

BUILDING AND ROOM NUMBERING

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APPLICATION: ELEMENTARY, MIDDLE AND HIGH SCHOOL

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NOTES:

It is the District's responsibility (and preference) to assign unique numbers to all spaces in every building for all new construction, renovation, and remodeling projects. The attached document describes the Owner's standard practices for assigning these numbers, which are subsequently entered into a state database entitled *Florida Inventory of School Houses (FISH)*. The Florida Department of Education provides administrative oversight of this database, with local district staff providing periodic updates to keep the data current.

This document does NOT supersede any requirement in *Document 00200 - Document Submittal Requirements*. **Upon completion of Phase II Design Development drawings, Design professionals are still required to submit Site Plans and Overall Floor Plans on CD-ROM, for official assignment of FISH numbers by the District.** This document is issued simply as a convenience to the Design Professional, with the intent to avoid having to renumber spaces as the drawings progress through each design phase.

ATTACHMENTS:

Guide for Assigning Building and Room Numbers, dated 08-12-14.

Follow the standard conventions outlined below when assigning building and room numbers.

When assigning these numbers, thought should especially be given to helping first-time visitors to find their way around the facility by means of a logical progression of building and space numbers along a pedestrian path, which begins at the main point of entry.

1.) BUILDING NUMBERS

- a. Identify buildings using numerals without leading zeroes. Letters should not be used.
- b. Building #1 should always be the building which houses the reception area and administration – where visitors are typically required to sign-in.
- c. Modulars are to receive the next consecutive 5-digit building number (95XXX series), as assigned by the district staff member responsible numbering modulars.
 - i. Multiple units joined together to create a single perimeter “shell” should be assigned a single building number for the entire assembly.
 - ii. Individual units placed in a side-by-side grouping, but which are separated by an airspace covered by decorative trim, should each be assigned a separate building number.

2.) ROOM (SPACE) NUMBERS

- a. Space numbers in buildings numbered 1-9 should be 3-digits, with the first digit being the building number. (e.g., Bldg. 1 will have spaces numbered 101, 102, 103, etc.)
- b. Space numbers in buildings numbered 10 or higher should be 4-digits, with the first two digits being the building number. (e.g., Bldg. 12 will have spaces numbered 1201, 1202, 1203, etc.)
- c. Begin assigning numbers on the lowest floor first, then proceed to the floor above. Numbers for first floor spaces should begin at 01 (e.g., Room 301, in Bldg. 3).
- d. The first floor primary interior corridor, if one exists, should be numbered 00 (e.g., Room 300, in Bldg. 3).
- e. Numbers for second floor spaces should begin at 21 (e.g., Room 321, in Bldg. 3). In cases where the numbers assigned to first floor spaces are already in the twenties, begin at 31.
- f. The second floor primary interior corridor, if one exists, should be numbered 20 (e.g., Room 320, in Bldg. 3).
- g. Small rooms designed to support a main room (e.g., a restroom in a primary classroom, or a small storage closet in a principal’s office) should inherit the main room’s number and then be assigned a lower-case suffix letter (e.g., 204, 204a, 204b, etc.).

NOTE: EFIS will not allow the letters “i” or “o” to be used as a suffix.

- h. Assign odd and even numbers to opposite sides of long corridors, similar to street addresses, when practical.
- i. Modulares:
 - i. Where two or more modulares are joined together to form a shell and have interior partitions which create several offices, clinics, etc., begin numbering spaces with 101, 102, 103, etc.
 - ii. Within individual modular units, the first space entered should inherit the last 3 digits of the 5-digit building number. (See 1.c, above.) Toilet rooms, offices, and other small spaces should inherit the entry room's number and then be assigned a lower-case suffix letter (e.g., Bldg. 95394, Rooms 394, 394a, 394b, etc.).

NOTE: EFIS will not allow an "i" or an "o" suffix to be assigned.

3.) VERTICAL CIRCULATION AND COVERED WALKWAYS

- a. Stairs towers and elevator shafts (interior or exterior) should be assigned a capital letter, with elevator shafts being assigned "E", when practical. Landings at all first-floor stairs and elevators should be numbered 001A, 001B, 001E, etc. Landings at all second-floor stairs and elevators should be numbered 002A, 002B, 002E, etc. Room name signs, if provided, should read "STAIR A", "STAIR B", "ELEVATOR", etc.
- b. For covered walkways, assign space numbers only to roofed walkways used for pedestrian travel between two or more FISH-numbered spaces, between a FISH-numbered space and a vehicular pick-up/drop-off lane, or adjoining covered walkway. Do not assign space numbers to concrete stoops, porches, or recessed entrances below exterior soffits or roof overhangs.
- c. First floor covered walkway(s) will all be numbered 001, regardless of the building number with which they're associated.
- d. Second floor covered walkway(s) will all be numbered 002, regardless of the building number with which they're associated.