



# Capitol Hill Hacks

## UNDERSTANDING ROOM NUMBERS

### House Office Numbering

House offices with three digits (i.e., room number 104) are located in the Cannon House Office Building (CHOB). The first number in the sequence will indicate the floor (i.e., room number 217 would be on the second floor).

House office numbers that are four digits and start with a 1 (i.e., room 1236) are located in the Longworth House Office Building (LHOB). The first number can be ignored. The second number will indicate the floor (i.e., room number 1381 will be on the third floor).

House office numbers that are four digits and start with a 2 (i.e., room 2046) are located in the Rayburn House Office Building (RHOB). The first number can be ignored. The second number will indicate the floor (i.e., room number 2102 will be on the first floor).

### Senate Office Numbering

Senate offices lead with an abbreviation of what building they are in. SR = Senate Russell Building, SD = Senate Dirksen Building, SH = Senate Hart Building. The numbers following the two letter abbreviation follow typical room numbering (i.e., the first number indicates which floor the room is on).

### Both House and Senate Numbering

0 = ground floor (i.e., room 2018 would be on the ground floor of Rayburn)  
B = basement (i.e., room SR-B65 would be in the basement of Russell)

### What is all that ringing?!

While on Capitol Hill, you will likely hear an electric bell system with by a blinking light. This system alerts members of Congress to important Congressional activity.

#### House Light and Bell System

- One long bell = Short quorum call
- Two bells = Votes
- Three bells = 15-min quorum call
- Four bells = Adjournment
- Five bells = 5-minute votes
- Six bells = Recess
- Twelve bells = Emergency Warning
- Seventh light = House in session

#### Senate Light and Bell System

- Red light = Senate in session
- One bell = Yeas and nays
- Two bells = Quorum call
- Three bells = Call of absentees
- Four bells = Adjournment
- Five bells = 7.5 minutes left to vote
- Six bells = Morning business concluded



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## GETTING AROUND THE CAPITOL

### Underground Tunnels

There is a system of underground tunnels that connects all three of the major House buildings (Cannon, Longworth, Rayburn), the Capitol, and the Senate buildings (Russell, Dirksen, and Hart). Anyone can use the tunnels between buildings in the same chamber (i.e., from House building to House building, or Senate building to building).

To utilize the Tunnel system, take the stairs or an elevator down to the “B” floor and follow the directional signage between buildings. Once you are in the basement of the building you are trying to access, you can take that building’s elevators or stairs to the floor you are navigating to. You do not have to go through security at each new building when using the tunnel system.

Senate Dirksen and Senate Hart are connected on almost all floors. We do not recommend using the tunnels to navigate between these two buildings.

### Riding the Capitol Subway/House to Senate Tunnels

There is a small subway train system and tunnels that run underneath the Capitol and connect the House and Senate side. You will need a staff escort to gain access to the pathways that connect the House side to the Senate side or vice versa. If you have a meeting in the other chamber soon after the meeting you are in, you can ask the office you are meeting with for a staff escort.

“My next meeting is in 30 minutes in the Senate. Is there anyone who would be available to help me get there so I am not late?”

***Staff are very busy! Please only ask for a staff escort if you really need one (i.e., you have 30 minutes or less to make it to a meeting in the other chamber.)***