



# Illinois Department of Corrections

## Administrative Directive

Number: <b>05.02.124</b>	Title: <b>Assignment of Room Numbers</b>	Effective: <b>5/1/2021</b>
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<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i> <b>Rob Jeffreys</b> Acting Director
<b>Supersedes:</b>	05.02.124 effective 3/1/2021

<b>Authority:</b> 730 ILCS 5/3-2-2	<b>Related ACA Standards:</b>
<b>Referenced Policies:</b>	<b>Referenced Forms:</b>

### I. POLICY

All Department-owned correctional facilities shall implement a program for the assignment of room numbers to all areas of buildings.

### II. PROCEDURE

#### A. Purpose

The purpose of this directive is to establish a written procedure to ensure the assignment of room numbers to all areas of buildings, including areas not generally considered rooms, e.g., corridors.

#### B. Applicability

This directive is applicable to all Department-owned correctional facilities.

#### C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

#### D. Requirements

The Chief Administrative Officer shall ensure compliance in assignment of room numbers in accordance with the provisions established in this directive.

**NOTE:** Any Department-owned correctional facility with buildings or areas that had room numbers assigned prior to operation as a Department facility shall have those buildings or areas excluded from the requirements herein.

- The following notations shall be used in the assignment of room numbers:

Room		Room	
B01-2-3	Basement	401-2-3	Fourth Floor
101-2-3	First Floor	501-2-3	Fifth Floor
201-2-3	Second Floor	R01-2-3	Roof Levels
301-2-3	Third Floor	P01-2-3	Penthouse

- The numbering of the rooms or areas shall be in a sequential clockwise manner and the numbering shall always start with the main entranceway being designated as 101. This shall be done in order to be able to determine the actual number of rooms or larger areas that are encompassed by the walls of the structure. (See Attachment A for a sample assignment of room numbers.)

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3. The alphabet shall be used to further define and locate areas within or adjacent to the prime or major areas of concern. The letters A thru Z, eliminating the letters I and O, are to be used for closets, wardrobes or areas within or leading from a specific prime room number designation. Letters are also to be used for corridors leading from the lobby or waiting area as well as areas such as alcoves, telephone niches, closets or vending machine areas.
    - a. The lobby or the waiting area relating to the entranceway, which shall be 101, shall be labeled 102 and all corridors or passageways leading from the area shall be designated 102-A, 102-B, etc., if there are two or more corridors. Closets or alcoves within these corridors shall be designated with consecutive alphabetical letters. Where the corridor or passage leads to another entrance, the secondary entrance shall receive the next highest room number designation which corresponds to the adjacent rooms.
    - b. Closets or alcoves within a room which have access only from that room, shall have the same number designation as the room with the additional letter, i.e., 106-A.
  4. The number for each building shall be recorded on the "As Built Drawings" or on whatever blueprints exist. An index of numbers and names, e.g., "101: Entranceway," "101-A: West Corridor," etc., shall be included.
  5. The notations used for designating the roof levels shall be standardized. The roof levels shall be designated as they increase, and the following assignments shall be made: R01 shall be assigned to the lowest level of the roof(s), R02 to the next highest level, R03 to the next highest, etc. The same principle shall apply to the penthouse using the notation P01, P02, etc.
  6. Room numbers assigned by the Capital Development Board for new facilities or structures will remain as permanent room numbers.
  7. Offender cells/rooms/dormitories shall be excluded from the room numbering system and will remain numbered as assigned by the facility.
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**Attachment A – Assignment of Room Numbers (Sample)**

