

Room numbering:

Room number Changes on any Renovation Project in any University of Connecticut Building done by in-house or Designers or University Staff must be cleared through Alexandria Roe, Director of Planning & Project Development.

LOBBIES, VESTIBULES, CORRIDORS, STAIRS, ELEVATORS, ETC.

- # 0 0 A A

|----- Single or Double Letter Suffix:
| First Letter indicates **additional room/closet** in the **main room**.
| | | Second Letter indicates **any room/closet**, if existing, in **additional room**.
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| | |----- Two Digit Room Number
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| |----- Single Letter/Digit Number – Assumes no more than 9 floors above ground.
| Increases to two digits when 10 or more floors or if there is a sub-basement.
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| SB – Sub-Basement
| B – Basement
| G – Ground Floor (only needed if entries exist on two levels)
| PH – Penthouse
| R – Roof
| AT - Attic
| 1 – First Floor
| 2 – Second Floor
| Etc.
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|----- Two or Three Digit Building Number or Code – if needed (Not required for floor plans.)

Circulation Areas and Building Service Areas

Two or Three Letters with Floor Number between the Letters.

First Letter indicates **type** while **Second Letter** indicates **location**.

C1A – First Corridor on first floor (“C” designates corridor)
C1B – Second Corridor on first floor, etc. (C2B – 2nd floor, second corridor)
S1A – First Stair on floor (where “S” designates stair)
S1B – Second Stair on floor, etc. (S2A – 2nd floor, first stair)
E1A – First Elevator on floor (where “E” designates elevator)
L1A/V1A – First Lobby/Vestibule on floor, etc. (V2B – 2nd floor, 2nd vestibule)
RR1A – First Restroom on floor, etc. (RR2B – 2nd floor, second restroom)
Etc.