

Do's and Don'ts

a. Do:

1. Do number all accessible spaces including corridors, lobbies, stairwells, closets, elevator shafts, etc.
2. Do number all exterior covered unenclosed spaces, whether walled or not.
These spaces are not always connected to a building.
3. Do use an ascending numbering scheme when possible.
4. Do use the even on one side and odd on another when in a building or corridor that permits this scheme.
5. Do use spacing intervals to permit for future subdivision or growth.
6. Do consider all accessible levels of a building as a level.
7. Do use building name in the terminals and boarding areas.
8. Do use building number in all non-terminal buildings.
9. Do apply this document to any new spaces on the Airport campus.

d. Don'ts:

1. Do not number spaces one side of a hallway and back down the other side.
Use the ascending number scheme.
2. Do not leave an accessible space as un-numbered.
3. Do not use hyphens, or space, or any other non-alphanumeric character other than the decimal point (".") in the space number.
4. Do not use "arrivals" or "departures" as part of a space number.
5. Do not renumber a space that has already been numbered.