- Ä̃ Room Names should be should in conjunction with the Tririga-FC Room/Space Tag and set on the A-AREA-IDEN layer and By Layer Text Style.
- Ä̃ Re-use old or existing room name in renovation projects if space function is remaining the same and is not in conflict with current numbering scheme and flow
- Ä̃ When new construction happens in an area, re-use the old Room Numbers, is acceptable if they are in the ranges. When adding new numbers, check availability and maintain the room number sequence

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The guidelines in this section should be followed as closely as possible when assigning numbers to individual rooms.

Room Numbering on campus is indicated with (5) digits, i.e., 01101
Use 3-digit numbers (plus optional alpha suffix) consistently throughout the building. IE 112, 313, or 112A, 313A
In existing buildings follow the existing naming conventions (i.e., wing numbers)
Rooms shall be numbered with a five-digit number, where the first digit may be optionally replaced with the letter "B" or "G" (see floor numbering above); at lower-level floors building. With an optional letter suffix, the maximum length of a room number is 5 characters. I.e., 0B101 or GL102
Three-digit numbers may be used for buildings first floor31;Cej0L1B"3EECrj"1:E;3Lxl

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Room numbers shall be coordinated so that even numbers are on one side of a corridor and odd numbers are on the other side. (In more complex designs, or where the availability of numbers is limited, the odd-even format can be abandoned if consecutive numbering results in a more logical scheme.)

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In some instances, room numbers on one side of a corridor shall be skipped to maintain succession with the room numbers on the opposite side of the corridor. This may occur, for example, when a suite of rooms or large space is accessed through a single door and there are no other doors on that same side until further down the corridor. This will allow for future renovations that may convert suites or large spaces into separate or small rooms with a corridor door.

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When a corridor contains large rooms such as classrooms, meeting rooms, etc. on both sides of the corridor, room numbers shall be skipped to allow for future renovation of a large space into smaller spaces. Sufficient numbers shall be reserved to allow for the large spaces to be divided into standard size office spaces.

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Numbering systems on all floors should be similar as much as possible, even when the floor plans are significantly different. To the greatest extent possible, and without creating other inconsistencies, rooms with the same digits in the last positions should be in the same position in the building. Thus, 0B001, GL001, 01101 ,02201, etc., occur in a vertical stack.

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Rooms entered from a main corridor or lobby are numbered with no letter suffix. When rooms open off another room and not from a corridor (such as in a suite of offices), use the number of the first room with a letter suffix (example: Reception 301, Office 301A, Office 301B, Office Storage 301C). Assign suffix letters in the order rooms are encountered and, where possible, in the same direction as the overall numbering sequence. Only a single suffix is allowed; thus, in the case where the first room already has a suffix, the next alphabetic designation shall be used. Avoid the letters "I" and "O" which

In addition to rooms, all interior spaces that can be directly accessed, such as corridors, vestibules, stairwells, elevator shafts, and accessible pipe spaces shall be numbered in a manner as consistent as possible with standard room spaces. Where doors or walls separate different areas of these spaces, each area shall receive its own unique number