

102.110 – ROOM NUMBERING GUIDELINE**PART 1 - INTRODUCTION****1.01 GENERAL**

- A. This guideline serves to identify the fundamental requirements associated with the numbering of rooms for all BJC facilities.
- B. This guideline has been developed by BJC Planning and Design in conjunction with BJC Sign Shop.
- C. This guideline has been developed to deliver a consistent wayfinding experience across all BJC facilities.
- D. BJC Planning, Design, Construction and Real Estate communicates project-related room numbering and way-finding needs with BJC Sign Shop. BJC Sign Shop coordinates the room numbering and interior signage for projects, unless otherwise directed. While BJC Sign Shop takes the lead role in most of these activities, the design team (architect and engineer) and construction team are still responsible for coordinating and supporting the room numbering to ensure a successful project. Therefore, it is imperative for the design team to work closely with the BJC Design Project Manager, Construction Project Manager and BJC Sign Shop to number rooms in accordance with these guidelines and with approval from BJC Sign Shop.

PART 2 - GUIDELINE**2.01 GENERAL**

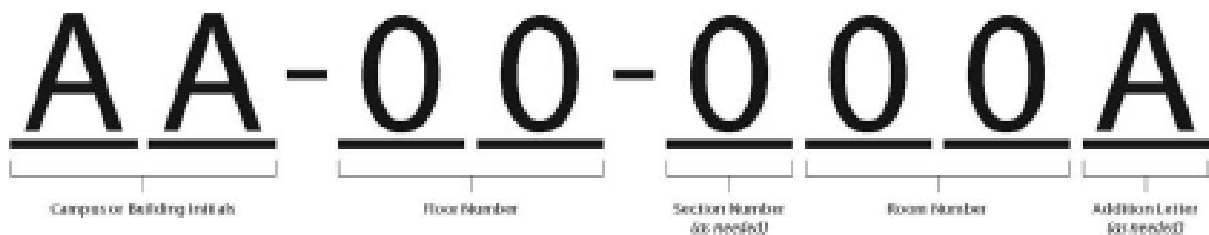
- A. The primary function of this guide is to serve as a wayfinding tool for BJC HealthCare facility staff. These guidelines create a floor and room numbering scheme by building, so the numbers flow through each building, and campus-wide, in a consistent, comprehensible, and user-friendly pattern. Questions regarding the building systems room numbering guidelines should be directed to BJC Sign Shop at signshop@bjc.org. The Building Systems Room Numbers are used for the following, but not necessarily limited to:
 - 1. Clinical Asset Management (CAM) – Locate Equipment
 - 2. Information Services (IS) – Locate Equipment
 - 3. Heating, Ventilation and Air Conditioning (HVAC) – Valve Location
 - 4. Fire Alarm System

2.02 NUMBERING METHODOLOGY

- A. The first set of characters is used to identify the building or campus. This will consist of letters, typically being an abbreviation of the building or campus. For example, Barnes Jewish West County would be “BW” for Barnes West.

- B. The next set of characters will identify the floor and will always be a two digit number. For example, a room located on the third floor at Barnes Jewish West County will look like this, “BW-03.”
- C. The final set will consist of three to four characters. The first character will identify the section (or wing) of the floor plan in which the room is located. Sections will be determined on a project-by-project basis. The next two characters will be a two-digit room number starting with “01” which would be the first room of the section. If a section number is not required, the room number will be a three-digit number, starting with “001.”
- D. If needed, a letter will be added to the end indicating an ancillary space to an adjacent room. For example, an alcove outside of the ninth room of section two, on the third floor at Barnes Jewish West County would look like this, “BW-03-209A.”

Example. Room numbering outline – typical conditions.



2.03 ROOM NUMBERING

- A. Each room shall have only one number, regardless of the number of doors entering into it.
- B. Each room number within a building must be unique.
- C. Rooms in similar locations on different floors shall have similar room numbers so that room numbers are coordinated on a vertical basis (stacked) as well as a horizontal basis throughout the entire building. To the greatest extent possible, without creating other inconsistencies, rooms with the same digits in the last positions shall be located in the same position in the building. Thus, 01, 101, 201, etc. occur in a vertical stack.
- D. Room numbering shall generally commence from the main entrance (or point of entry) and proceed in a clockwise fashion.

Example. Room numbering flow by floor.



- E. All elevators will be labeled with the assigned Call Number given by facilities.
- F. All stair wells and shafts will be labeled with Life Safety Numbers.

Example. Room numbering outline – stairs.



2.04 FLOOR NUMBERING

- A. Floor levels 1 through 9 are represented with two digits on the floor plans (01, 02, 03, etc.), but building signage should not be created in this manner.
- B. Multi-level building shall use the following floor level numbering structure:

03	Third level above grade
02	Second level above grade
01	First level substantially above grade
L1	First level fully below grade
L2	Second level below grade

PART 3 - DOCUMENTATION**3.01 GENERAL**

- A. Architect shall identify room numbers in accordance with this guideline. Coordinate with BJC Sign Shop.

PART 4 - SUPPORTING INFORMATION – Not used.**END OF DOCUMENT**

RESPONSIBILITY MATRIX

The following matrix identifies those individuals, roles or departments responsible for maintaining the accuracy of the information and those responsible for providing input. Refer to Preface for detailed explanation.

	BJC HealthCare													Hospital/Entity				
	PD&C						Clinical Asset Management (CAM)	Risk Management	Real Estate	Ergonomics	Infection Prevention (IP)	Info Systems, Data, Telecom (IS)	Other:	Standards Review Committee	Facilities Engineering	Housekeeping	Security	Other:
	Corporate Architect	Corporate Engineer	Director of Planning	Director of Design	Director of Construction	Sustainability Project Manager												
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Secondary Authorship	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DOCUMENT REVISION HISTORY

The following table indicates the date the document originated and any subsequent revisions.

102.110 – Room Numbering Guideline		
Issue	Description of Issue	Prepared by
2012 v1	Original Issue	G. Zipfel
2012 v2	Update and added sign index	G. Zipfel
2016	reissued	G. Zipfel
2018v1	Updated	G. Zipfel