed only when necessary. Reasons may include:

- Construction of a new room
- Demolition of an existing room
- Reconfiguration that significantly changes room boundaries
- Correction of a historical numbering error
- Building expansion
- Creation of a new floor or wing
- Significant changes to access or circulation
- Need to eliminate duplicate room numbers

Before renumbering, the responsible department should review the impact on:

- Architectural and MEP CAD files
- BIM models
- Door signage
- Fire and life-safety plans
- Emergency response systems
- Space-management systems
- Work-order and maintenance systems
- Asset records
- Postal, security, access-control, and directory systems
- Project and historical documentation

Unnecessary renumbering should be avoided because it can create confusion and disrupt linked records.