

ROOM NUMBER ASSIGNMENT & ROOM USE STANDARDS

Room Number Assignment Standards: To allow for better navigation of the buildings on campus for students, staff, maintenance personnel and emergency personnel, UNL has developed the following Door and Room Numbering Guidelines.

Application: Room and door numbering on floor plans of all UNL projects shall conform to the criteria given in this guideline. The numbering scheme will be established by the UNL Signage Coordinator after the floor plan layout has been finalized, immediately prior to the start of the Construction Documents phase, and shall be developed in coordination with and approved by the UNL Building System Maintenance Division (UNL BSM) of UNL Facilities Management. If plan changes occur after the numbering scheme has been established, the numbering scheme will be adjusted accordingly. All rooms and doors should be numbered in accordance with the requirements in this guideline. Room and door numbers should not be changed without the approval of the UNL project manager/signage coordinator, who will coordinate such changes within the Facilities Management Department and the UNL Records and Registration office.

Numbering Scheme:

Room Numbering:

1. Room numbers will be similar to city street numbers with even numbers on one side of the corridor and odd numbers on the opposite side.
2. Numbers may not be consecutive but shall be based on room/door location along the corridor and coordinated with the building structure.
3. Room numbers shall follow the general format:

XXXAB

X= Indicates the floor

YY= Two digit room number 00-99. Even/odd numbers shall be on opposite sides of the corridor.

A= A-Z Sub-room designation.

B= AA-AZ Sub-room designation.

Door Numbering:

1. Door numbering begins with the main entrance off a corridor, and continues in a counter-clockwise motion for each additional entrance (door) accessing that space.
2. Door numbers are represented as follows:

XXX.1, XXX.2, XXX.3, etc. (XXX represents the ROOM number)