

BUILDING, FLOOR, ROOM, STAIRWAY
AND ELEVATOR DESIGNATIONS
Design Standard

PART 1 GENERAL**1.1 PURPOSE:**

Designations of buildings, floors, rooms, stairways and elevators are important elements in wayfinding on a college campus. SMCCCD's goal is to establish naming and numbering protocols that are consistent and naturally intuitive for all end-users including students, faculty, staff and visitors.

To accomplish this, we sought counsel from a group of informed individuals, including environmental graphics professionals, campus planners, as well as representatives from our colleges' Disabled Students Programs & Services (DSP&S). The result was a framework from which to consider how to use designations to create a universally accessible campus, easily navigable for those with physical and cognitive disabilities, as well as those campus visitors and occupants who are generally considered able. The following Design Standard is based on those findings.

PART 2 PRODUCTS**2.1 EACH SMCCCD CAMPUS IS DIFFERENT**

A separate designation schema for each college has been developed, which is delineated below. Designers shall become familiar with the designation schema for the project on which they have been engaged, and shall review conceptually with the Project Manager in the early Schematic Design phase the designations to be applied for that project. Final approval of the proposed designations shall be by the Executive Director of Construction Planning or the Vice Chancellor of Facilities.

2.2 CAÑADA COLLEGE**A. Building Designations**

1. Building numbers and names are assigned by the Executive Director of Construction Planning or the Vice Chancellor of Facilities, in coordination with the College administration.

B. Floor Designations

1. Floor numbering will begin with the lowest occupied floor as the first floor, regardless of elevation relative to the central/main quad.
2. If the building has a wholly unoccupied basement, then that floor may be designated "basement" rather than "first floor".

C. Room Designations

1. First floor room numbers will be the 100 series; second floor rooms will be the 200 series, third floor rooms will be the 300 series, etc. However, century numbers (100, 200, etc.) are not to be used.
2. Basement rooms will be designated with two-digit room numbers (e.g., 01, 02, 03, etc.)
3. Rooms will be designated by the building number followed by the room number, separated by a hyphen (e.g., 13-110).
4. Divide the floor into decades. From the point of entry on the floor (principal entrance, elevator/stair), assign decades along major circulation routes to facilitate way finding (e.g., 110—130 north, 140-160 east). In general, work counterclockwise.
5. Assign whole numbers to rooms with an entrance on a public circulation lobby or corridor.
 - a. Assign alpha suffixes to rooms whose sole access is from within a room (e.g., if there are rooms within room 110, the inner rooms shall be designated room 110A, 110B, etc.). Skip letters I and O.
6. Create number intervals to allow future assignments should subdivision occur.
7. Assign numbers in sequence. Do not break numbering sequence for user preference.

8. In general, keep even numbered rooms on one side of each corridor, and odd numbered rooms on the opposite side.
 - D. Stairway Designations
 1. In general, stairways are to be identified by building number and the predominant cardinal direction of its placement in the building.
 - E. Elevator Designations
 1. In general, elevators are to be identified by building number and the predominant cardinal direction of its placement in the building.
- 2.3 COLLEGE OF SAN MATEO
- A. Building Designations
 1. Building numbers and names are assigned by the Executive Director of Construction Planning or the Vice Chancellor of Facilities, in coordination with the College administration.
 - B. Floor Designations
 1. Floor numbering will begin with the lowest occupied floor as the first floor, regardless of elevation relative to the central/main quad.
 2. If the building has a wholly unoccupied basement, then that floor may be designated “basement” rather than “first floor”.
 - C. Room Designations
 1. The main mall of the campus (also referred to as the “spine”) is the major reference axis for the campus and is considered a visual way finding cue. In general, the campus buildings are arranged along the spine and all have an entrance from the spine. The spine runs in a North-South direction.
 2. The majority of buildings are planned with a central, double-loaded corridor with all rooms emptying out into the central corridor.
 - a. First floor room numbers will be the 100 series; second floor rooms will be the 200 series, third floor rooms will be the 300 series, etc. However, century numbers (100, 200, etc.) are not to be used.
 - b. Basement rooms will be designated with two-digit room numbers (e.g., 01, 02, 03, etc.)
 - 1) Rooms will be designated by the building number followed by the room number, separated by a hyphen (e.g., 14-110).
 - c. Divide the floor into decades. From the point of entry on the floor (principal entrance, elevator/stair), assign decades along major circulation routes to facilitate way finding (e.g., 110—130 north, 140-160 east).
 - d. Assign whole numbers to rooms with an entrance on a public circulation lobby or corridor.
 - e. Assign alpha suffixes to rooms whose sole access is from within a room (e.g., if there are rooms within room 110, the inner rooms shall be designated room 110A, 110B, etc.). Skip letters I and O.
 - f. The alpha suffix shall be assigned in a clockwise or counter-clockwise direction:
 - 1) For buildings on the west side of the spine, either north-south or east-west orientation, the alpha-suffixed interior rooms are assigned a letter suffix in a counterclockwise pattern.
 - 2) For buildings on the east side of the spine, either north-south or east-west orientation, the alpha-suffixed interior rooms are assigned a letter suffix in a clockwise pattern.
 - g. Create number intervals to allow future assignments should subdivision occur.
 - h. Assign numbers in sequence. Do not break numbering sequence for user preference.
 - i. For buildings oriented in a North-South direction
 - 1) Low numbered rooms are at the north end of the building progressing to the high numbered rooms at the south end of the building.
 - 2) Even numbered rooms are the rooms closest to the spine and odd numbered rooms are on the opposite side of the building interior corridor and on the side of the building furthest from the spine.

- 3) Where the whole building is on the west side of the spine:
 - 4) Even numbered rooms are on the east side of the building.
 - j. Odd numbered rooms are on the west side of the building.
 - 1) Where the whole building is on the east side of the spine:
 - k. Even numbered rooms are on the west side of the building
 - 1) Odd numbered rooms are on the east side of the building.
 - l. For buildings oriented in an East-West direction
 - 1) Low numbered rooms are at the end of the building furthest from the spine progressing to the high numbered rooms closest to the spine.
 - 2) Where the whole building is on the west side of the spine:
 - 3) Low numbered rooms are on the west side of the building progressing to the high numbered rooms on the east side of the building.
 - 4) Where the whole building is on the east side of the spine:
 - 5) Low numbered rooms are on the east side of the building progressing to the high numbered rooms on the west side of the building.
 - 6) Even numbered rooms are on the north side of the building and odd numbered rooms are on the south side of the building.
 - m. For buildings whose orientations are neither north-south nor east-west (e.g., Building 33 Child Development Center, Building 34 Butler Building), or whose circulation is other than the simple double-loaded corridor (e.g., Building 1, Building 8 Gymnasium, Building 9 Library/KCSM), apply the most intuitive adaptation of these guidelines.
- D. Stairway Designations
- 1. In general, stairways are to be identified by building number and the predominant cardinal direction of its placement in the building.
- E. Elevator Designations
- 1. In general, elevators are to be identified by building number and the predominant cardinal direction of its placement in the building.
- 2.4 SKYLINE COLLEGE
- A. Building Designations
- 1. Building numbers and names are assigned by the Executive Director of Construction Planning or the Vice Chancellor of Facilities, in coordination with the College administration.
- B. Floor Designations
- 1. Floor numbering will begin with the lowest occupied floor as the first floor, regardless of elevation relative to the central/main quad.
 - 2. If the building has a wholly unoccupied basement, then that floor may be designated "basement" rather than "first floor".
- C. Room Designations
- 1. First floor room numbers will be the 100 series; second floor rooms will be the 200 series, third floor rooms will be the 300 series, etc. However, century numbers (100, 200, etc.) are not to be used.
 - 2. Basement rooms will be designated with two-digit room numbers (e.g., 01, 02, 03, etc.)
 - 3. Rooms will be designated by the building number followed by the room number, separated by a hyphen (e.g., 6-110).
 - 4. Divide the floor into decades. From the point of entry on the floor (principal entrance, elevator/stair), assign decades along major circulation routes to facilitate way finding (e.g., 110—130 north, 140-160 east).
 - 5. Assign whole numbers to rooms with an entrance on a public circulation lobby or corridor.
 - 6. Assign alpha suffixes to rooms whose sole access is from within a room (e.g., if there are rooms within room 110, the inner rooms shall be designated room 110A, 110B, etc.). Skip letters I and O.
 - 7. Create number intervals to allow future assignments should subdivision occur.
 - 8. Assign numbers in sequence. Do not break numbering sequence for user preference.

9. In general, keep even numbered rooms on one side of each corridor, and odd numbered rooms on the opposite side.
10. Building 1
 - a. Floor 2: numbering sequence begins at quad entrance, one clockwise circle around courtyard and another clockwise circle in east wing.
11. Building 2
 - a. Floor 2, Student Services: numbering sequence begins at quad entrance, one clockwise circle sequentially.
12. Building 3
 - a. Double loaded corridors are non-linear, which creates blocks of rooms.
 - b. Room numbering starts sequentially at the east end and progresses westward.
 - c. Odd numbers are on the left and even numbers on the right.
13. Building 5 Library
 - a. Numbering sequence begins at quad entrance, one counterclockwise circle sequentially.
14. Building 6
 - a. Numbering sequence begins at the north end of the building at the main entrance, and progresses southward.
 - b. There is a double loaded corridor. Odd numbers are on the left and even numbers are on the right.
15. Building 7 Science
 - a. Numbering sequence begins at south end where Building 8 transitions to Building 7, and progresses north toward Building 7A.
 - b. Floors 1 and 3 have linear double-loaded corridors; odd numbers are on the left, even numbers are on the right.
 - c. Floor 2 has a linear double-loaded corridor that leads into a circular double-loaded corridor. On the linear section, odd numbers are on the left and even numbers are on the right. On the circular section, odd numbers are on the west side and even numbers are on the east side.
16. Building 7A Science Annex
 - a. Numbering starts sequentially at the south end of 7A, continuing from Building 7, and progresses toward the north.
 - b. There is a double loaded corridor. Odd numbers are on the left and even numbers are on the right.
17. Building 8
 - a. Numbering starts sequentially at southwest end of the building, since the west entrance is a primary entrance from the parking lot.
 - b. Auto Tech is a separate wing, so numbering begins there and increases linearly through the space.
 - c. Once at the main building with double loaded corridor, numbering continues but with odd numbers on the left and even numbers on the right as the numbers increase.
18. Building 9
 - a. Numbering sequence begins at the south end and runs linearly to the north.
19. Building 10
 - a. Numbering sequence begins at the south end and runs linearly to the north.
- D. Stairway Designations
 1. In general, stairways are to be identified by building number and the predominant cardinal direction of its placement the building.
 - a. Buildings 8, 7 and 7A
 - 1) There are 6 stairways in the complex.
Stair designations:
 - a) Stair 7 North
 - b) Stair 7 Central
 - c) Stair 7 Southeast
 - d) Stair 7 Southwest

- e) Stair 8 West
 - f) Stair 8 South
 - b. Building 3
 - 1) There are two stairs in the building, located at the east and west sides of the building.
Stair designations:
 - a) Stair 3 East
 - b) Stair 3 West
 - c. Building 6
 - 1) There is only one internal stair.
 - 2) No stair designation assigned.
- E. Elevator Designations
- 1. In general, elevators are to be identified by building number and the predominant cardinal direction of its placement in the building.

2.5 APPROVED MANUFACTURERS:
Not Applicable

PART 3 EXECUTION

3.1 SUBSTITUTES ALLOWED:
Not Applicable

3.2 ASSOCIATED DESIGN STANDARDS AND CONSTRUCTION SPECIFICATIONS
Not Applicable

END OF SECTION