



## I. PRECEPTS

**A. These conventions simultaneously address the needs of three specific areas. They are:**

1. The PSI (Physical Space Inventory) drawings and the PSI database.
2. The architectural floor plan.
3. Wayfinding considerations - establishing room signage that is intuitive and logical for visitors and occupants, as well as maintenance and emergency personnel.

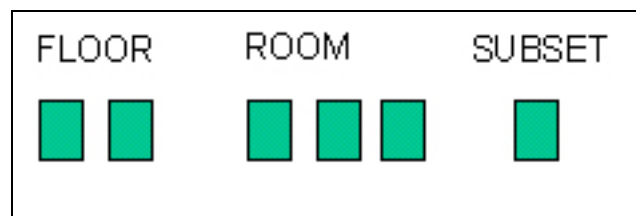
**B. Floor can be:**

SB	SUB BASEMENT
B	BASEMENT
01	FIRST FLOOR
02	SECOND FLOOR
03	THIRD FLOOR
R	ROOF
M	MEZZANINE

**C. Room can be: 001, 002, 003, ... 099.**

**D. subset can be: A, B, C, D, E, ... Z**

**E. a room number must have the floor and room. The subsets are optional depending on the situation (explained later).**





***F. The architect will either receive room/area #'s from the PSI coordinator for any new construction or renovations or follow these conventions:***

## **II. PSI Requirements**

***A. The PSI room numbers and the Architectural room numbers are identical and identify the same space within a building. PSI drawings are typically unscaled, undimensioned drawings used for real estate, and other general purpose uses. The PSI database contains all the non graphical information about each space in the building. The PSI room number is the key field that links the room on the plan to the information about that room in the database (Microsoft Access '97)***

***B. The State University Construction Fund accepts not more than six (6) ALPHA, NUMERIC, or ALPHA-NUMERIC Characters with no embedded spaces.***

***C. These room numbers will also coincide with room signage with the understanding that room signage has two distinct targets.***

1. Visitors and occupants and
2. Maintenance and emergency personnel

***D. Both groups can be accommodated using the same signage. Mechanical or janitorial areas will be designated as such on the room number sign.***

***E. Doors to one room that access different corridors will follow the following numbering scheme:***

1. As required by the Fund, spaces with more than one room number assigned to it (i.e. double corridor rooms; multiple entrances with different room numbers) must be treated as a single space using only one room number. It is recommended that the practice of using the lowest room number be used for PSI as well as CASA and PCS.

## **III. Rules for numbering architectural floor plans**

***A. Start at a logical place within the corridor. Think as if you were entering the building or emerging onto the floor.***



***B. Select what is considered to be the main entry point. Number the first door "0101". Begin walking down the corridor and number each door with the next consecutive number, with even numbers on one side and odd on the other.***

***C. Multiple doors to one room that access the same corridor will be numbered identically.***

***D. Rooms that are part of a suite are numbered with the appropriate alphabetical subset (e.g. 0101A,B,C, etc.) going clockwise from the suite entrance. The main room that is entered off of the corridor shall follow the numerical sequence of the corridor, and will not use an alphabetic subset.***

***E. All room numbers that open onto a main corridor shall not have an alpha designation after the room number, except in situations where a logical sequence of numbers has been exhausted. (This situation is most likely to occur when there has been a partial renovation of a floor).***

## **IV. Wayfinding Considerations**

### ***A. Numbering Corridors***

1. The main corridor or entryway should be the first room numbered in the series - the first major corridor on the first floor of a building would be numbered 0100.
2. Corridors within a suite should be given an alphabetical subset designation appropriate to its location within the suite, going clockwise from the suite entrance.

### ***B. Numbering Vertical Spaces (Stairs & Elevators)***

1. Stairs and Elevators currently follow the convention of: Stair or Elev. #, then ST for Stair or EL for Elevator, followed by 2 chars. indicating the floor.
2. All other rooms use the floor # as the prefix for the room. In order to maintain consistency, in new and renovated buildings the nomenclature for vertical spaces will be changed so that the floor # is first, followed by the type of vertical space, ( ST or EL) ending with the Stair or Elev. #. (e.g. 01EL1).



***C. Special Conditions for Podium Basement and Sub-Basement***

1. Define ambiguous spaces between buildings on podium.
2. Discuss with building mgrs. re: historical and current uses of spaces
3. Select a dividing line based on information provided by the building managers.
4. Number rooms starting NW corner, go clockwise. To avoid confusion for visitors and occupants; use signage and or colors to clearly designate where one building ends and the next begins.