

# HUMBOLDT STATE UNIVERSITY

Facilities Management

707 826-3646 | PHONE  
707 826-5888 | FAX  
[facilitymgmt@humboldt.edu](mailto:facilitymgmt@humboldt.edu) | EMAIL  
707 826-4475 | ALT

Departmental Regulation: 011-141107

Title: Building Numbering

The following policy establishes a University building and physical asset numbering protocol:

- Building and physical asset numbers are assigned by Facilities Management for all properties owned or leased by the University and its related auxiliaries.
- Facilities Management also maintains records associated with the official California State University building and physical asset name. Building and physical asset naming is governed by California State University Executive Order and established University policy.
- Facilities Management shall consult with the Marking & Communications Office, the Office of Institutional Research & Planning as well as the Office of the Registrar regarding changes and/or additions to existing building and physical asset numbering and naming.
- The following numbering system is established for buildings and physical assets:
  - 001-199 Buildings and physical assets located on the main campus.
  - 200- 299 Buildings and physical assets located outside of the main campus.
  - 300- 399 Leased buildings and physical assets regardless of location.
- Land assets, located outside of the main campus, which do not include physical structures assigned a building number will be referenced to by official parcel number and name.

## REFERENCES

- N/A