INTERNATIONAL STANDARD

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Second edition
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Construction drawings — Designation systems —

Part 2:
Room names and numbers

Dessins de bâtiment — Systèmes de désignation —
Partie 2: Noms et numéros de pièces

ISO 4157-2:1998(E)

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

International Standard ISO 4157-2 was prepared by Technical Committee ISO/TC 10, *Technical drawings, product definition and related documentation*, Subcommittee SC 8, *Construction documentation*.

This second edition cancels and replaces the first edition (ISO 4157-2:1982), which has been technically revised.

ISO 4157 consists of the following parts, under the general title *Construction drawings — Designation systems*:

— *Part 1: Buildings and parts of buildings*

— *Part 2: Room names and numbers*

— *Part 3: Room identifiers*

1 Scope

This part of ISO 4157 specifies requirements for designation systems for rooms, areas, spaces, and voids in buildings by room names and numbers. It is intended for identification of rooms in the daily use of the buildings.

For identification of rooms in a project throughout its life-cycle, i.e. conception, programming, planning, erection, maintenance, remodelling and demolition phases, see ISO 4157-3.

2 Normative reference

The following standard contains provisions, which through reference in this text, constitute provisions of this part of ISO 4157. At the time of publication, the edition indicated was valid. All standards are subject to revision, and parties to agreements based on this part of ISO 4157 are encouraged to investigate the possibility of applying the most recent edition of the standard indicated below. Members of IEC and ISO maintain registers of currently valid International Standards.

ISO 4157-1:1998, *Construction drawings — Designation systems — Part 1: Buildings and parts of buildings.*

3 Definitions

For the purposes of this part of ISO 4157, the definitions given in ISO 4157-1 apply.

4 Room number principle

4.1 Logical order

Room numbers shall be assigned to all rooms on each floor in a logical order, preferably consecutive, starting with number n01 (where n indicates floor number) within the limits of all the parts of the building. Such limits need not be physical walls, so that outdoor or covered areas which are appropriate to include in the numbering system may be assigned room numbers, e.g. an enclosed garden, a pool area, a carport, a covered loggia and in-between spaces.

4.2 Separate buildings

If several buildings are included in one building project, room numbers shall be allocated independently to each building in accordance with 4.1. Separate buildings may be adjacent to each other, and may be interconnected by doors or openings.

4.3 Indication on drawings

4.3.1 General

The room numbers and the assigned room names of the rooms shall be indicated within each room on the appropriate drawings (see figure 1).

324 RECEPTION	325 STAIRCASE	326 CONFERENCE ROOM

Figure 1 — Example of room names and numbers in the third storey

For clarity, room numbers and room names shall be underlined on drawings.

In the physical building, the identical designation (e.g. as shown in figure 1) shall be posted clearly at the door or by the opening to the respective room, however not underlined. This does not apply in reverse, e.g. from an office back to the corridor.

4.3.2 Small rooms

In small rooms, it is sufficient to indicate only the room numbers on drawings, as shown in figure 2.

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Figure 2 — Example of a small room without room name

However, the room names of such small rooms shall be indicated in tabular form on the same drawing sheet, unless a symbol meaning toilet, sink, clothes rack, etc., clearly advises its use.

4.4 Numbering rules

4.4.1 Room number

A room number should preferably be given as a two-digit number preceded by the floor number of the building. The two-digit numbers are consecutive numbers, allocated to each room in the storey in question.

EXAMPLE

Floor 1: Room numbers 101-199

Floor 2: Room numbers 201-299

Floor 3: Room numbers 301-399

..

EXAMPLE

Floor 1:   Room numbers 11-19   or 1001-1999

Floor 2:   Room numbers 21-29   or 2001-2999

Floor 3:   Room numbers 31-39   or 3001-3999

..

Floor 17:   Room numbers 171-179   or 17001-17999

etc.

4.4.2 "ROOM 0" principle

No room shall be numbered zero on any floor, i.e. room numbers such as 20, 300, 4000 shall not be used for rooms. Such room numbers are reserved for the eventual need to number the exterior of a building. "ROOM 0" shall be the engulfing exterior on all sides.

EXAMPLE 1

"ROOM 300" means the exterior of the third floor.

EXAMPLE 2

A wall between 300 and 317 is an exterior wall between room 317 and the outside, just as a wall between 317 and 319 is an interior wall between rooms 317 and 319.

4.4.3 Alphanumeric rule

Four-digit room numbers shall not be interspaced or interpunctuated.

Rooms on the ground floor, mezzanine, in basement, under grade level, etc., may be assigned room numbers such as G01, M02, B03 or U04 to comply with the floor designation.

EXAMPLES

Floor G: Room numbers G01-G99

Floor B: Room numbers B01-B99

4.5 Numbering sequence

4.5.1 Direction of numbering

Room numbering for each floor shall be done so that orientation in the building is facilitated. It should be done clockwise in the order that the rooms are reached from the main entrance or in an alternative logical order.

In buildings such as hotels, or in countries where such numbering is conventional, rooms should be numbered in an ascending order on both sides of a corridor in a zig-zag manner.

4.5.2 Omission of room numbers

Room numbers may be omitted from a complete succession if judicious logic permits, e.g. rooms in three wings from one elevator may be numbered 401 - 426, 431 - 452, and 461 - 474, omitting several room numbers for the sake of clarity or a future reserve.

4.5.3 Vertical shafts

It is advisable, if possible, that staircases, elevator shafts, etc., be allocated the same room numbers on all floors:

EXAMPLE

Floor 1: 112 STAIRCASE, or 113 ELEVATOR

Floor 2: 212 STAIRCASE, or 213 ELEVATOR

Floor 3: 312 STAIRCASE, or 313 ELEVATOR

..

Floor 17: 1712 STAIRCASE, or 1713 ELEVATOR

etc.

4.6 Small rooms and spaces

Small rooms, such as toilets, shall be provided with room numbers. Spaces, such as cupboards, may be allocated the number of the room in which they are situated followed by a lower-case letter as the appropriate suffix (see figure 3).

337 BEDROOM | 337 a

Figure 3 — Example of a room with closet

4.7 Additional rooms

If a new room is added so late in the design process that the room numbering is already allocated, this additional room shall be given the next available unused room number for that floor, without regard to a logical geometrical order and numbering sequence. This is done to avoid confusion, and may be revised at the next thorough reallocation of room numbers throughout the building.

4.8 Fusion of rooms

There may be logical gaps in a room-numbering sequence. When rooms are combined into one room, the resulting room shall keep the lower number.

EXAMPLE

Rooms 127, 128 and 134 are combined into room 127. The resulting absence of 128 and 134 constitutes a logical gap.

4.9 Combination of rooms

If three or more rooms are rebuilt into two or more rooms, the lowest room numbers available shall be used for the resulting rooms. However when existing doors and door signs are left untouched, the existing room numbers shall be kept.

4.10 Basements and attics

Spaces in basements and attics shall be given room numbers starting with their appropriate floor number in accordance with ISO 4157-1.

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