

Room Numbering Guidelines

Facilities Management – Facilities Systems & Support (FSS) Facilities Space Information & Drawing Services

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1. General Information

1.1. Purpose

Room numbering (and wayfinding) are essential to any building. Being able to locate any space on any floor in any building is critical to the safety and well-being of all occupants and visitors to the space. Therefore, consistency when numbering rooms is essential. This document provides a standard set of rules for room numbering that consultants can apply uniformly to all buildings in any health authority.

1.2. Intended Audience

This document is intended for use by external consultants, internal facilities staff, and internal FSS staff. Not all sections of this document are applicable to all groups.

1.3. Architectural Room Numbers vs Wayfinding Labels

These guidelines are intended for the provisioning of architectural room numbers. Every room or identifiable space requires an architectural room number that is unique to the building. There are multiple systems within the hospital that rely on these numbers. I.E. Fire alarm, lighting controls, BMS, and asset management among other. Lamacoid labels are typically used to display architectural room numbers and are placed on the top of the doorframe.

Very often, the onsite situation requires rooms be given labels that are more relevant to the local conditions such as "Patient Room 1" or "Exam Room 2". These wayfinding labels may not be unique to the building and there might be many "Patient Room 1" rooms in a large building. Typically, only some rooms are given wayfinding labels. Wayfinding labels are not substitute for the architectural room numbers and all rooms should be marked with the architectural room number (lamacoid labels) in addition to any wayfinding label.

These guidelines do not define how or when to use wayfinding labels for a room. These decisions are made according to the local situation.

1.4. Applicability

These guidelines apply to:

- a) NEW CONSTRUCTION – For New Construction follow the guidelines below.
- b) EXISTING BUILDINGS – For existing buildings, be consistent with the system currently in use. This document should be adhered to as long as they don't conflict.
- c) EXISTING SITES – For existing sites, check with Facilities Maintenance and Operations (FMO) to determine if there is a site wide numbering system.

1.5. Rooms vs Space

There are situations where a room is used for multiple purposes and where there are no walls dividing up those spaces. To properly encode use of the space in Archibus it may be necessary to assign a unique room number to that space. Examples of this situation would be a waiting area that is combined with reception, equipment storage areas in an alcove off a corridor, or a receiving desk in a warehouse. Each of these spaces needs a separate room number even though they are not strictly rooms.

2. Room Numbering Guidelines

2.1. Guideline Information

There are numerous ways to arrange room numbering on a floor but not all of these arrangements can be foreseen or specified. This document should be interpreted in the context of the space.

There may not be enough room numbers to implement all these requirements; renovations may force you to do odd things. The most important rule is that all rooms must be easily found once you have arrived at the general area, just by following the sequence or pattern.

Section 4 in this document (Specific Room Number Formats) describe specific guidelines for special room numbering cases. However, the following are general principles that need to be adhered to for all layouts. For some layouts, these guidelines may conflict, as long as the end results make sense onsite.

2.2. General Principles

- 2.2.1. NO DUPLICATE ROOM NUMBERS. If you are working on a renovation and you don't know what range of room numbers are available on the floor, then check first.
- 2.2.2. Number all accessible spaces.
- 2.2.3. Do not number interior courtyards that are open to above.
- 2.2.4. Each room shall have one room number, except as provided elsewhere in this document.
- 2.2.5. For an existing site and building, use the numbering conventions already in use on the site. For an existing building, conform to the conventions in use on other floors, i.e., if room numbers on the other floors run from North to South, then run your numbers from North to South.
- 2.2.6. In a building with identical or similar floors, try to match up room numbers from floor to floor as much as possible. For example, the nurses station on another floor in approximately the same location is X040, then use the same pattern on your floor.
- 2.2.7. The room numbers need to make sense to someone walking down the corridor and the sequence should guide the user towards a destination. A layout that makes perfect sense when looking at a floor plan might not make any sense when walking down a corridor.
- 2.2.8. When the layout forces you in a circle, number the rooms clockwise.
- 2.2.9. Group by functionality. Rooms that serve a related purpose or are part of the same department or ward should have rooms numbered close together. Consider suite numbering at the department level. See **section 5.5** on how to number suites.

- 2.2.10. Group by proximity. Rooms that are physically close together should have room numbers that are close together and rooms that are physically far apart should have room numbers that are far apart. Avoid big gaps in the room numbering sequence when rooms are close together. Good locations to put gaps in the sequence are:
- Fire doors
 - Lobbies and atriums
 - Elevator banks
 - Either side of major corridor.
 - Department boundaries
- 2.2.11. Avoid renumbering rooms that are not part of your construction project. Sometimes it makes sense but only when it is a secondary unoccupied room, such as storage rooms. For example, Dr. Smith will not like it if you change his office number because it's "easier". Ask the room occupant/owner first when you need to do this, particularly when it is in a different department. An exception to the secondary room exception would be service rooms that have frequent maintenance activity. Many records in the maintenance database and paper records, shop drawings etc. will point to the wrong room if you change numbers.
- 2.2.12. Numbering odd/even is only appropriate when walking down a single corridor. There should never be an odd wing and an even wing. The only exception is in existing buildings where you need to be consistent with the rest of the building.
- 2.2.13. When renovating an area, you may find that you do not have enough room numbers for all the new rooms. In this case, you can add a suffix letter to create new room numbers. See **section 3.4** on how to use suffixes.
- 2.2.14. Do not change existing room numbers when not necessary, especially if they retain their function. For example, when carving a small office out of a larger space, give the office a new number but do not renumber the larger space.
- 2.2.15. Ensure that room numbers through a corridor are sequential. For example, 201 -> 202 -> 202A -> 203, and not 201 -> 202A -> 202 -> 203.
- 2.2.16. Doors on the opposite side of the corridor should be numbered in door order, when feasible. Do NOT use hotel numbering.
- 2.2.17. Start numbering a building or suite from the "main" entrance. Depending on the layout, that could be the lobby or a reception desk. On the upper floors, start at the elevator, reception or nurses station.
- 2.2.18. If a room can be numbered two ways because it has two doors, then number the room from the "corridor side". If the room is part of a suite, then number it from the suite side. If both doors are in the corridor and both in the suite, then number using the lower possible room number. See sections 5.3 and 5.5. 6.c.iii and 6.e.v.
- 2.2.19. A large space that has multiple patient bays should be broken up into separate spaces, one for each patient, even if only separated by a curtain. For example, Emergency and recovery rooms. This is not necessary for inpatient rooms. Using a letter suffix is preferred.
- 2.2.20. The general rule is to number rooms clockwise. When you have a floor plan that is mirrored in layout and function, mirror the room numbers as well. A prefix or suffix of N, S, E or W might be appropriate for the room numbers.

- 2.2.21. Make allowances for future room splits where large rooms may be split into smaller rooms at a later date. See examples in **section 5**.
- 2.2.22. Adjoining building that operate as one floor should be numbered as if they were one floor, when possible.
- 2.2.23. Ignore the rules when you have a good reason to do so. Ignoring the rules should be considered as the last option, not the first. It is not to be used as a shortcut because it is “easier.”
- 2.2.24. Sometimes these rules conflict, this is impossible to avoid due to the wide variety of possible layouts. All room numbering decisions need to be made in the context of the space.

3. General Room Number Format

Note:
 FSS uses the Archibus system for entering building data, and uses different terminology than what is used in this document. Archibus refers the term “room code” as a building unique string with no restrictions on structure. Under Archibus, you could refer rooms as “Dave”, “Mary”, and “Reception”, though this is not a viable way to label rooms in a large building. This specification imposes a structure on the naming system to provide a building unique string, which we call Room Number.

1. These guidelines Floor Code is roughly analogous to Archibus Floor Code.
2. These guidelines Room Code is not implemented as a separate item in Archibus.
3. These guidelines Room Number is equivalent to Archibus room code.

3.1. Room Numbers

- 3.1.1. Each room number must be unique to the building.
- 3.1.2. A standard room number shall consist of a floor code (defined below) followed by a room code (defined below). For example:

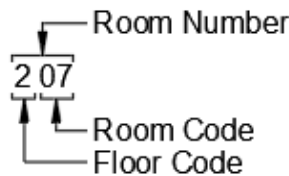


Figure 1 – Format of a Room Number

- 3.1.3. Leased Spaced, Corridors, Stairs and vertical penetrations use a different format and shall be numbered as listed below.

3.2. Floor Codes

- 3.2.1. Each floor code must be unique to the building.
- 3.2.2. The lowest floor suitable for occupancy shall be the first floor and shall use either ‘01’ or ‘1’. Floors above will use the next number in the same format. The leading zero may be dropped for buildings with fewer than ten floors.

- 3.2.3. Buildings with 10 or more floors may omit the leading zero on the lower floor, although sometimes it is desirable to keep the leading zero for wayfinding purposes. That is a site specific determination.
- 3.2.4. Labels like Main, Ground, Roof or Penthouse are useful for wayfinding purposes but are not acceptable as a floor code. The floor code and subsequent room code shall only be numeric. For example, do not use M312 or R07 to designate room numbers on the main floor or roof.
- 3.2.5. Interstitial floors or mechanical floors are an exception to the above. An ‘M’ suffix can be used along with a repeated floor number. For example, an interstitial floor above the 1st floor shall be called 1M and the next regular floor above would have a floor code of 2.
- 3.2.6. Floors below the first floor shall be numbered 1, 2, 3 etc. going down and will always have a prefix designating the type of floor. Basement floor shall have the prefix of B, parking floor shall have the prefix of P, and tunnel floors shall a prefix of T. Other prefixes may be considered depending on the circumstances. So, a building with a basement, then a parking level, and then a tunnel level would have floor codes of B1, P2, and T3.
- 3.2.7. All the rooms on a given floor will have the same floor code.
- 3.2.8. Floors shall not be named ‘0’ or ‘-1’ in new construction. See Figure 2 below for examples.

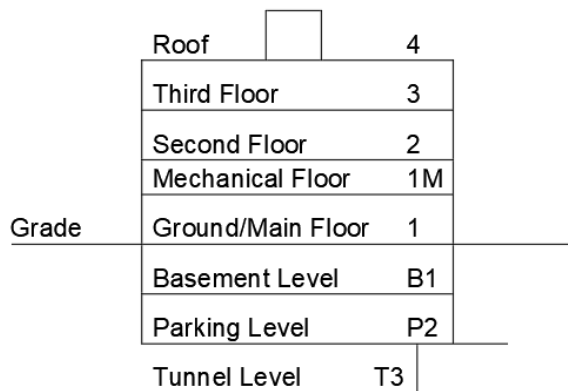


Figure 2 - Section through building example

3.3. Room Codes

- 3.3.1. Each room code must be unique to the floor. For renovations, you must ensure no duplicate room codes are created for that floor.
- 3.3.2. The room code is just an identifier for a room on a floor, it does not contain references to the floor.
- 3.3.3. The room code shall be long enough to number all rooms on each floor of the building. The number of digits used in the room code shall be consistent across all floors. Room codes longer than three digits are discouraged but may be necessary in some circumstances. The suffix letter does not count as a digit when determining the length of the room code. If there is a podium with 200 rooms and a tower with 50 rooms, then a three-digit room code shall be used for all floors.
- 3.3.4. A suffix letter may be added to a room code, when necessary, e.g., 207A

- 3.3.5. There must be enough digits available to allow flexibility in numbering regardless of the number of rooms on the floor. For example, 99 rooms would fit in a two-digit room code, however, you would be severely constrained in how those numbers would be assigned. As a rule of thumb, if there are more than 60 rooms per floor, start considering using a three-digit room code. This is very layout dependent.
- 3.3.6. A floor may be subdivided into “wings” or “zones” in order to break up the floor into more manageable pieces. All the rooms within a given wing or zone shall have a prefix letter used to designate which wing or zone that room is in. Prefixes shall be used cautiously. Where possible, prefix letters should stack up and down the building especially when designating wings of the building. ‘N’, ‘S’, ‘E’ and ‘W’ are good choices for prefixes that denote wings of a building.
- 3.3.7. Leading zeros shall be used to pad out the room code so that all room codes have the same number of numeric digits. Suffix letters do not count towards this length. For example, use ‘001’ or ‘01’ instead of ‘1’ for room codes.
- 3.3.8. The ‘00’ or ‘000’ room code should be used for entrances, lobbies etc.
- 3.3.9. The room code is never used by itself. It is always used in conjunction with a floor code to create a room number.

3.4. Prefixes and Suffixes

- 3.4.1. It is often necessary to add prefixes or suffixes to a room code due to:
 - (a) The lack of available numbers.
 - (b) The need to designate a secondary space (see Room in a Room).
 - (c) The need to group related room together (see Suite Numbering).
 - (d) The need to designate a wing (N for north of S for south etc.).
- 3.4.2. A prefix or suffix will always be a letter and capitalized.
- 3.4.3. For any given group of related room codes, the suffixes are added sequentially, and the letters I and O are skipped.
- 3.4.4. Only one suffix is allowed per room code.

4. Specific Room Number Formats

4.1. Leased Space

- 4.1.1. When an entire building is leased, or an entire floor is leased as one suite, then the rooms can be numbered as per our normal numbering system.
- 4.1.2. When numbering rooms in a suite that does not take up the entire floor.
 - (a) If the suite numbers are well separated, you can number within the range of the suite. For example, if a floor has two suites, 4100 and 4500, and we want to number the rooms in suite 4100, use 41 as the prefix with a two-digit room code. Do not wraparound to 4200.
 - (b) If the suite numbers are not well separated, such as 401 and 402, then the Room number shall consist of the suite number, a dash, and then the room code. See Figure 3 as an example.

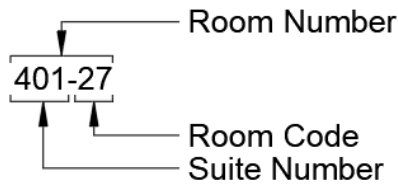


Figure 3 – Format of suite numbering

- (c) Onsite signage within the suite can refer to just the local room code without the suite number prefix portion. The full two-part room number shall be used in Archibus.
- (d) The suite number will be assigned by the landlord.

4.2. Corridors

- 4.2.1. All corridors shall be numbered. The corridor numbers shall contain the floor code, the tag “CORR” and then the corridor code separated with dashes. The corridor code can be a full unique room number when one is assigned by the architect or can be a two-digit number with a leading zero as required. The floor code does not require leading zeros. See Figure 4.

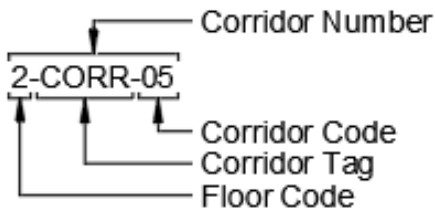


Figure 4 – Format of a corridor number

- 4.2.2. Start numbering corridors with ‘01’ not ‘00’.
- 4.2.3. The floor code portion of the corridor number is required for BIM and Revit and is the new standard going forward. Existing buildings will not include the floor code.
- 4.2.4. Onsite signage can omit the floor code portion and just refer to CORR-05.
- 4.2.5. If there are multiple floors in the building with similar layouts, the corridor numbers need to be consistent from floor to floor where possible, with only the floor code changing.
- 4.2.6. When a corridor is physically divided into sections by doors, each section is treated as an individual corridor and is numbered separately.
- 4.2.7. When a corridor is broken up into multiple sub-corridors by normally open fire doors, the separate pieces can be joined by using a suffix letter so that the main corridor can use a common base name along its length. For example, 2-CORR-05A, -05B, -05C, etc., can be used when they functionally form a single corridor.
- 4.2.8. When a corridor makes a significant change in direction with many rooms “around the corner,” then the section “around the corner” shall have a unique corridor number. Short side corridors, or jogs with only a couple of rooms, can be part of the main corridor.
- 4.2.9. Corridor numbers are ONLY to be used for the actual corridor. Alcoves and/or bays along a corridor shall NOT be given a corridor number, they shall be given a normal room number.

4.3. Stairwells

- 4.3.1. All stairwells shall be numbered. The stairwell number shall contain the floor code, the tag “STR” and then the stairwell code separated with dashes. The stairwell code shall be two-digits with a leading zero as required. See Figure 5 as an example.

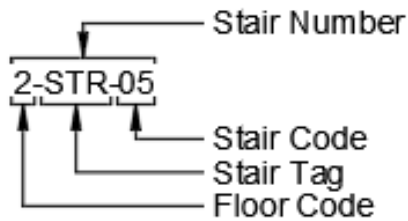


Figure 5 – Format of a stair number

- 4.3.2. Start numbering stairs with ‘01’ not ‘00’.
- 4.3.3. Stairwells are vertical penetrations through the building and the identifier assigned to a stairwell must be carried up through the building. For example, 1-STR-01 on the first floor will be identified as 2-STR-01 on the second floor.
- 4.3.4. The floor code portion of the stair number is required for BIM and Revit and is the new standard going forward. Existing buildings will not include the floor code.
- 4.3.5. Onsite signage can omit the floor code portion and just refer to STR-05.
- 4.3.6. Avoid suffixes whenever possible.
- 4.3.7. Areas of refuge within a stairwell do not require a separate room number.

4.4. Elevators

- 4.4.1. All elevators shall be numbered. The elevator number shall contain the floor code, the tag “ELV”, and then the elevator code separated with dashed. The elevator number shall be two digits with the leading zero. See Figure 6 as an example.

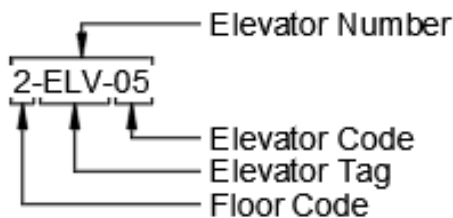


Figure 6 – Format of an elevator number

- 4.4.2. Start numbering elevators with ‘01’ not ‘00’.
- 4.4.3. Elevators are vertical penetrations through the building and the identifier assigned to an elevator must be carried up through the building. For example, 1-ELEV-03 on the first floor will be identified as 2-ELEV-03 on the second floor.
- 4.4.4. The floor code portion of the elevator number is required for BIM and Revit and is the new standard going forward. Existing buildings will not include the floor code.
- 4.4.5. On site signage can omit the floor code portion and just refer to ELV-02.

4.4.6. Avoid suffixes whenever possible.

4.5. Dumbwaiters

4.5.1. Dumbwaiters are to be treated just like elevators but using the tag of DMW rather than ELV.

4.6. Shafts

4.6.1. All shafts shall be numbered. The shaft number shall contain the floor code, the tag “SFT”, and then the shaft code separated with dashes. The shaft number shall be two digits with the leading zero. For Example:

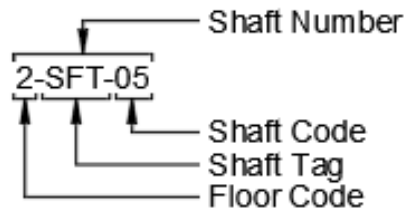


Figure 7 – Format of a shaft Number

4.6.2. Shafts are vertical penetrations through the building and the identifier assigned to a shaft must be carried up through the building. For example, 1-SFT-04 on the first floor will be identified as 2-SFT-04 on the second floor.

4.6.3. The floor code portion of the shaft number is required for BIM and Revit and is the new standard going forward. Existing buildings will not include the floor code.

4.6.4. Avoid suffixes whenever possible.

4.7. Atriums

4.7.1. The upper air space of atriums shall have a room number for each “floor”. This is an internal requirement for the FSS team to ensure that space is properly accounted for in Archibus. Architects and External consultants can ignore this requirement and shall not add these room numbers to the floor plans.

4.7.2. The atrium number shall consist of the floor code, the tag “ATR,” and then the room number of the space at the bottom of the open space, separated by dashes. So, floors of the open space above the first floor lobby with a room number of 1200 would be called 2-ATR-1200 and 3-ATR-1200.

4.7.3. The floor code portion of the shaft number is required for BIM and Revit and is the new standard going forward. Existing buildings will not include the floor code.

5. Examples for Numbering Specific Situations on a Floor

5.1. Single Loaded Corridor

5.1.1. Upon entering the main entrance, number the rooms in sequence by assigning both even numbered rooms and odd numbered rooms. If possible, leave reserve numbers out of the sequence for potential future expansion, particularly for larger rooms. As an example, in Figure 8, room 103 is reserved for future.

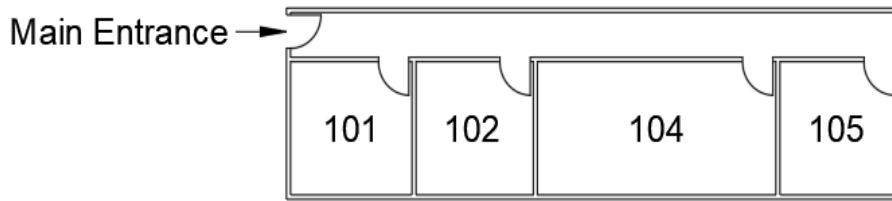


Figure 8 - Example - Single loaded corridor layout

5.2. Double Loaded Corridor

- 5.2.1. Upon entering the main entrance, assign even numbered rooms on one side and odd numbers on the other side. When walking down a corridor and the numbers are increasing, the odd numbers should be on the right and the even numbers should be on the left. You can reverse this guideline to be consistent with the rest of the floor/building. If possible, leave reserve numbers out of the sequence for potential future expansion, particularly for larger rooms.
- 5.2.2. The sequence of numbers shall be based on which door comes first when walking down the corridor. In Figure 9 below, the door for 124 on the bottom comes before the door on the opposite side of the corridor. Therefore, the room numbering sequence on the door on the opposite side would skip 123 and the next number of 125 is assigned.

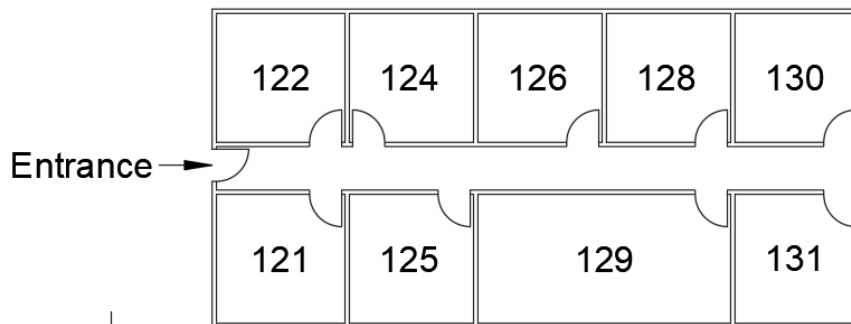


Figure 9 - Example - Double loaded corridor layout

5.3. Racetrack Plan

- 5.3.1. Upon entering the main entrance of the building, the lowest room number should start at the room on the left. Even numbers should be assigned on the left side of the corridor and odd numbers on the right side. Room numbers must be assigned in a clockwise manner. If possible, leave reserve numbers out of the sequence for potential future expansion, particularly for larger rooms.
- 5.3.2. The sequence of numbers shall be based on which door comes first when walking down the corridor.
- 5.3.3. If a door appears in both parallel corridors, like room 123 in Figure 10, then the room number shall be the lower of the two options.

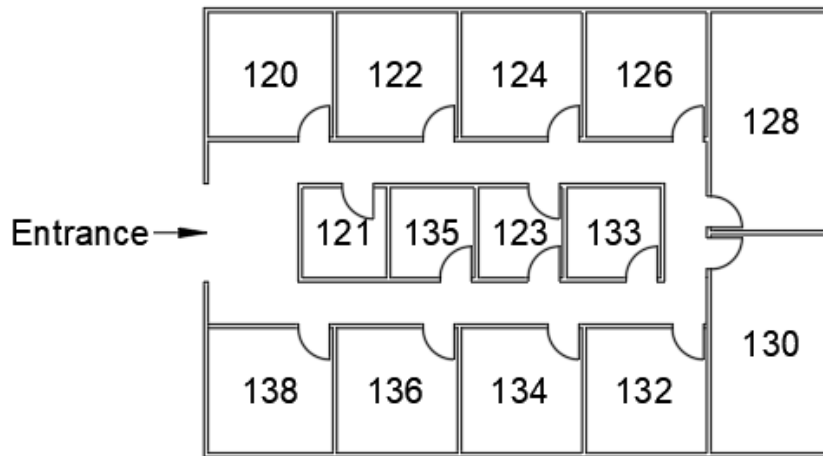


Figure 10 – Example – Race track layout

5.4. Rooms within a Room

- 5.4.1. When a secondary room is only accessible through another room, the room number shall use a suffix letter and the base room number will be the same as the main room. A secondary room could be a closet, small storage room, patient washroom, etc. An office at the back of a shop or lab would not necessarily be a secondary room and can be given a full number.
- 5.4.2. For an example of a room that already has a suffix: A closet in room 123A would be 123B not 123AA.
- 5.4.3. For suites of rooms off a single entrance, see the **section 5.5** on suite numbering and **section 3.4** on Suffixes.

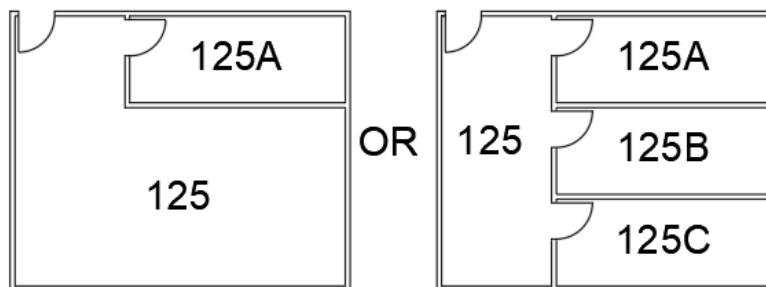


Figure 11 - Example - Room in a room layout

5.5. Suites

- 5.5.1. A suite is a group of rooms with one or few entrance(s) that have related functions and should be numbered as a group wherever possible. Suites may be numbered as individual numbered rooms or with letter suffixes as the situation dictates.
- 5.5.2. The entrance/reception/lobby will be the base room number for the suite.
- 5.5.3. All the other rooms shall be numbered relative to the suite number. If the suite number is room 120, the rooms off the entrance would be 121 to 125. The next room down the corridor that is not part of the suite would be number 130.

- 5.5.4. If the suite entrance is numbered 121, you can number the rooms as 121A, 121B, 121C etc.
- 5.5.5. If a room that is part of a suite or department has a door inside the department and a door in the outside corridor, then number the room from the department side. As an example, see room 125 in Figure 12.
- 5.5.6. Departments can be numbered like suites, even if they don't meet the entrance rule.

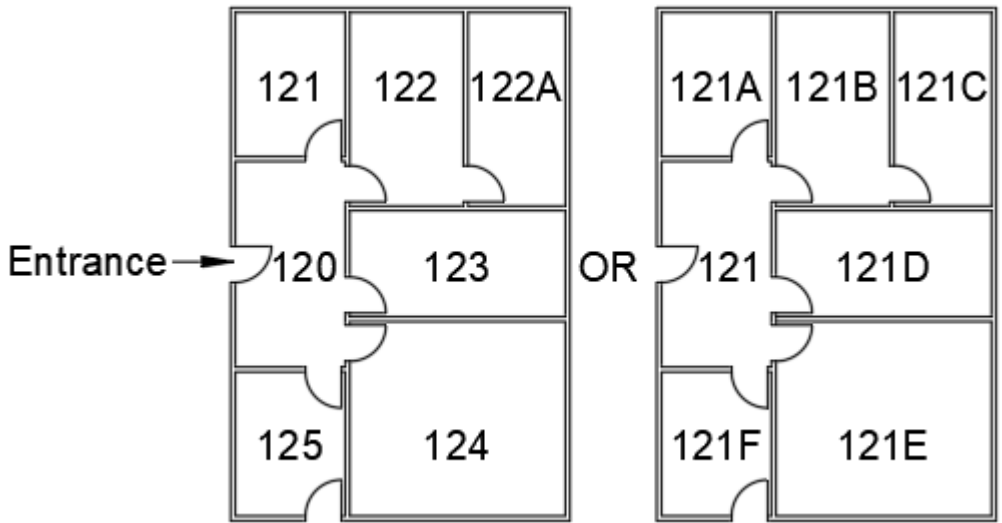


Figure 12 - Example - Suite layouts

5.6. Shared Interior Rooms

- 5.6.1. These rooms shall be numbered with the shared room being given a base room number for the lower numbered room with a suffix.

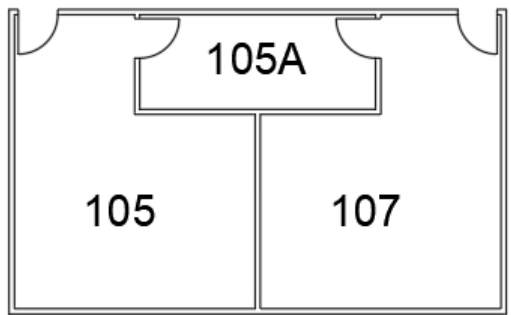


Figure 13 - Example - Share room layout

6. Miscellaneous

6.1. Reserving Numbers

- 6.1.1. Areas designated as vacant or shelled should have a range of numbers reserved for future use.

6.2. Room Numbers vs. Door Numbers

- 6.2.1. Room numbers and door numbers are not the same. Doors are numbered for inventory and key control purposes. A door number MAY be similar to the room number but since rooms can have more than one door, this is not guaranteed.
- 6.2.2. The details of door numbering are outside the scope of these guidelines; however, the numbers should be formatted so there is no confusion about what is a room number and what is a door number. Door numbers should be on the inside of the door frame, adjacent to the hinge butt plate so they are not visible when the door is closed.

6.3. Simple Renovations

- 6.3.1. When an existing interior room (i.e., a room that has no direct access to a corridor) has a new door added giving it direct corridor access, the room number will not change. It will keep its current number.
- 6.3.2. When a door is moved so that the only door is from a new direction the room should be renumbered if feasible.

6.4. Exterior Rooms

- 6.4.1. When a room inside the footprint of the building is only accessible from the outside of the building, then the room number should be distinct and separate from the sequence of adjacent room inside of the building. For example, a service room that is accessible from the outside might have the room number of 199 to ensure separation from the inside number range of 100 to 150.

6.5. Desk Numbers and Hoteling.

- 6.5.1. When there are bookable desks in a room, the desks in that room shall be numbered. The desk number shall consist of the Room Number, followed by a dot, followed by a Desk Code. The Desk Code is a simple numerical sequence starting at 1 and should include all possible bookable desks in the room. For example, room 304 with 3 desks should be numbered as 304.1, 304.2, and 304.3, even if only 1 desk is currently bookable. The specific details of how hoteling works is outside the scope of these guidelines.

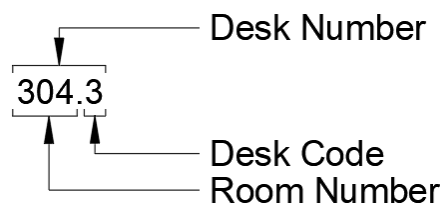


Figure 144 - Example – Format of a desk number