Basic Principles for Room Numbering of MUSC Facilities

In 1999, the firm of Wilbur Smith & Associates, who had the University's signage contract for years, was retained to review the room numbering problems and develop guidelines for the best way to correct deficiencies, e.g., room numbers were not matched to the space database, room numbers themselves were incorrect, and lack of room signs hindered patient and student-related activities.

The policy is that no room numbers within a MUSC facility may be assigned or changed without consulting with the Office of Engineering and Facilities (“E&F”). Changes to existing room numbers or the assignment of new room numbers must be coordinated with E&F to ensure consistency in wayfinding logic, to maintain the integrity of our room numbering system, and to provide a standard procedure to keep MUSC facility drawings accurate and up-to-date.

Important factors in considering room numbering:

- Correct and consistent room numbering is a necessity for the safe and efficient operation of MUSC facilities, therein requiring special attention.

- A logical and correct room numbering system is essential for daily operations, e.g., the deliveries of materials, supplies and mail, and the convenience of easily locating persons and/or departments within MUSC.

- Public signs must have the appropriate letter prefix of the building to the assigned room number and not solely the room number.

- Room numbers must be consistent in all operations into a number of dependent data systems campus-wide, e.g., Engineering & Facilities, Planning, Hospital Facilities & Maintenance, Public Safety, Communications, Risk Management, and Fixed Assets.

- Additional signage, e.g., directories and overheads must be consistent with other signage used for wayfinding.

- Due to the fact that our campus is very large and complex, with some areas having connected buildings, it is important that personnel refer to building names and room numbers (including the prefixes) when spaces are referenced.

Revised March 2012