

Cleveland State University
Space Inventory Data Management
Procedural Guidelines

- The basic pattern of modules for each of the floors is determined by the necessary patterns of the floor, portions of different floors that require the closest spacing of modules.
- A room number may equate to a module number.
- Room number of spaces of two or more modules in size will be determined by the location of the entrance. If more than one entrance exists, the location of the principle entrance or the lowest numbered module.
- Interior rooms with no corridor access that can only be entered through another room are assigned the number of the entry room plus a single alphabetic suffix (a-z), starting with the suite room nearest the entrance of the main room and continuing sequentially around the suite.
- Although the number will generally not appear on any door, each lobby, corridor, stairway, elevator and other space is assigned a room number in accordance with the module pattern. Ideally every existing and potential space in the building is assigned a room number, even closets, unless so doing will complicate the room numbering system.

2) FORMAT OF ROOM NUMBER

- Room numbers are limited to five characters for ease in managing and presenting data and integration of all University scheduling systems. When using three digits numbering the first digits will be filled with leading zeroes and the fifth digit is reserved for room suffix's used on interior suite rooms.
- Four digit room numbers are not to be used.
- Basements are below grade and numbered from 00 through 99 or 000 through 999 based on the size of the floor plate and number of modules needed on each level. The first floor then would be 100 through 199. The second floor would be 200 through 299 etc.
- Where there is both a basement and a sub-basement the 00 through 99 range is distributed over both as follows: sub-basement 00 through 50 and basement 51 through 99

3) VERTICLE IDENTITY WITHIN BUILDING

- Vertical identity is to be maintained such that corresponding room numbers occupy the same relative position on all floors.

4) IDENTITY WITHIN BUILDING ADDITION

- As far as possible, room numbers in additions to existing buildings should continue the pattern of the existing building. If a later extension of a building can reasonably be expected, the original assignment of room numbers should be made in accordance with an appropriately extensible pattern.