ROOM NUMBERING SYSTEM STANDARD

The floors in a building are referred to as “levels” except for the basement. They are labeled as: Basement, Level One, Level Two, Level Three, Level Four, etc. The lowest floor in a building is considered the Basement unless a building does not have a basement; then the lowest floor is Level One, the next floor up is Level Two and so on.

Typical room numbers consist of four digits but can have up to six digits. The first number designates the Basement or Floor Level and is separated by a period from the rest of the numbers.

In the first example below, the first number is the Basement or Level number followed by a period; the second number is the corridor number that the room resides in, and the third and fourth numbers are the actual room numbers.

When numbering stairs, the third number is designated by the letter “S”. Elevators are similar to stairs and use the letter “E” in place of the third number.

A letter is used at the end of the four digit number if the room is a suite inside of an existing room. Sometimes there is more than one suite in a given room. The group of suites connected to a particular room will be lettered in a systematic manner (1.102A, 1.102B, 1.102C, etc.). If there is a suite within a suite, the room number will have an extra letter. For example, a suite room inside a suite room with the number of 1.102A would have the room number of 1.102AA. If there is more than one suite room inside the initial suite room, the room numbers will be lettered in a systematic manner (1.102AA, 1.102AB, 1.102AC, etc.).

Note: The letters “I” and “O” are never used. This helps keep the letters and numbers clear.