



Smithsonian Institution

# SI Space Naming Guidelines

## Introduction

The Purpose of this document is to define the Smithsonian Institution's Space Numbering Guidelines. The Space Numbering Guidelines shall be utilized to insure continuity and to help maintain the integrity of the Facility Management System (FMS).

The FMS is a Computer Aided Facilities Management Program enabled by IBM Tririga. All drawings are connected to this database program, therefore it is imperative that drawings received from outside contractors follow standards so they can easily be prepared for the connection to the database program. In connection with the Room Numbering Standards, the Smithsonian has also adopted CAD and BIM standards to insure the integration of new project drawings into FMS.

## General

The Room Numbering Guidelines reflect industry standards. It is not intended to be all-inclusive. These guidelines will allow floor and room numbering and way-finding procedures to be consistently applied to all Smithsonian facilities. These Room Numbering Guidelines are for projects involving new construction. Existing Smithsonian facilities will also be evaluated against these guidelines when renovations takes place.

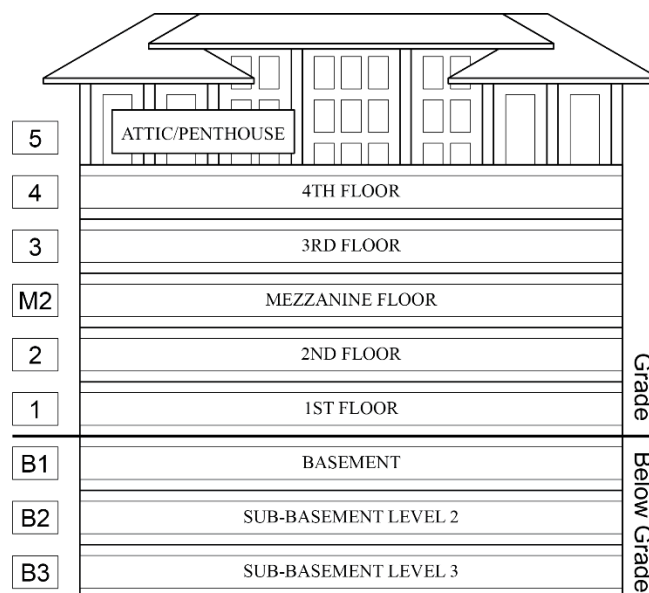
The intention is for each facility's floor and room numbering scheme to be structured so that the numbers flow through the building in a consistent, comprehensible and user-friendly pattern. The scheme should be clear and obvious to users and visitors of the facility.

Emergency responders rely on our system room numbers to assist in wayfinding during an emergency. Also, multiple facilities databases, room numbers should not be changed without a formal review process by the Smithsonian Facilities Management (FM) - Geospatial Information Division (Geold).

## Floor Numbering Guidelines

**Floors** – Floors will be numbered with a 1-digit standard starting with '1' for the first floor and continuing up for every floor above (e.g., 2 = second floor, 3 = third floor). The first floor is the main entrance level from the official address side of the building.

**Basements** – Floors below grade or below floor 1 are to be designated as basements or sub-basement floors. These floors will be begin with floor B1 and continue downward as B2, B3, BX etc. In instances where the entire building is below grade, these floors may be considered subfloors (S1, S2, etc.)



**Mezzanines** – A mezzanine is defined as a partial floor between two floors. Mezzanines will use a 2-character code starting with the prefix “M”, followed by the number of the floor which is directly below. In the example of a mezzanine between the second and third floors of a building, the mezzanine would be designated as floor “M2”.

**Attics** – Attics and penthouse levels should be numbered as if they were standard floors

### Room Numbering Guidelines

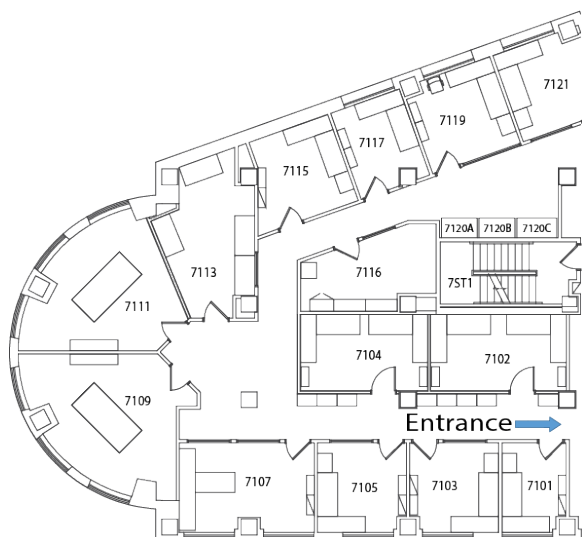
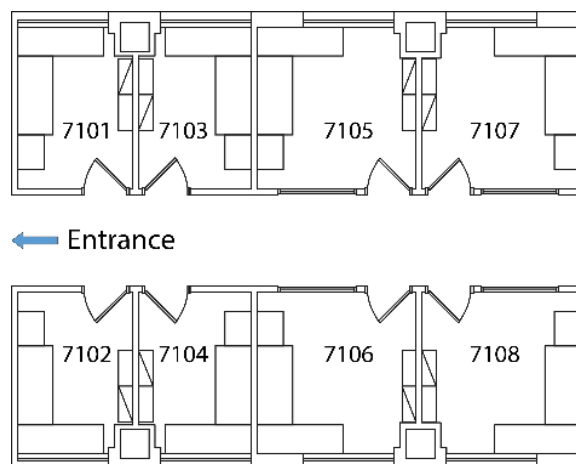
**Room Numbering Guidelines** – Rooms are generally numbered using a standard four digit-numbering scheme where the first number is the floor and the subsequent three numbers are the unique room identifier on that floor (e.g., 7001, 7002, 7024).

To the greatest extent possible, rooms with the same digit in the last three positions should be located in the same position in the building (e.g., rooms 1010, 2010 and 3010 should all occur in the same vertical stack).

Some buildings are designed in such a manner that different wings or sections exist within the overall structure. The wing or section ID should be incorporated in the room number (e.g., “E” for east, “W” for west, “W701” or “E701”).

**Buildings with one main corridor** – In a building with one main corridor room numbers should start at the main entrance and increase as you move away from the entrance.

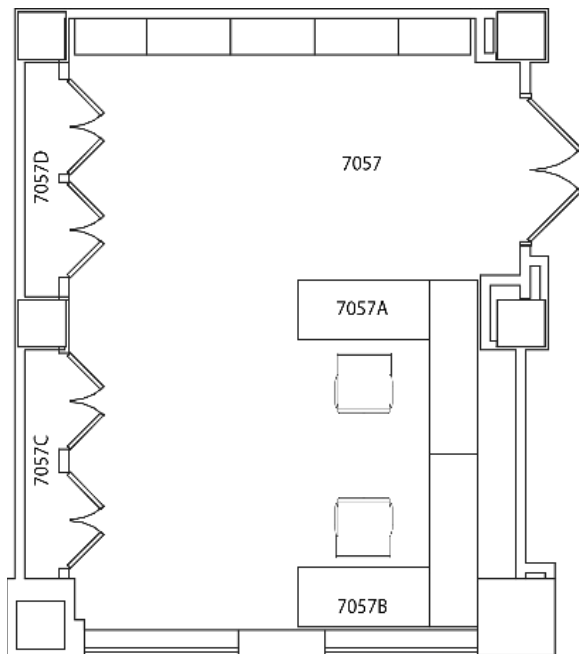
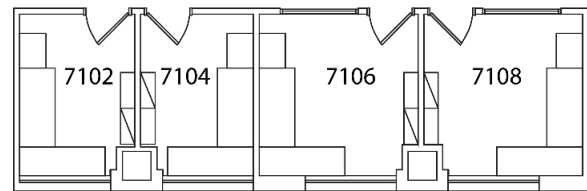
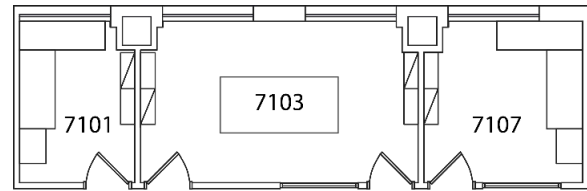
Use odd numbers on the left side of the corridor and even numbers on the right as shown in the image on the right.



**Buildings with multiple corridors** – In a building with more than one corridor, numbers should follow in an ascending order in a clockwise direction from the main entrance.

This should be done in a manner that helps to ensure the logical flow of room numbers for the floor for way-finding purposes.

**Skip Numbers to Allow for Future Renovation** – When a corridor contains large rooms such as classrooms and meeting rooms, room numbers shall be skipped to allow for future renovation of a large space into smaller spaces. Sufficient numbers shall be reserved to allow for large spaces to be divided into standard smaller spaces.



**Suites** – Suites are spaces that generally have one entrance with one primary room and at least one sub-rooms within. The primary room to a suite area gets a typical room number while sub-rooms within the suite are numbered beginning with the main suite room number followed by a letter moving in a clock-wise direction (e.g., 7057A).

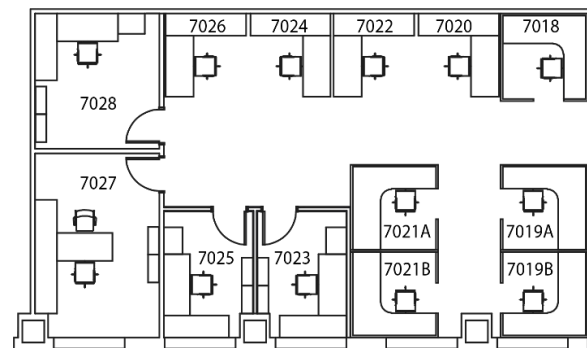
Rooms inside sub-rooms are numbered with an additional letter (e.g., 7057AA). The image to the left shows how to number a suite and its sub-rooms.

**Each Room should have a Distinct Number** – Regardless of the number of doors opening into it, each room should have only one room number. Exceptions may be made where a particularly large room is subdivided into different areas of use, such as cubicles. The room

number should represent the actual room number physically installed in the space. If the room is not specifically marked, a fictitious room number is assigned for the FMS.

**Cubicles** – Each row of cubicles should have their own distinct room number. Each cubicle within the row is designated using this room number followed by a letter. Letters are in alpha order from the main corridor. The image to the right is an example.

**Number All Accessible Space** – In addition to standard rooms, all interior spaces that can be accessed, such as utility shaft, mechanical spaces, stairwells, elevator shafts, and “open to below” spaces shall be numbered in a manner consistent with the standard room spaces. If doors or walls separate different areas of space, each area shall receive its own unique room number.



**Common Areas** - Special room numbers are given to building common areas, below are the current standards for building common areas.

NOTE: The first digit represents the floor e.g., “1WC1” is a restroom on the first floor and “2WC1” is a restroom on the second floor.

NOTE: All vertical penetrations (stairs, shafts, etc.) will have the same room number but the first digit will change for each floor they pass through (e.g., 1ST1, 2ST1, 3ST1).

Description	ID	Example
<i>Circulation Area</i>		
Bridge	BR	3BR4
Tunnel	TN	3TN4
Elevator	EV	3EV4, 4EV4
Escalator	ES	3ES4, 4ES4
Loading Dock	LD	3LD4
Lobby	LB	3LB4
Corridor	CR	3CR4
Stairway	ST	3ST4, 4ST4
<i>Building Service Area</i>		
Custodial Supply Closet	CS	3CS4
Janitor Room	JC	3JC4
Restroom	WC	3WC4
Trash Room	TR	3TR4
<i>Mechanical Area</i>		
Shaft	SH	3SH4, 4SH4
Mechanical Space	ME	3ME4
Electrical Space	EL	3EL4
Telecommunication Room	IT	3IT4

#### Room Numbering Guidelines:

Room Number	Formula	Example	Brief Description
Typical Rooms	Floor + Room Number	4101, 5112	Group of rooms that area entered from a corridor
Suites and Sub-Rooms	Floor + Room Number + Letter	101A, 134A	Group of rooms that can be entered from a main “lobby” like space
Rooms within Sub-Rooms	Floor + Room Number + Letter + Letter	104AA, 245AB	Typically small closets within a sub-room
Wings	Letter + Floor + Room Number	W113, E510	Unique letter assigned to all rooms within a wing
Cubicles	Floor + Room Number + Letter	101A, 134A	Assigned distinct number grouping and in alpha order from main corridor
Common Area	Floor + Common Area Code + Number	1ST1, 3M01	Unique letter code assigned to all common area spaces