

MONTCLAIR
STATE UNIVERSITY

**INTERIOR SIGNAGE
STANDARDS MANUAL**

July 2023

PROJECT NOTES

This manual addresses Montclair State University interior campus sign standards.

Document prepared by Capital Planning & Project Management
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PROJECT CONTACTS

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RECORD OF CHANGES

UPDATES/REVISIONS

2022-12-20	Updated ID-3, ID-4, BB-11
2022-12-20	Various Updates
2023-01-09	Sign Type Updates
2023-07-25	Sign Program Policy Updates

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PART A

INTERIOR SIGNAGE

Overview

MONTCLAIR STATE UNIVERSITY INTERIOR SIGNAGE MANUAL

INTRODUCTION

This Manual provides a cohesive set of standards, guidelines, and specifications for all interior signs on the Montclair State University campus. These guidelines include a compilation of specific drafting and design standards, plan and specification presentation, and review procedures to ensure construction documents properly convey the extent and character of work performed. The Interior Signage Manual facilitates the implementation of signage in new facilities, renovation projects and as a catalog for ordering replacements for damaged or outdated signage in cases where the program is already installed. These designs will be used throughout the University and serve to enhance its brand and improve overall campus aesthetic.

This document is intended to provide project managers and other interested parties a detailed description of the primary operating characteristics of the interior signage program at Montclair State University.

The manual is divided into the following parts:

PART A ABOUT THE SYSTEM

This section provides an overview of objectives, policies and strategies that were developed and approved by the University. It also outlines the levels of implementation of the signage standards as well as the tools and processes for maintaining the Signage System.

PART B GRAPHIC STANDARDS

Graphic elements (typography, colors and finishes, pictographs, and arrows) used in the sign system.

PART C SIGN TYPES AND SPECIFICATIONS

Each sign type shown with a drawing detailing typography, color, dimensions, materials and fabrication methods.

PART D MOUNTING AND INSTALLATION SPECIFICATIONS

Typical specifications for location placement and mounting during installation of signs.

PART E ADA RULES AND REGULATIONS

PART F EXAMPLE FORMS

Examples of messaging schedules and location plans.

SIGN PROGRAM POLICY

The Interior Signage Manual has been developed by the University Facilities Office of Capital Planning and Project Management of Montclair State University. Requests for all interior signs will be reviewed by the Office of Capital Planning and Project Management prior to fabrication and installation.

Signage must adhere to the standards outlined in this manual unless otherwise approved. Non-conforming or unauthorized signs may be subject to immediate removal. This is to ensure a consistent and easily navigable campus experience.

No sign is to be changed, obscured (either fully or partially), or tampered with in any manner without gaining express prior approval from University Facilities.

The Project Manager shall ensure that project consultants review and consult all applicable codes, regulations, and standards, and certify compliance of the contract documents for signage. Sign messaging shall be approved by the University prior to fabrication and installation.

When a small portion of an existing building is renovated, the signage shall match existing. When a large portion is renovated, the renovated portion shall follow the latest standards. New buildings and additions should follow the latest standards.

Directional signage updates for a particular building shall be completed in a consistent manner across all mediums (physical, digital, etc.).

PROCEDURES AND ADMINISTRATION

University Facilities is responsible for maintaining the Manual and the policies and procedures relating to assigning room numbers and signage in University buildings. These procedures ensure that room numbers are uniquely assigned within a building, signage conventions follow the University's rules and best wayfinding practices, statutory-compliant signage (federal, state, and city) is designed and installed, changes in room numbering are recorded in the database and on CAD floor plans, and that changes are reported to other University data systems in a timely fashion.

SIGNAGE INSTALLATION AND REPLACEMENT

The responsibility for the installation and maintenance of signage is shared by University Facilities and space occupants, following these guiding principles:

1. University Facilities is responsible for the installation and maintenance of statutory and wayfinding signage. This includes entrance, exit, elevator, stairwell signage, identification of restrooms, mechanical rooms and other service room areas, accessibility access and emergency egress signage as required by code. Renovation and construction project budgets are required to cover the expense of installing or replacing signs in the affected project area (see "Procedures for Signage Installation as Part of New Construction or Major Capital Project").
2. Space occupants are responsible for the expense of replacing and maintaining signage in program space. This includes office, conference room, classroom, and laboratory room identification signs, and any program-related informational signs such as directories or wayfinding signage. All work shall be completed in consultation with University Facilities.

PROCEDURES FOR REPLACING MISSING SIGNAGE

Requests to replace missing or damaged signs should be submitted to University Facilities who will carry out an on-site inspection to determine the need, scope, and cost of replacement signage. To request signage, please submit a work order via Maximo (<https://maximo.montclair.edu>). Include your department along with the desired sign location, messaging, and quantity in the request.

PROCEDURES FOR SIGNAGE INSTALLATION AS PART OF NEW CONSTRUCTION OR MAJOR CAPITAL PROJECT

1. The modification or installation of signage is a required expense of any renovation or construction project.
 - a. The project must cover the replacement of all signage in affected areas, including common area signage, wayfinding, and any code-required signage.
 - b. Signage must adhere to standards and be aesthetically compatible with the building. The Project Manager, in consultation with the A/E, manages design and installation of signage.
 - c. University Facilities/Capital Planning and Project Management is responsible for assignment or review of both room numbers and interior signage.
2. Signage requests should be made to University Facilities Capital Planning and Project Management.
 - a. For new construction, project A/E (or project consultant) will submit a written Signage Program specifying proposed family, style, and locations of signage to be installed in the building.
 - i. Submittals should include a schematic drawing (electronic, CAD-based) and sign schedule/room number inventory showing type of sign and sign message.
 - b. For renovations, general procedures include filling out the Information Planning Summary for Renovation Projects and providing schematics of space requiring signage and/or renumbering.
 - i. For larger renovations (full building or whole floors), provide a Signage Program as described for new construction.
 - ii. For smaller renovations (partial floor or a few rooms), show the proposed signage changes on the schematic drawing.
3. University Facilities Capital Planning and Project Management will review the Signage Program and provide comments and/or approval of the review process.
4. Any subsequent changes in the signage program should be reported to and approved by University Facilities Capital Planning and Project Management.
5. Prior to finalizing signage fabrication/installation plans, Capital Planning and Project Management will review the final signage schedule and sign prototype.

INTERNAL PROCEDURE PLAN

INTRODUCTION

Capital Planning and Project Management will ensure that the program is maintained and implemented accurately. University Facilities will clean, repair and coordinate fabrication of new signage when needed. A review process to approve signage requests to update and add to the system will ensure proper adherence to the standards.

PROCESS CHECKLIST

NEW SIGNAGE PROJECT/REQUEST FORM RECEIVED	→	<input type="checkbox"/> Send end user Signage Request Form
↓		
NEW PROJECTS ENTERED IN PROJECTMATES	→	<input type="checkbox"/> Receive approval from VP/Assoc. Provost's office <input type="checkbox"/> Internal Mockups and Building/Site Location Plan
↓		
REQUEST QUOTE FROM VENDOR	→	<input type="checkbox"/> Ask CPPM Project Manager for budget if not part of a Capital Project
↓		
RECEIVE P.O. AND SHOP DRAWINGS FROM VENDOR	→	<input type="checkbox"/> Ask minimum of two CPPM staff to review for approval <ul style="list-style-type: none"> • Reviewers chosen based on area of expertise or specialty • Project Manager must review if part of a Capital Project
↓		
RECEIVE FINAL END USER APPROVAL	→	<input type="checkbox"/> Receive final approval from VP/Dean/Assoc. Provost
↓		
DRAWINGS APPROVED & FABRICATION COMPLETE	→	<input type="checkbox"/> Schedule installation <input type="checkbox"/> Inform FM&E to remove existing signage and paint (if applicable) <input type="checkbox"/> Inform End User and Project Manager (if applicable) <input type="checkbox"/> Document completed work, upload photos to ProjectMates

NOTES:

- Individual requestors outside of Facilities should place signage request work order in Maximo, documenting the room name, number, building, and messaging to be included on the sign. CPPM will determine if work can be completed and verify that the request complies with signage standards.
- CPPM Project Managers are responsible for ensuring that the standards are followed and should obtain approval for any deviations from standards.
- All questions should be directed to the Space Management Coordinator within Capital Planning and Project Management.

DONOR RECOGNITION SIGNAGE

INTRODUCTION

Interior Donor Signage Guidelines are intended to ensure consistent and appropriate recognition of major donors, use of high-quality signage materials throughout all donor recognition applications, consistency with existing architectural and signage standards, and an adherence to existing university logo standards and graphic identity system.

PROCESS OVERVIEW

Donor recognition signage is a collaborative effort between University Development and Capital Planning and Project Management (CPPM). Once a donor recognition opportunity is identified, CPPM may assist in outlining basic project parameters such as anticipated timeline, project scope, budget, reporting schedule, and provide design input. CPPM will work with Development to evaluate the design and placement of individual donor and class gift recognition on campus, for building projects, or other donor signage even if the recognition is not part of a capital project. In conjunction with the end user, Capital Planning and Project Management will assist in determining signage requirements and planning based on the space conditions and signage standards.

All donor recognition signage on campus should be coordinated with University Facilities and must be reviewed by the Office of Capital Planning and Project Management. When appropriate, the Office of Capital Planning and Project Management may provide design services and produce design drawings for use by Development and/or the sign fabricator. The Office of Development is responsible for project coordination and will work with University Facilities for specific site location planning, design, and installation coordination. Capital Planning and Project Management will assist the Office of Donor Relations in managing donor/client expectations about such signage. Development is responsible for any supplemental material such as donor recognition plaques.

DEVELOPMENT/DONOR RELATIONS	→	Identifies donor recognition opportunity
CAPITAL PLANNING & PROJECT MANAGEMENT	→	Assesses location, develops concept and scope (demolition, signage, painting, repairs)
DEVELOPMENT/DONOR RELATIONS	→	Approves design concept
CAPITAL PLANNING & PROJECT MANAGEMENT	→	Design development
DEVELOPMENT/DONOR RELATIONS	→	Approves design
C.P.P.M. OR DEVELOPMENT/DONOR RELATIONS	→	Reaches out to vendor for quote
CAPITAL PLANNING & PROJECT MANAGEMENT	→	Prepares project budget requisition For Development
DEVELOPMENT/DONOR RELATIONS	→	Gets approval from President/Budget/V.P. Development
CAPITAL PLANNING & PROJECT MANAGEMENT	→	Creates account
DEVELOPMENT/DONOR RELATIONS	→	Enters Requisition and informs vendor of P.O.
DEVELOPMENT/DONOR RELATIONS	→	Coordinates installation with C.P.P.M./University Facilities if needed

NOTES:

- Signage should be appropriate to its immediate context while maintaining reasonable consistency in materiality, font, supports, etc. across campus.
- It is important to ensure visual harmony between donor recognition and wayfinding signage while meeting ADA and other state and federal mandates.
- There is no direct connection between the financial amount of a gift and the size and/or quantity of the associated recognition signage.
- No exterior or interior donor recognition signage shall be internally illuminated or backlit, as generally consistent with campus standards.
- No proposed designs shall be prematurely shared with external parties without prior coordination among the involved entities within the university.

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PART B

INTERIOR SIGNAGE MANUAL

Graphic Standards

TYPOGRAPHY

Typography is an important component of our identity system. When consistently used, it reinforces our brand recognition and visual style.

Helvetica Neue Condensed

ABCDEFGHIJKLMNOPQRSTUVWXYZ
 abcdefghijklmnopqrstuvwxyz
 0123456789

Helvetica Neue Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
 abcdefghijklmnopqrstuvwxyz
 0123456789

Helvetica Neue Bold Condensed

ABCDEFGHIJKLMNOPQRSTUVWXYZ
 abcdefghijklmnopqrstuvwxyz
 0123456789

APPROVED TYPE:

The standard typeface is Helvetica Neue. Approved styles within the Helvetica Neue family are Condensed, Bold, and Bold Condensed.

RAISED LETTERING:

All raised lettering, including Braille, shall be raised 1/32" and compliant with ADA regulations.

LETTER SPACING:

Careful and consistent letter spacing, or tracking, is critical for maximizing text legibility.

MEASUREMENTS:

When measuring the copy height, measure only the height of the capital letters to determine overall copy height. Certain lowercase letters can have ascenders and descenders extending beyond the average capital letter height and should not be used for measurement.

LINE SPACING:

When measuring line spacing, measure baseline to baseline.

COLORS AND FINISHES

The colors displayed here are solely for reference purposes and should not be used to color match. Field matching may be required and, if so, should be conducted prior to fabrication.

Substitutions are not allowed unless otherwise approved by a University representative.

STANDARD PALETTE



RED PMS 200C



BLACK



MATTHEWS BRUSHED ALUMINUM 41342SP



MATTHEWS BRILLIANT GOLD 46400SP

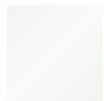


YKK COLONIAL RED

SPECIALTY/ALTERNATE PALETTE



NOVACRYL PERMAGLOW
(PHOTOLUMINESCENT)



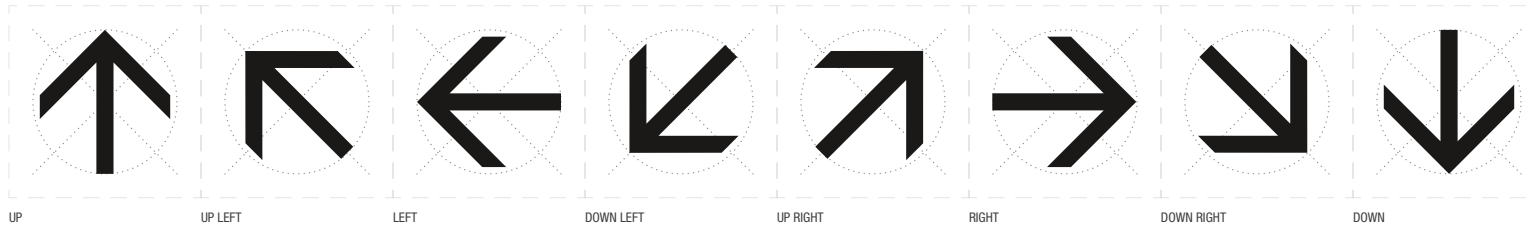
SATIN WHITE



SW 7675 SEALSKIN

ARROWS AND SYMBOLS

DIRECTIONAL ARROWS



PICTOGRAMS & ICONS



These arrows and pictograms should be used in all relevant instances across the system unless it is otherwise specified and should not be manipulated or distorted in any manner not specified in sign type drawings.

All elements shown are provided as vector-based digital graphics. Individual vector-based files can also be provided upon request.

A bounding box is offered with each arrow and pictogram to ensure correct placement and alignment with text on a sign. These are strictly intended to serve as a resource for design and should be removed prior to fabrication so as to not appear on the finished sign face itself.

ARROWS:

A specific standard arrow type has been selected in order to complement the typeface and should be used consistently on all directional signage.

SYMBOLS:

Symbols, or pictograms, serve as an important visual tool in communicating information. They help identify and/or give direction to public destinations and services within a building. Pictograms may be used as necessary and should not be altered from their original proportion or composition.

VIEWING DISTANCE GUIDELINES

Letter Height	Best Impact
1/4 inch	2-1/2 feet
1/2 inch	5 feet
3/4 inch	7-1/2 feet
1 inch	10 feet
1-1/2 inch	15 feet
2 inches	20 feet
3 inches	30 feet
4 inches	40 feet
5 inches	50 feet
6 inches	60 feet
7 inches	70 feet
8 inches	80 feet
9 inches	90 feet
10 inches	100 feet

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PART C

INTERIOR SIGNAGE

Sign Types and Specifications

FAMILIES OF INTERIOR SIGN TYPES

All permanent signage should fall into one of the main families which are divided as follows.

IDENTIFICATION SIGNAGE

Identification signs provide room numbers, department names, space uses, personnel names and other information. Signs that designate permanent rooms and spaces within a building shall comply with all applicable requirements for accessible signs.

BASE BUILDING SIGNAGE

Elevator Signage - Each elevator car in every building must be permanently marked to correspond with the building car position indicator. The car position indicator shall consist of numbers, letters or a combination identifying the position of each building elevator car by its shaft relative to the other elevator banks, one located on the east side of the building and one located on the west; if each elevator bank consists of four elevators, then car position indicators could consist of "1E", "2E", "3E", and "4E" for east side elevators, and "1W", "2W", "3W", and "4W" for west side elevators. Elevator hoistway entrances shall have raised and Braille floor designations provided on both jambs. This signage is to be provided by the elevator contractor.

Stairwell Signage - Stairwell entrances must be permanently marked to correspond with the stairwell identification. Identifications shall consist of a combination of letters and numbers that identify the position of the stairwell in the building relative to the other stairwells. If, for instance, a building has two stairways, one on the north side and one on the south side, then the identifications could be marked "N1", "N2", "N3", and "N4" for the north stairwell, and "S1", "S2", "S3", and "S4" for the south stairwell, for floors one through four respectively. Stairwell entrances must be permanently marked to display re-entry location information on the occupancy side where the stairs themselves are located.

Accessibility Signage - Facilities and elements that are required to be identified as accessible shall use the International Symbol of Accessibility. Inaccessible entrances within a building shall have directional signage to indicate the route to the nearest accessible entrance.

Means of Egress Signage - Accessible signage is required at exit doors, areas of refuge, and to provide directions to accessible means of egress. "Means of Egress" refers to the ability to exit a structure and is broken into three parts: the path of travel to an exit, the exit itself, and the areas of refuge. Exit doors require signage that complies with tactile and visual character requirements, while area of refuge and directional signs must comply with visual character requirements.

INFORMATIONAL SIGNAGE

Informational signs provide specific notices, situational warnings, and/or obligatory directions within a building. Regulatory signs notify of restricted activities or materials within a space.

WAYFINDING SIGNAGE

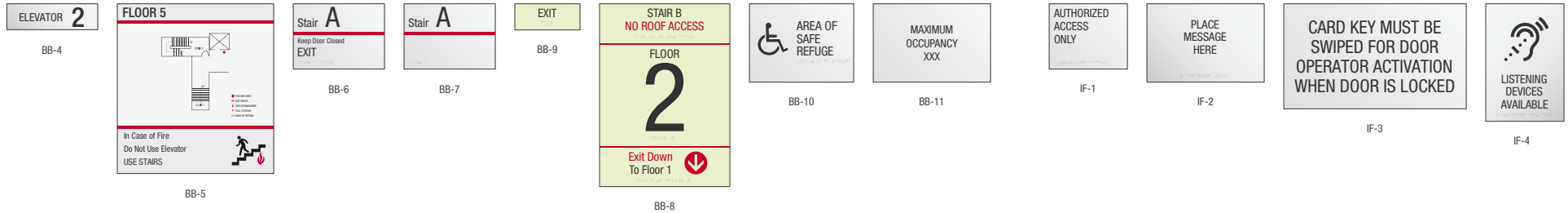
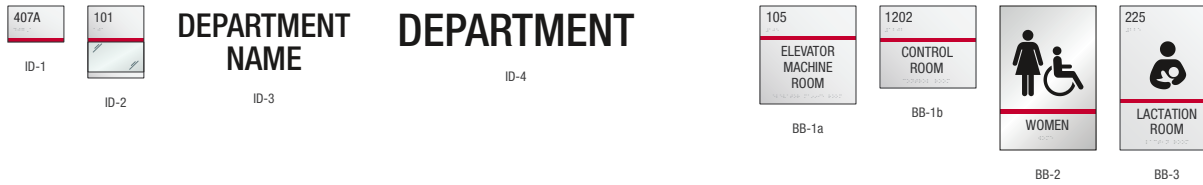
Wayfinding signs provide directional or building occupant information for guidance to a destination.

SPECIALTY/OTHER SIGNAGE

Miscellaneous signs may include temporary signs, donor recognition signs, commemorative plaques, construction signs, historic signs, or other special purpose signs for internal use.

NOTES:

- Drawings are provided solely for design intent. The fabricator is responsible for all details not included in the drawings and shall be responsible for ensuring that all messaging, including braille, is accurate and in compliance with ADA regulations and standards. Changes must be approved by the University prior to the sign's fabrication and installation.

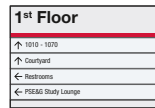


Building Name	
LEVEL 1	
ADP Center For Learning Technologies	
Center Of Pedagogy	1160
LEVEL 2	
Adjunct Faculty Office	
CEHS Technology Services	
Educational Foundations Department	
Educational Leadership	
RYTE Institute	
LEVEL 3	
Adjunct Faculty Office	
CEHS Student Success Center	
Center for Research & Evaluation on Education & Human Services	
Teaching & Learning Department	

IF-5

4th Floor	
←	CEHS Doctoral Students Study Lounge
←	Conference Room 4021
↑	Center for Research & Evaluation on Education & Human Services
↑	Offices 4012 - 4040
→	Graduate Assistance Office
↗	Public Health Department 4162

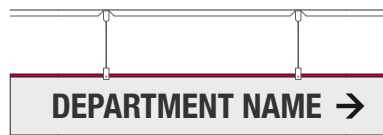
IF-6



DR-1



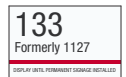
DR-2



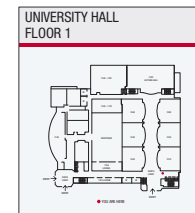
DR-3*



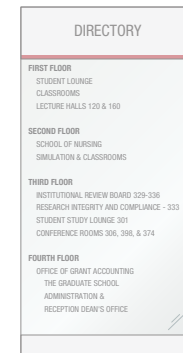
SP-2*



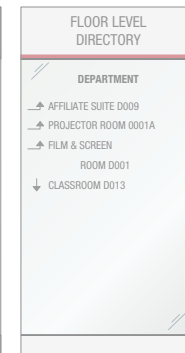
SP-3



SP-1



SP-4



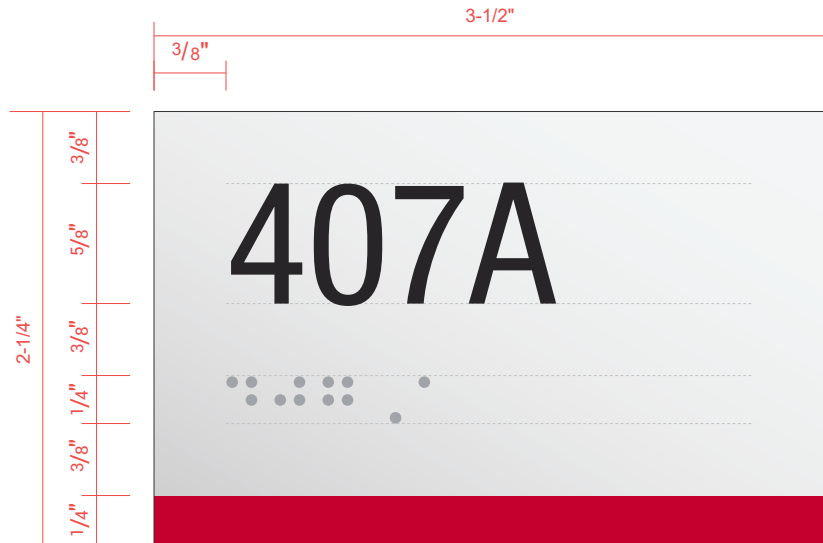
SP-5



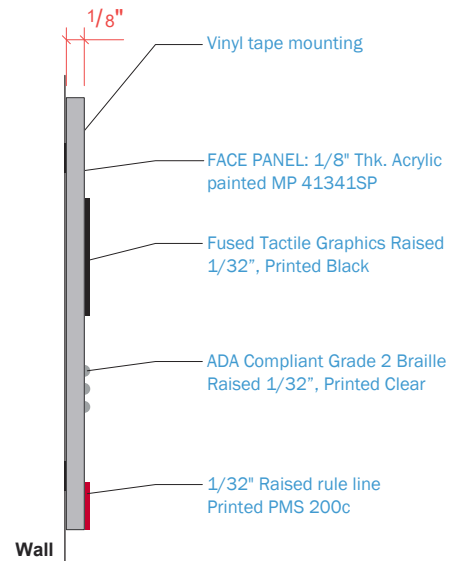
SP-6

Scale: 1" = 1'-0", * indicates 1/2" = 1'-0" scale

ID-1 ROOM ID



1 Front View
Scale: Full Scale



2 Side View
Scale: Full Scale

DESCRIPTION:
Wall sign with permanent room number and braille.

LOCATIONS:
This type of sign is ideal for rooms that require only a room number and no additional labeling.

MATERIAL:
FACE PANEL: 3 1/2" wide x 2 1/4" high, 1/8" thick acrylic painted MP 41341SP, attached to wall with vinyl tape.

RAISED BRAILLE: ADA Compliant Grade 2 Braille Raised 1/32", Printed Clear

RAISED RULE LINE: 3 1/2" high x 1/4" high, raised 1/32", printed PMS 200c

TYPOGRAPHY / GRAPHICS:
ROOM NUMBER: Helvetica Neue Condensed, 5/8" cap height, 1/32" raised tactile letters, printed black

BRAILLE: 1/4" high, clear finish

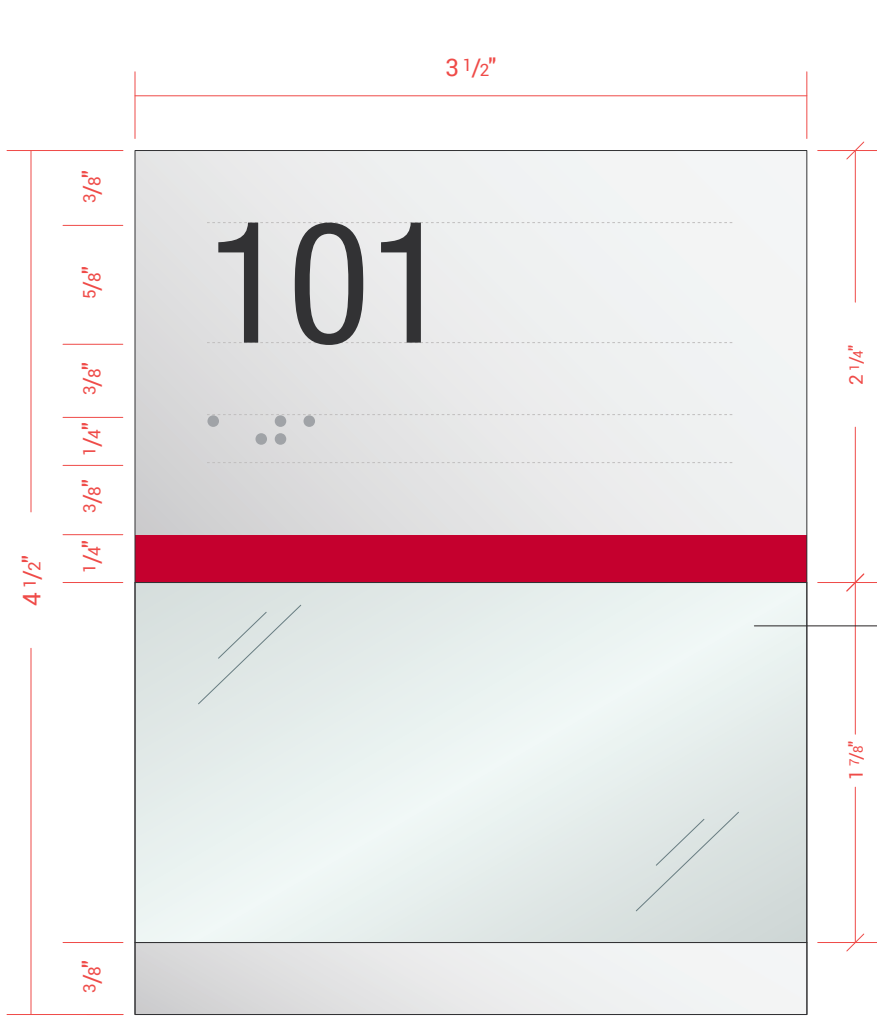
NOTES:
Grade 2 Braille text is required for room number. Provide silver backer where sign falls on glass.

ID-2 OFFICE ID WITH CHANGEABLE INSERT

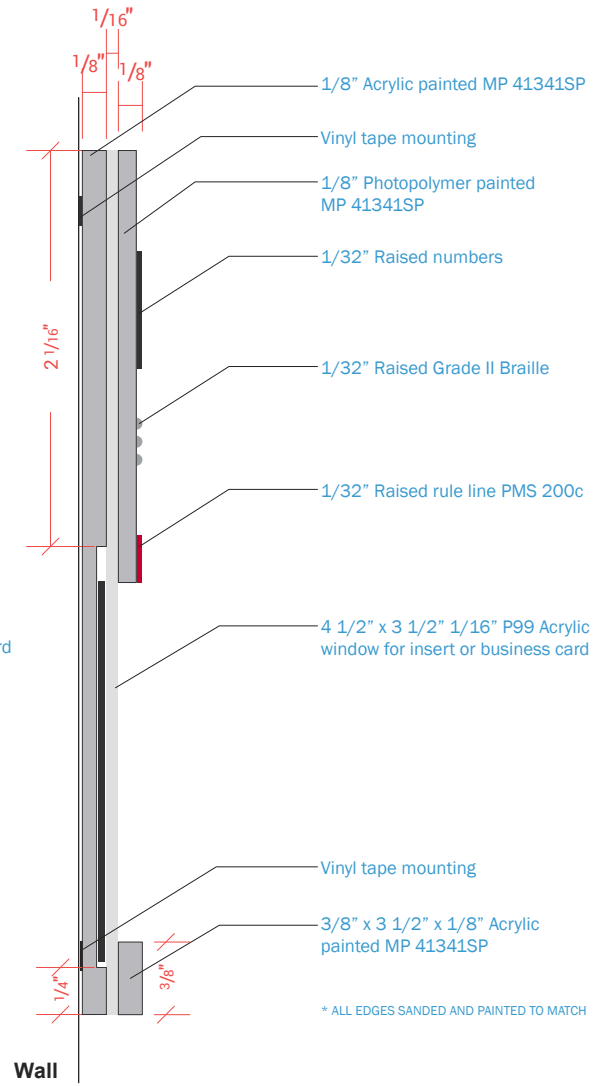
DESCRIPTION:
Wall sign with permanent room number and interchangeable business card insert window.

LOCATIONS:
This sign type is ideal for offices and rooms requiring a changeable occupant name or description.

NOTES:
Grade 2 Braille text is required for room number.
Provide silver backer plate where sign falls on glass.



1 Front View
Scale: Full Scale



2 Side View
Scale: Full Scale

* ALL EDGES SANDED AND PAINTED TO MATCH

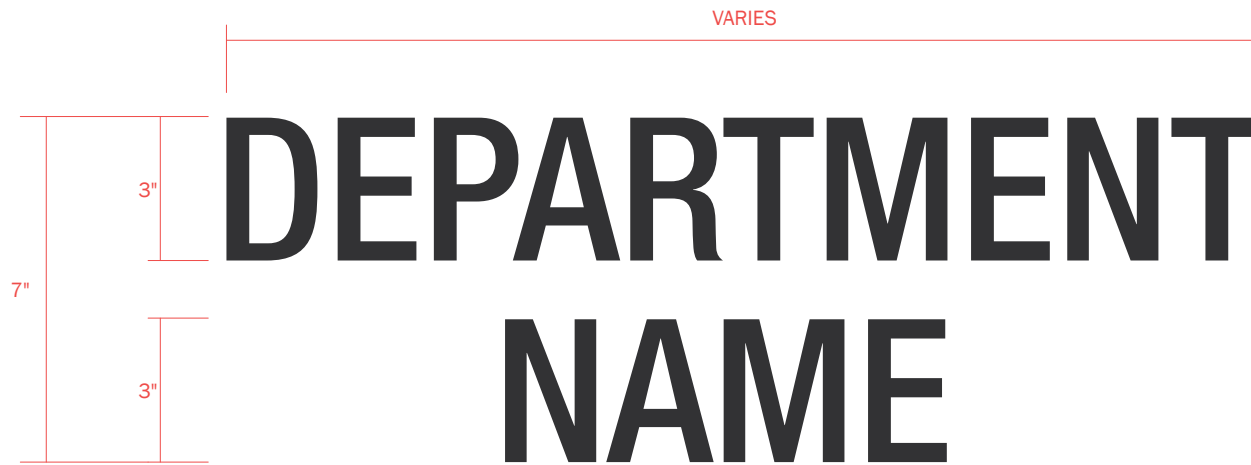
ID-3 SURFACE-APPLIED VINYL LETTER

Used to identify departments or areas within a building.

To ensure proper scale, location, and compatibility with existing decor and wall surfaces, this type of vinyl lettering should be custom designed and installed.

Use Viewing Distance Guidelines to determine the letter height.

Material: Surface Applied Vinyl
Size: 3" High (as shown)
Typeface: Helvetica Neue Cond.
Color: Black (on light surface)
Alignment: Centered
Installation: Surface Applied



1 Front View
Scale: 1:4

ID-4 SURFACE-MOUNTED DIMENSIONAL LETTER

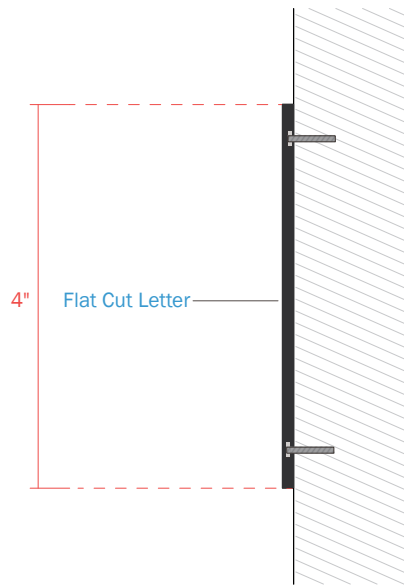
Used to identify departments or areas within a building.

To ensure proper scale, location, and compatibility with existing decor and wall surfaces, this type of dimensional lettering should be custom designed and installed.

Material: 1/4" Thick Aluminum
Size: 4" High (as shown)
Typeface: Helvetica Neue Cond.
Color: Black (on light surface)
Alignment: Centered
Installation: Stud Mount Flush



1 Front View
 Scale: 1 1/2" = 1'-0"



2 Side View
 Scale: 1:2



Line Spacing

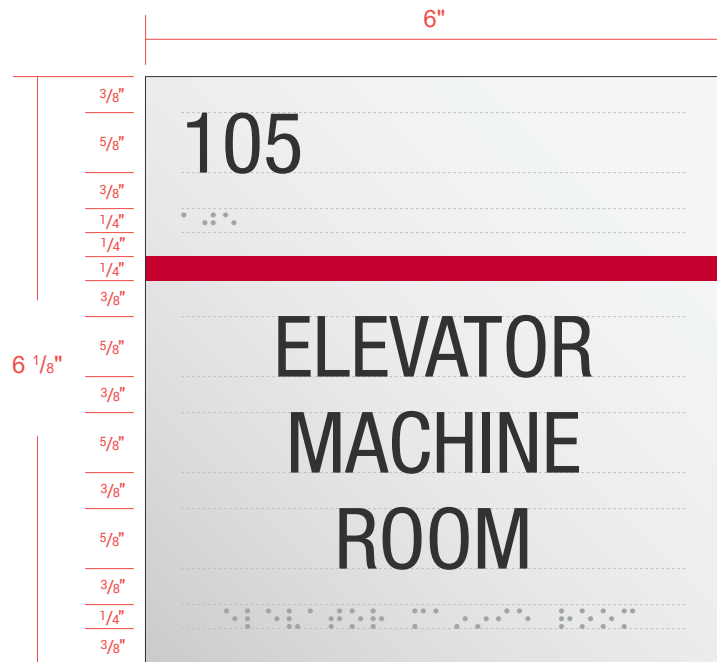


Gold on Maroon Surface

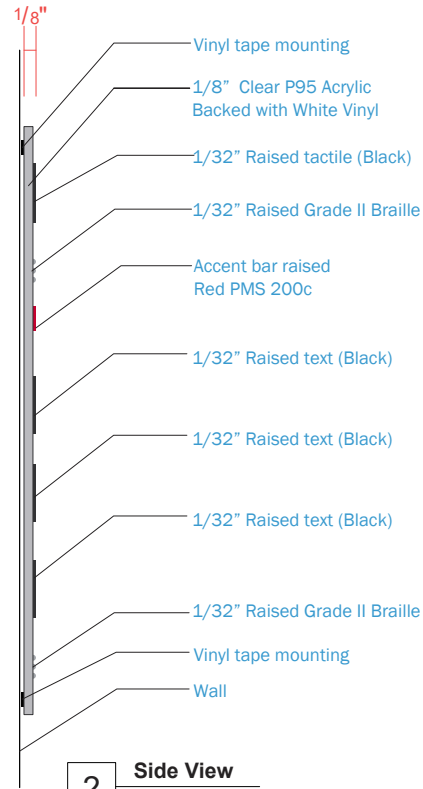


Black on Light Surface

BB-1a ROOM ID WITH TEXT – LARGE



1 Front View - Three Lines
Scale: 1:2



2 Side View
Scale: 1:2

DESCRIPTION:
Wall sign with permanent room number and secondary room function information.

LOCATION:
This sign should be placed at all entrances to rooms with one specific occupant or function.

MATERIAL:
BACK PANEL: 6" wide x 6 1/8" high, 1/8" thick acrylic (clear P95) painted MP 41341SP, attached to wall with vinyl tape.

BRAILLE: ADA Compliant 1/32" Raised Grade 2 Braille, Clear

ACCENT BAR: 1/32" Raised rule line printed PMS 200c

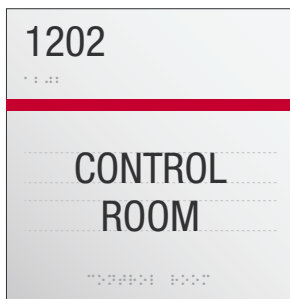
TYPOGRAPHY/GRAPHICS:
ROOM NUMBER: Helvetica Neue Condensed, 5/8" cap height, 1/32" raised letters, printed black

BRAILLE: 1/4" high, clear finish

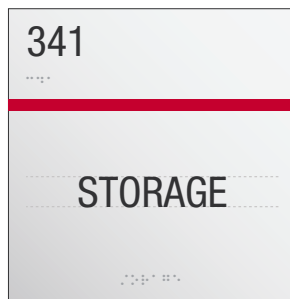
MESSAGING COPY: Helvetica Neue Condensed, 5/8" cap height, 1/32" raised letters, printed black. Up to three lines, center justified.

NOTES:
Grade 2 Braille is required for room number.

Provide silver vinyl backing where sign falls on glass.

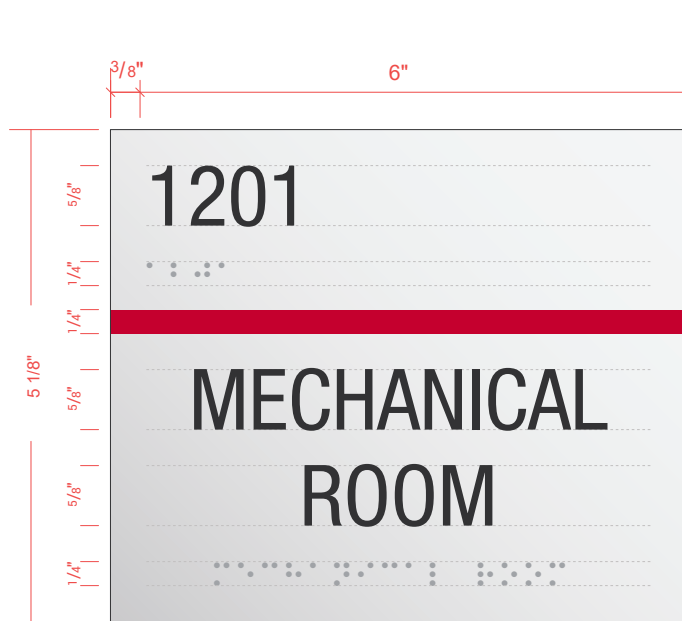


Two Lines of Text

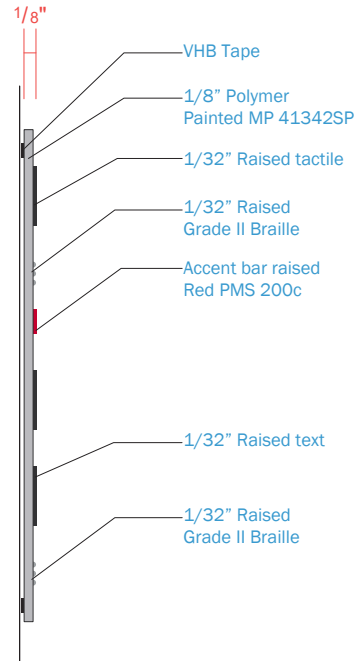


One Line of Text

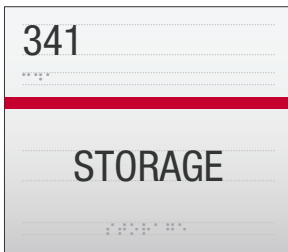
BB-1b ROOM ID WITH TEXT – SMALL



1 Front View
Scale: 1:2



2 Side View
Scale: 1:2



One Text Line

DESCRIPTION:
Wall sign with permanent room number and secondary room function information.

LOCATION:
This sign should be placed at all entrances to rooms with one specific occupant or function.

MATERIAL:
BACK PANEL: 6" wide x 6 1/8" high, 1/8" thick acrylic (clear P95) painted MP 41341SP, attached to wall with vinyl tape.

BRAILLE: ADA Compliant 1/32" Raised Grade 2 Braille, Clear

ACCENT BAR: 1/32" Raised rule line printed PMS 200c

TYPOGRAPHY / GRAPHICS:
ROOM NUMBER: Helvetica Neue Condensed, 5/8" cap height, 1/32" raised letters, printed black

BRAILLE: 1/4" high, clear finish

MESSAGING COPY: Helvetica Neue Condensed, 5/8" cap height, 1/32" raised letters, printed black. Up to two lines, center justified.

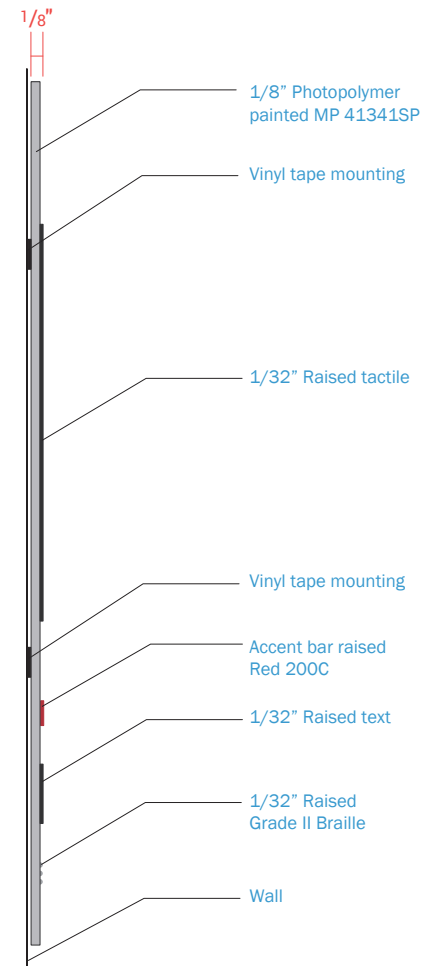
NOTES:
Grade 2 Braille is required for room number.

Provide silver vinyl backing where sign falls on glass.

BB-2 RESTROOM ID



1 Front View
Scale: 1:2



2 Side View
Scale: 1:2

DESCRIPTION:
Wall sign with permanent room function information.

LOCATION:
All Restrooms

Placement of this sign type is usually on the latch side of the door. If there is no space, the sign should then be placed on the door itself.

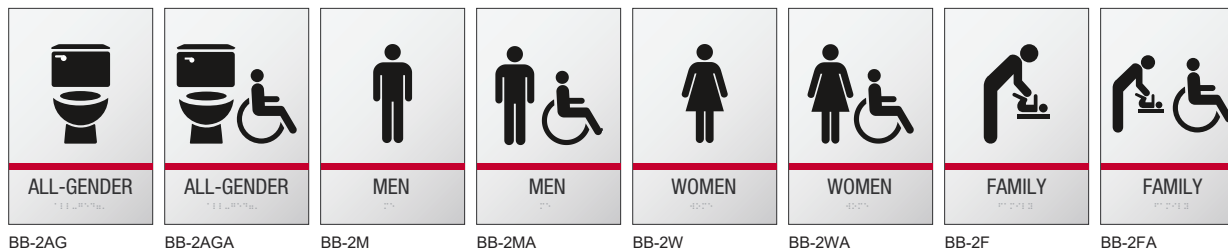
MATERIAL:
FACE PANEL: 6" wide x 9" high, 1/8" thick photopolymer painted MP 41341SP, attached to wall with vinyl tape.

BRAILLE: ADA Compliant 1/32" Raised Grade 2 Braille, 1/4" high, Printed Clear

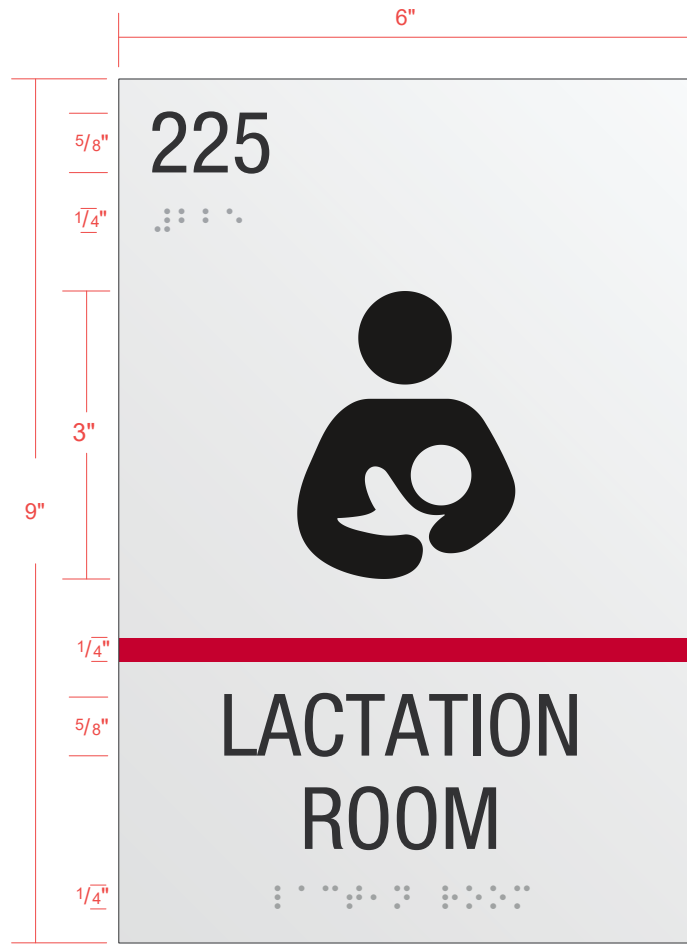
RAISED RULE LINE: 6" x 1/4" accent bar, raised 1/32", printed PMS 200c

TYPOGRAPHY / GRAPHICS:
ROOM NAME: Helvetica Neue Condensed, 5/8" cap height, 1/32" raised tactile letters, printed black

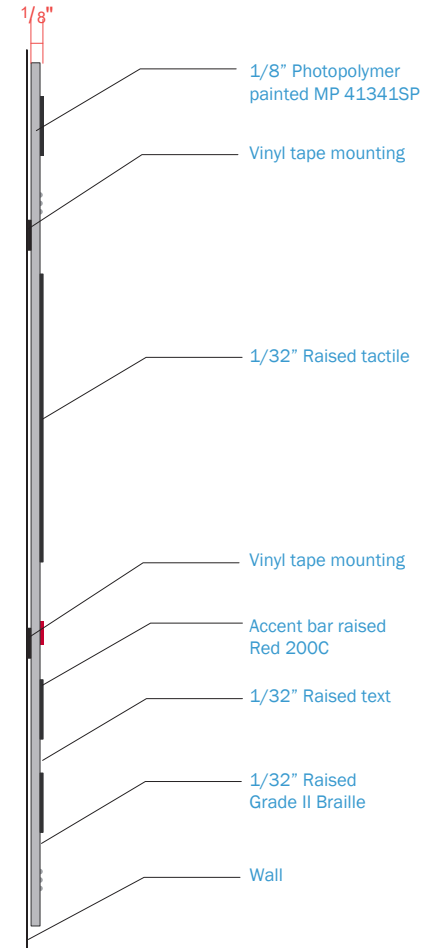
PICTOGRAPH: 4 1/8" height, 1/32" Raised, Painted Black



BB-3 LACTATION ROOM ID



1 Front View
Scale: 1:2



2 Side View
Scale: 1:2

DESCRIPTION:
Wall sign with permanent room function information.

LOCATION:
All Lactation Rooms

Placement of this sign type is typically on the latch side of door. If there is no space, then the sign should be placed on door itself.

MATERIAL:
FACE PANEL: 6" wide x 9" high, 1/8" thick photopolymer painted MP 41341SP, attached to wall with vinyl tape.

RAISED BRAILLE: ADA Compliant Grade 2 Braille Raised 1/32", Printed Clear

RAISED RULE LINE: 6" wide x 1/4" high accent bar, raised 1/32", printed PMS 200c

TYPOGRAPHY / GRAPHICS:
ROOM NUMBER: Helvetica Neue Condensed, 5/8" cap height, 1/32" raised tactile letters, printed black

BRAILLE: 1/4" high, clear finish

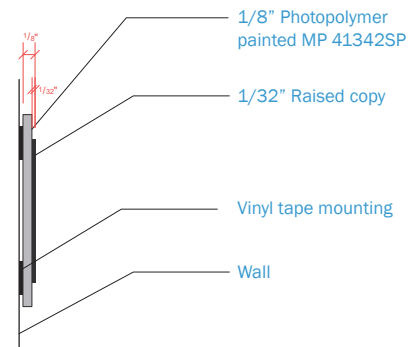
BB-4 ELEVATOR CAB ID

DESCRIPTION:
This sign type is used to indicate elevator cabs on a building floor.

LOCATION:
Placed directly above cab doors outside of all building elevators.

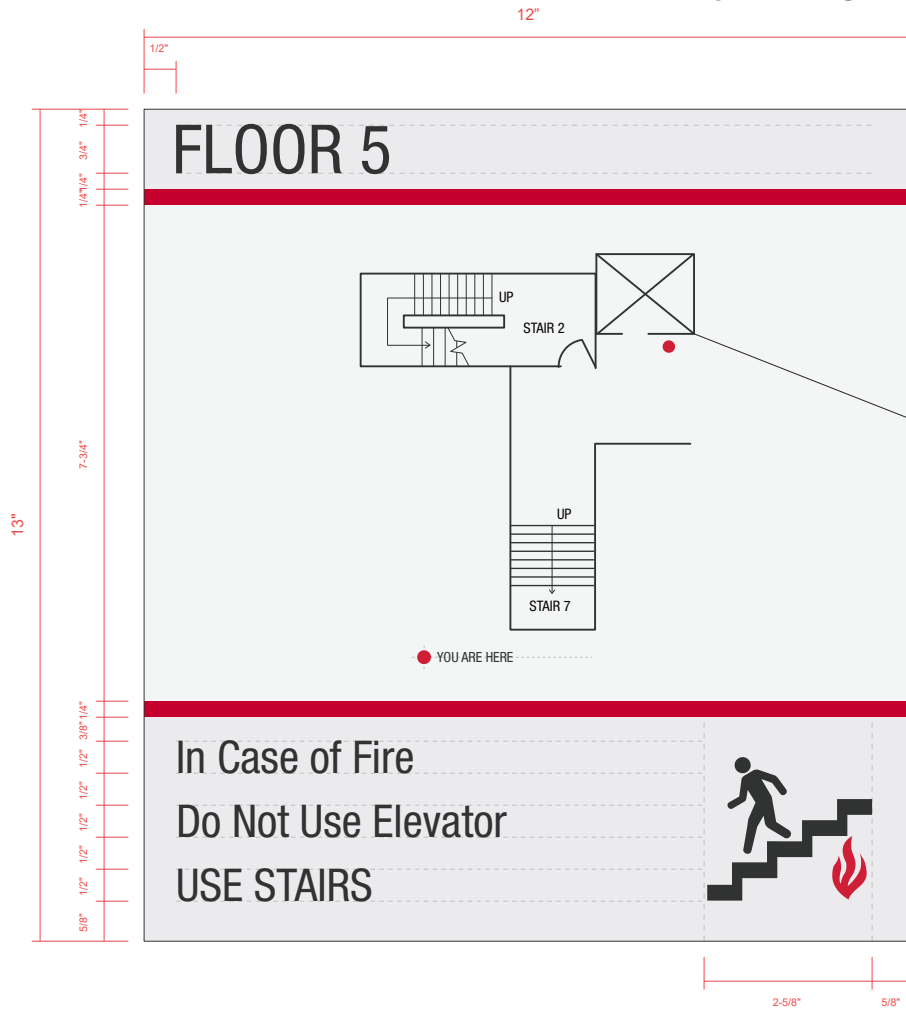


1 FRONT VIEW
Scale: 1:2



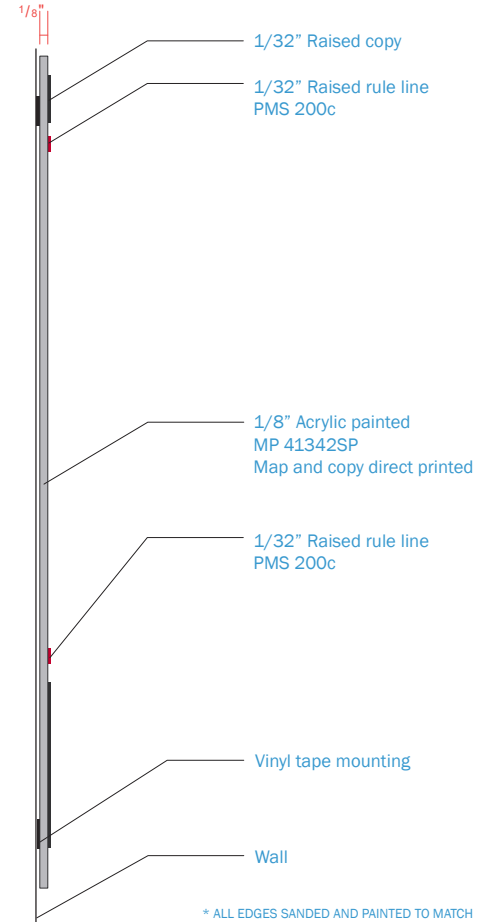
2 SIDE VIEW
Scale: 1:2

BB-5 ELEVATOR EVACUATION MAP



1 Front View
Scale: 1:3

Map and messaging
digitally printed on
first surface



2 Side View
Scale: 1:3

DESCRIPTION:
Evacuation Map Signs display a map that shows the nearest evacuation and egress routes in the event of a fire or emergency. These signs are mandated by building code.

LOCATION:
Located on each floor adjacent to or near elevator call buttons. The sign should be strategically placed to best suit the flow of traffic near an elevator.

NOTES:
Map graphics will be provided by owner or Project Manager.

Map is oriented based of viewing location if showing a partial plan. Plans displayed in their entirety should be orientated consistently.

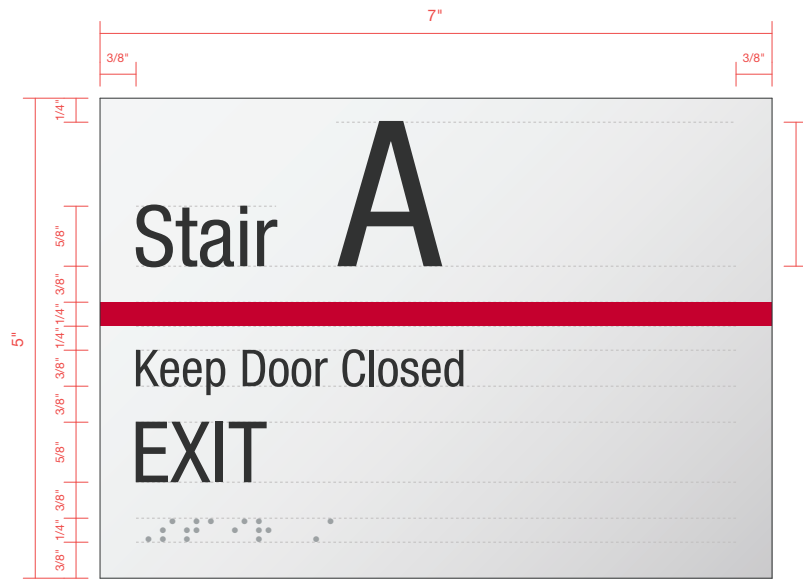
BB-6 STAIRWELL ID

DESCRIPTION:
Stairwell Identification signs identify an exit stairwell from the occupancy side.

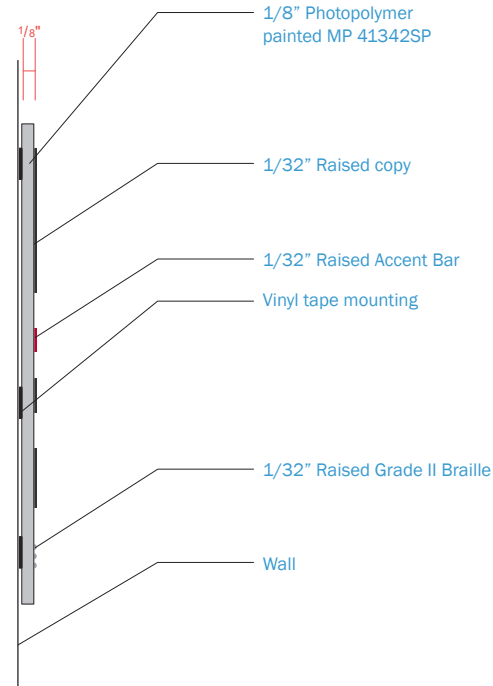
LOCATION:
Stairwell Identification signs are placed on the latch side of door outside of all egress stairwells on the corridor stair door itself.

If the stairwell also contains an Area of Refuge, this sign will typically be installed directly above the Area of Refuge sign.

NOTE: This sign is only needed for interior fire stairs with a door.



1 FRONT VIEW
Scale: 1:2

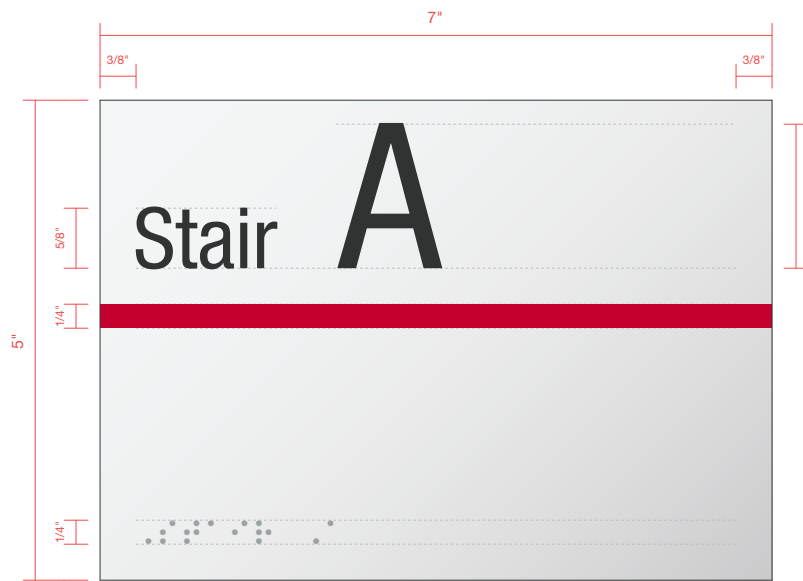


2 SIDE VIEW
Scale: 1:2

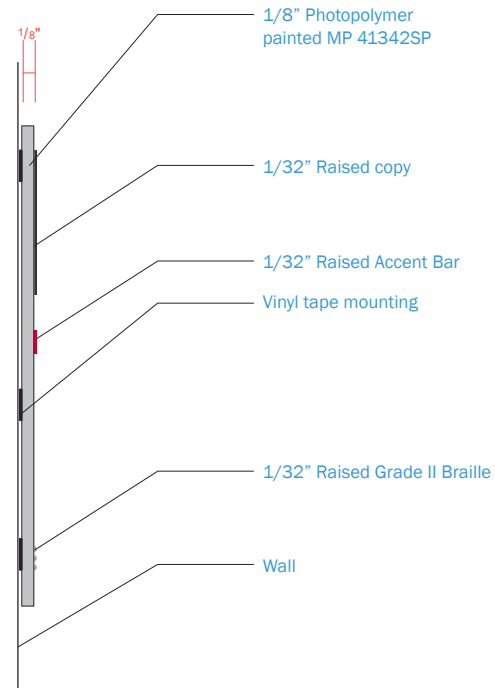
BB-7 STAIR ID

DESCRIPTION:
Stair Identification signs identify a non-exit stairway in a building.

LOCATION:
This sign is placed on the latch side of the door on the corridor stair door itself.



1 FRONT VIEW
Scale: 1:2



2 SIDE VIEW
Scale: 1:2

BB-8 STAIRWELL LEVEL ID

DESCRIPTION:
Stairwell Level Identification signs provide information to assist fire and safety during an emergency. It must identify the stairwell, the floor level, the exit floor, and if there is roof access.

The requirements for high-contrast (dark on light) and non-glare finish provide increased sign readability in lowlight scenarios, such as when the stairwell is illuminated only with emergency lighting.

LOCATION:
This sign is located on each floor landing of an exit stairway that connects more than three stories.

The sign should be mounted on the latch side of the door inside of all egress stairwells. Signage shall be in a position that is visible when the door is in the open or closed position.

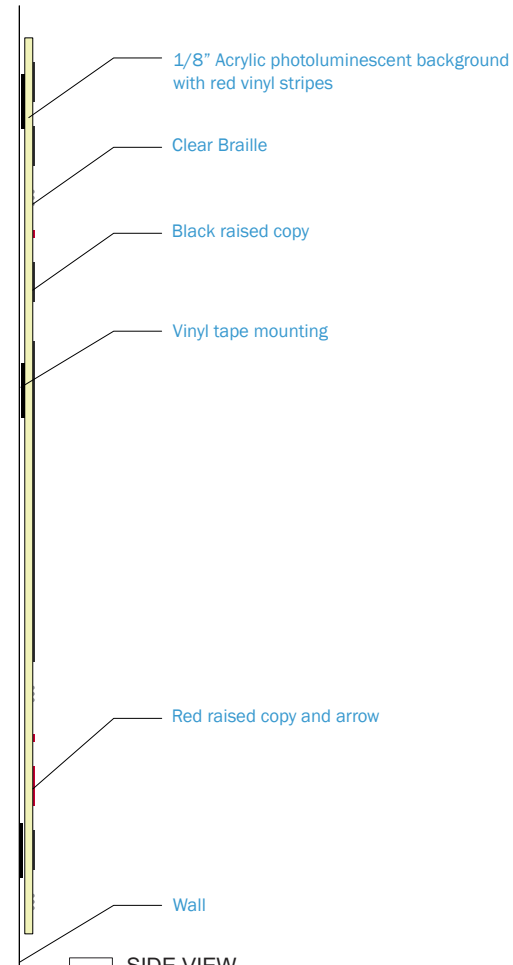
If the stairwell also contains an Area of Refuge, this sign will typically be installed directly above the Area of Refuge sign.

MESSAGING:
Floor designation is largest on the sign at a minimum of 5 inches in order to be immediately apparent.

Mezzanine levels shall have the letter "M" or other appropriate identification letter preceding the floor number. Basement levels shall have the letter "B" or other appropriate identification letter preceding the floor level number.

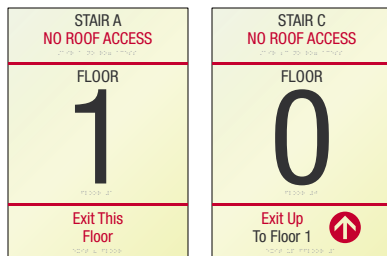


1 FRONT VIEW
Scale: 1:3



2 SIDE VIEW
Scale: 1:3

Alternate Messaging Options

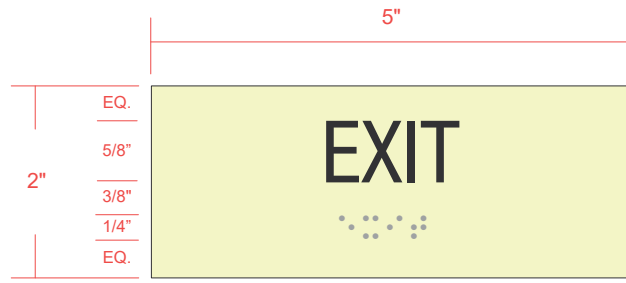


BB-9 EXIT DOOR ID

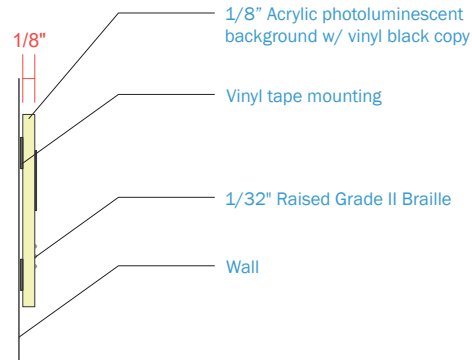
DESCRIPTION:
Identifies doors at areas of refuge, exterior areas for assisted rescue, exit stairs, exit passageways, exit ramps, and exit doors in a building.

LOCATION:
Placed at all stair doors that egress to the exterior.

MATERIAL: Novacryl
Permaglow (photoluminescent)



1 FRONT VIEW
Scale: 1:2



2 SIDE VIEW
Scale: 1:2



Photoluminescent Detail

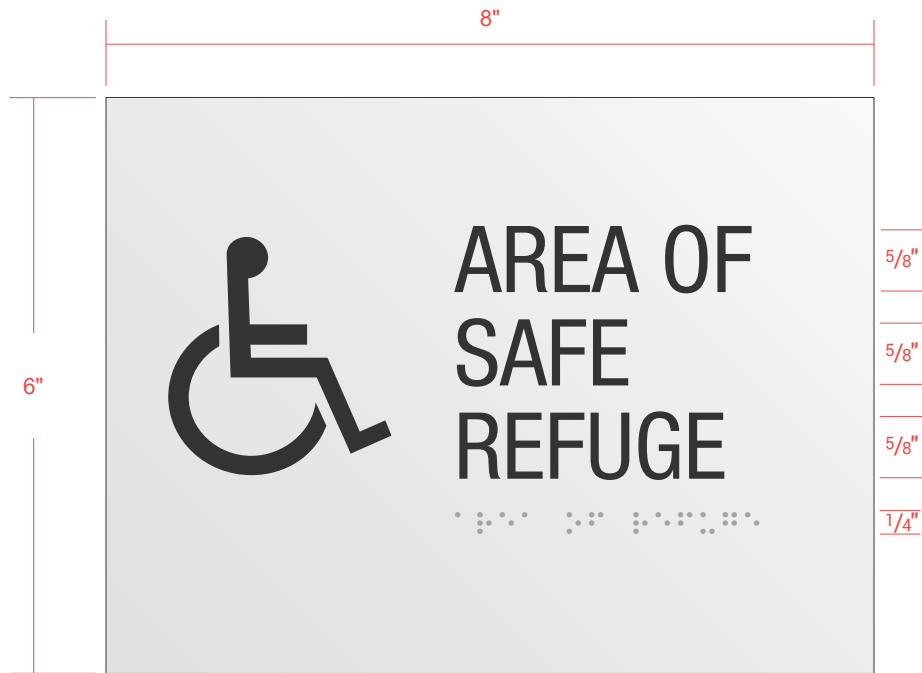
BB-10 AREA OF REFUGE

DESCRIPTION:
This sign identifies designated areas of accessible assistance within a building.

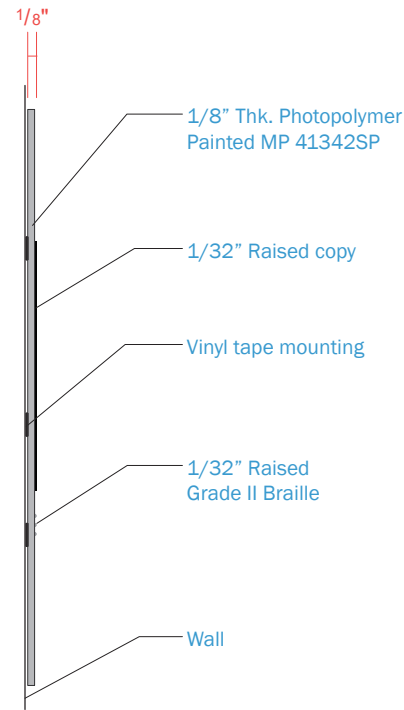
LOCATION:
Inside and outside all locations where there is Area of Refuge noted on building Code plans (total two signs per staircase).

At each door providing access to the area of refuge, the sign should be mounted on the latch side of the door on either side.

This sign typically installs directly below the Stair Identification sign.



1 FRONT VIEW
Scale: 1:2



2 SIDE VIEW
Scale: 1:2

BB-11 MAX OCCUPANCY

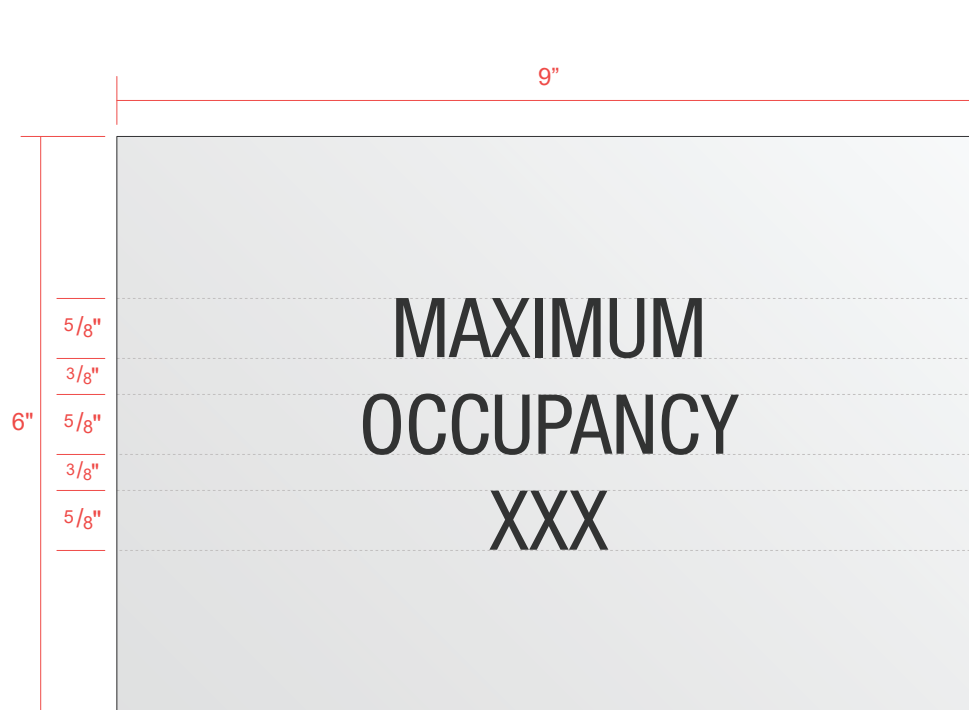
9" x 6" x 1/8" Thk Acrylic Panel
Painted MP 41341SP

1/32" Raised text, Black

Mounted With VHB Tape And
Silicone

LOCATION:
All rooms/spaces with occupant
loads exceeding 50 occupants.
This sign shall be placed on the
inside wall of room near the exit.

Note: Refer to Life Safety Plans
for Occupancy Loads.



1 **Front View**
Scale: 1:2

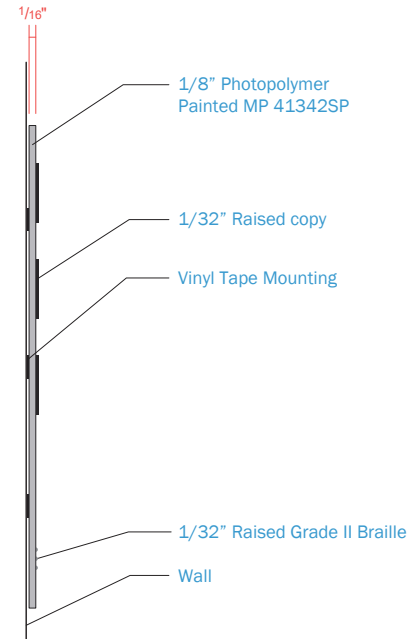
2 **Side View**
Scale: 1:2

IF-1 REGULATORY SIGN

DESCRIPTION:
 Intended for non-identification messaging to convey building operations information; display certificates, or other materials as may be required by law.



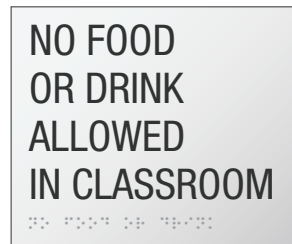
1 Front View
 Scale: 1:2



2 Side View
 Scale: 1:2



Additional Messaging Options



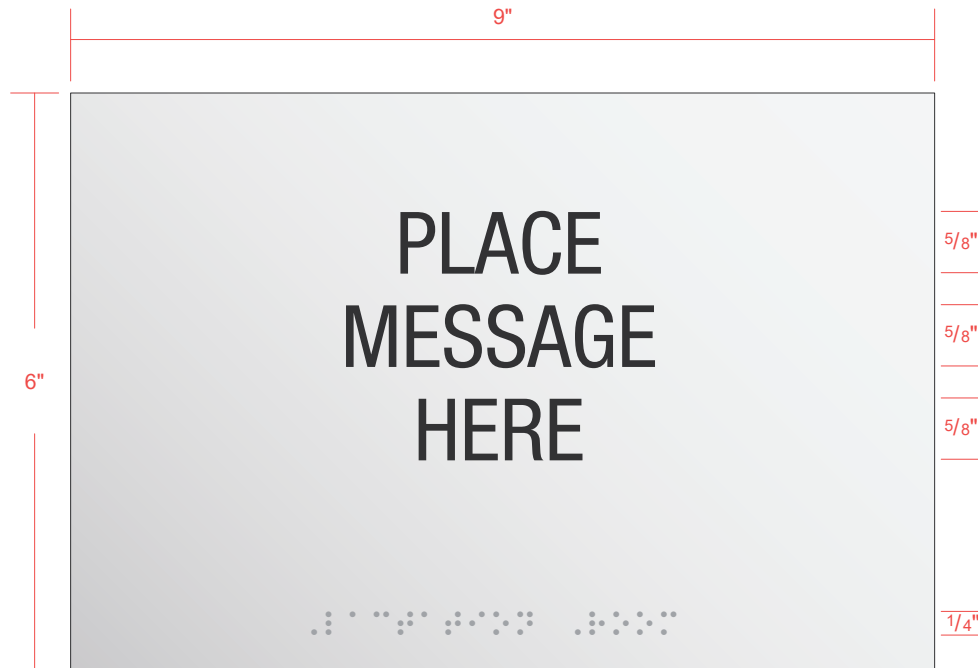
IF-2 INFORMATION SIGN WITH BRAILLE

DESCRIPTION:
General purpose informational sign with text and braille.

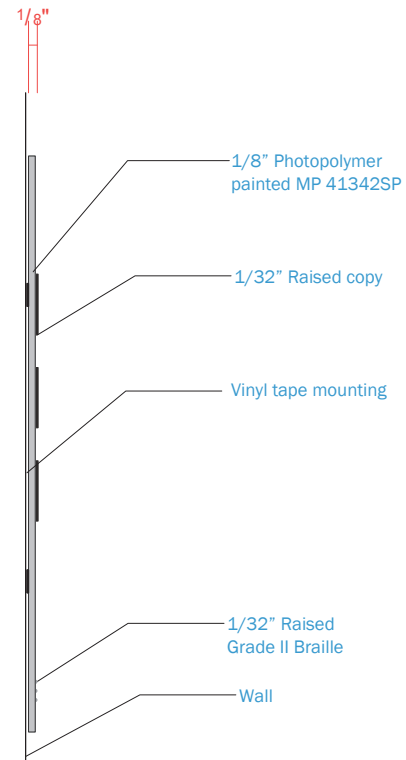
Information Signs are intended for nonidentification messages that convey building operations information; display certificates or other materials as required by law; or provide visitors with information such as schedules, hours, or faculty listings.

LOCATION:
They are placed as needed.

NOTE:
Use this sign for miscellaneous non-identification messages as needed. This sign type is not required by ADA to include a tactile component. It may be used either on its own or along with a Room Identification sign.



1 FRONT VIEW
Scale: 1:2



2 SIDE VIEW
Scale: 1:2

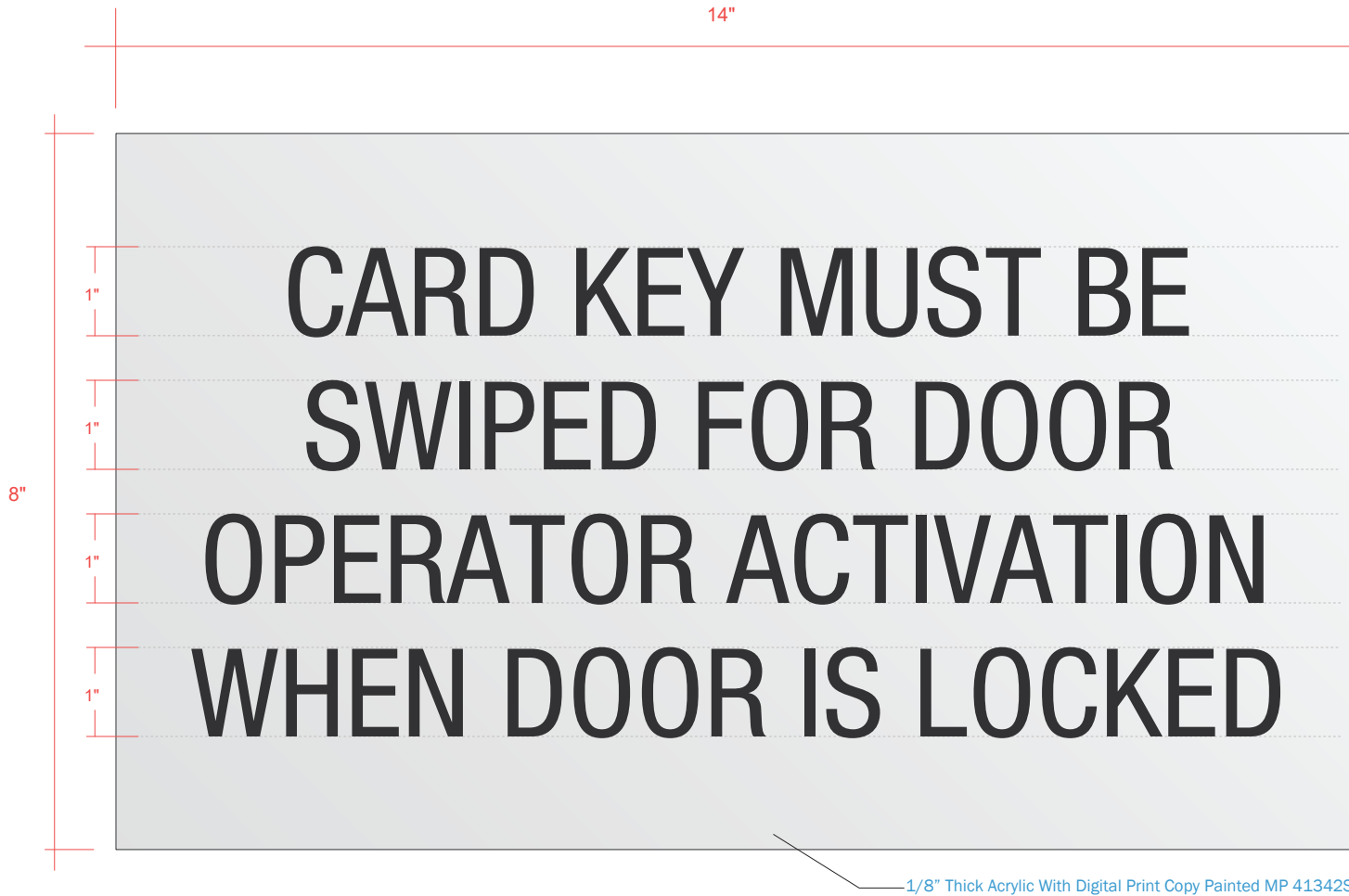
IF-3 INFORMATION SIGN – LARGE

DESCRIPTION:
General purpose informational sign with large messaging.

Information Signs are intended for nonidentification messages that convey building operations information; display certificates or other materials as required by law; or provide visitors with information such as schedules, hours, or faculty listings.

LOCATION:
They are placed as needed.

NOTE:
Use this sign for miscellaneous non-identification messages as needed. This sign type is not required by ADA to include a tactile component. It may be used either on its own or along with a Room Identification sign.



1 FRONT VIEW
Scale: 1:2

2 SIDE VIEW
Scale: 1:2

IF-4 INFORMATION SIGN WITH BRAILLE AND PICTOGRAPH

DESCRIPTION:
General purpose informational sign with braille and pictograph.

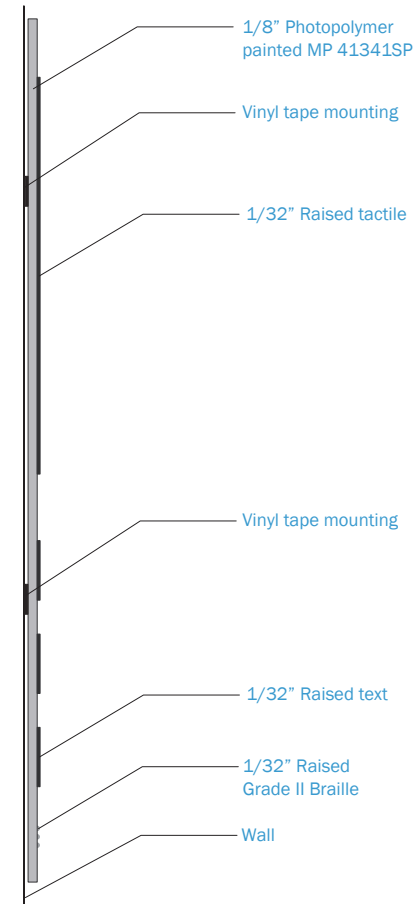
Information Signs are intended for nonidentification messages that convey building operations information; display certificates or other materials as required by law; or provide visitors with information such as schedules, hours, or faculty listings.

LOCATION:
They are placed as needed.

NOTE:
Use this sign for miscellaneous non-identification messages as needed. This sign type is not required by ADA to include a tactile component. It may be used either on its own or along with a Room Identification sign.

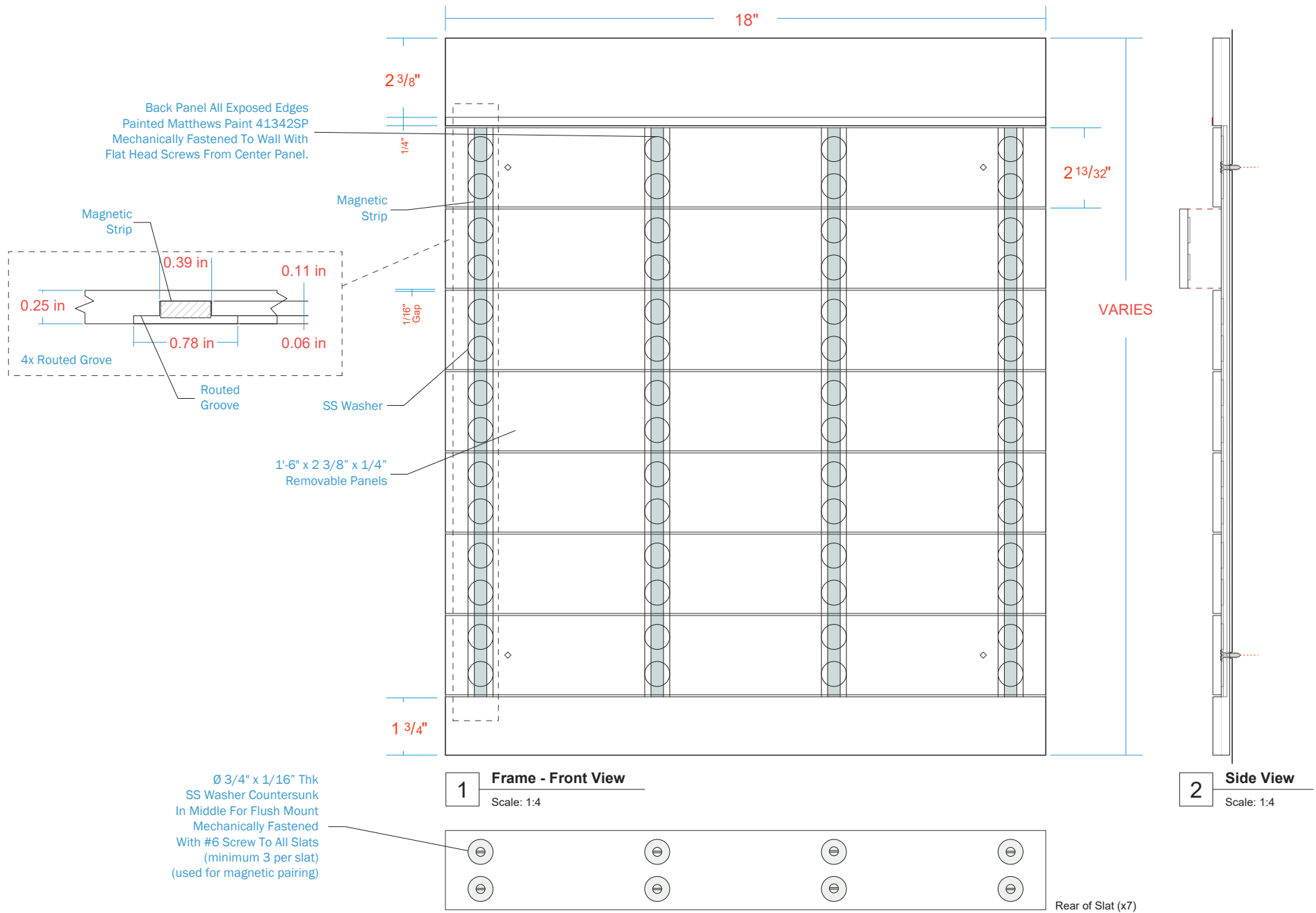


1 FRONT VIEW
Scale: 1:2

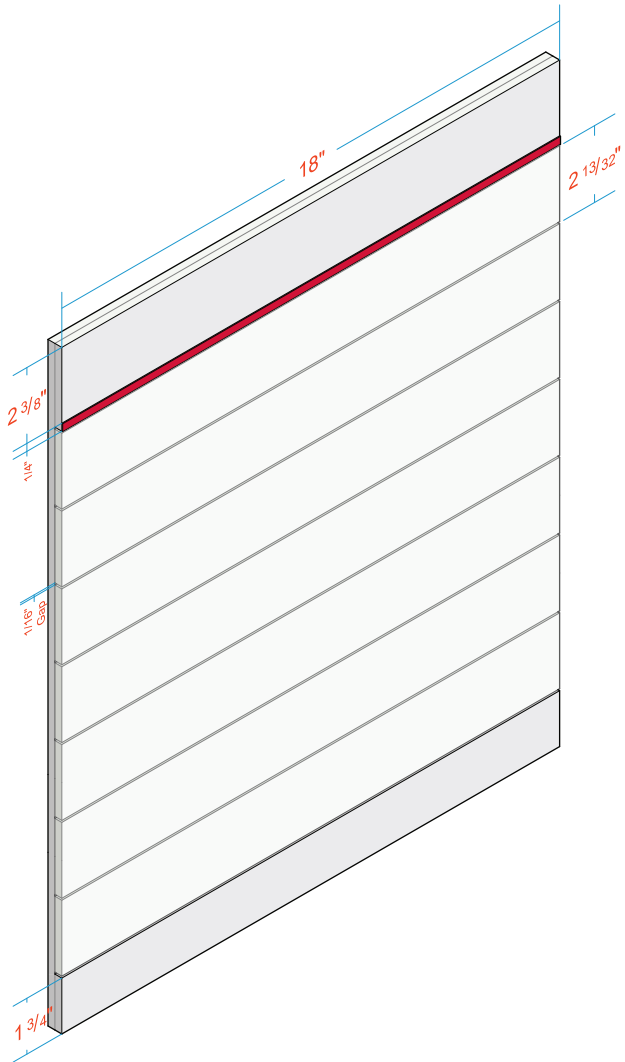


2 SIDE VIEW
Scale: 1:2

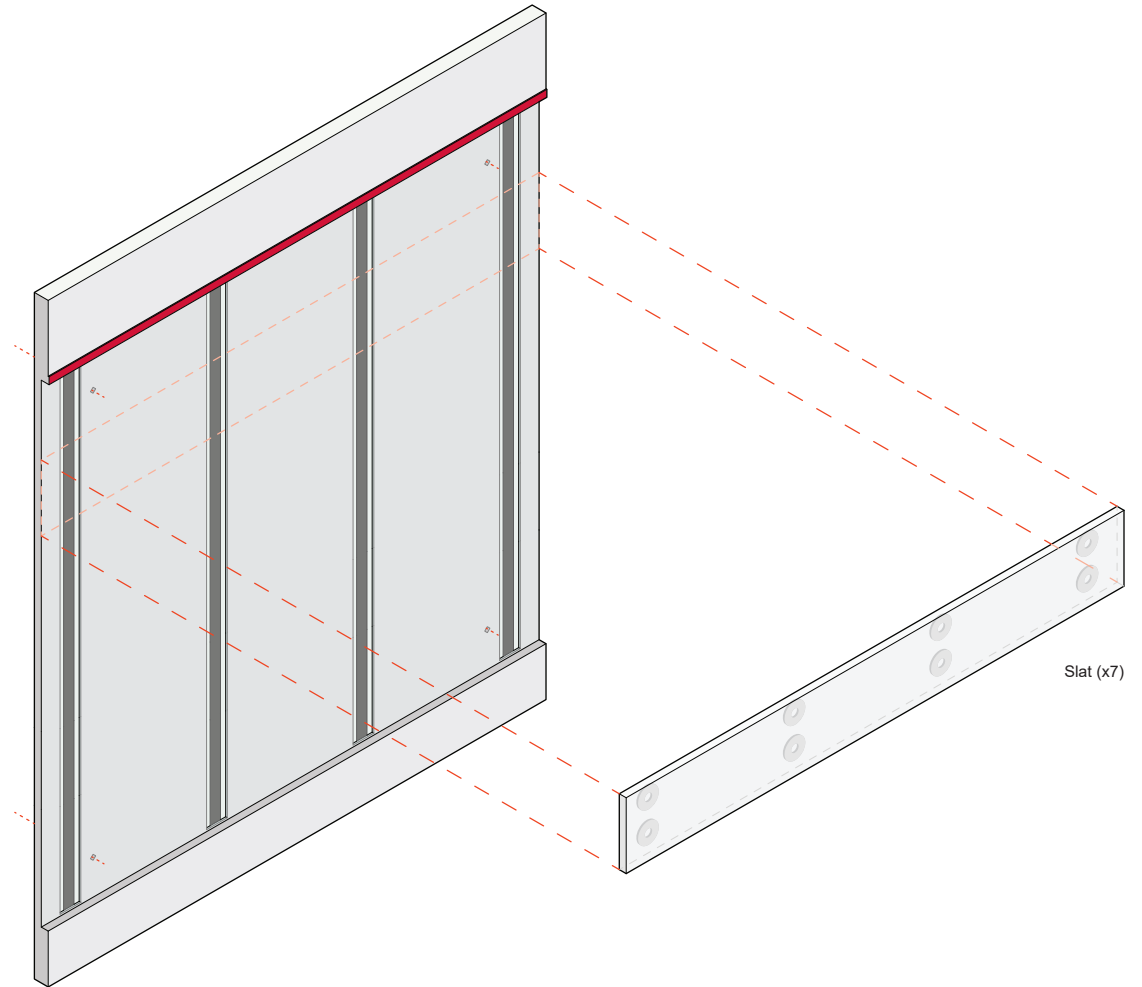
REMOVABLE DIRECTIONAL INSERTS



REMOVABLE DIRECTIONAL INSERTS

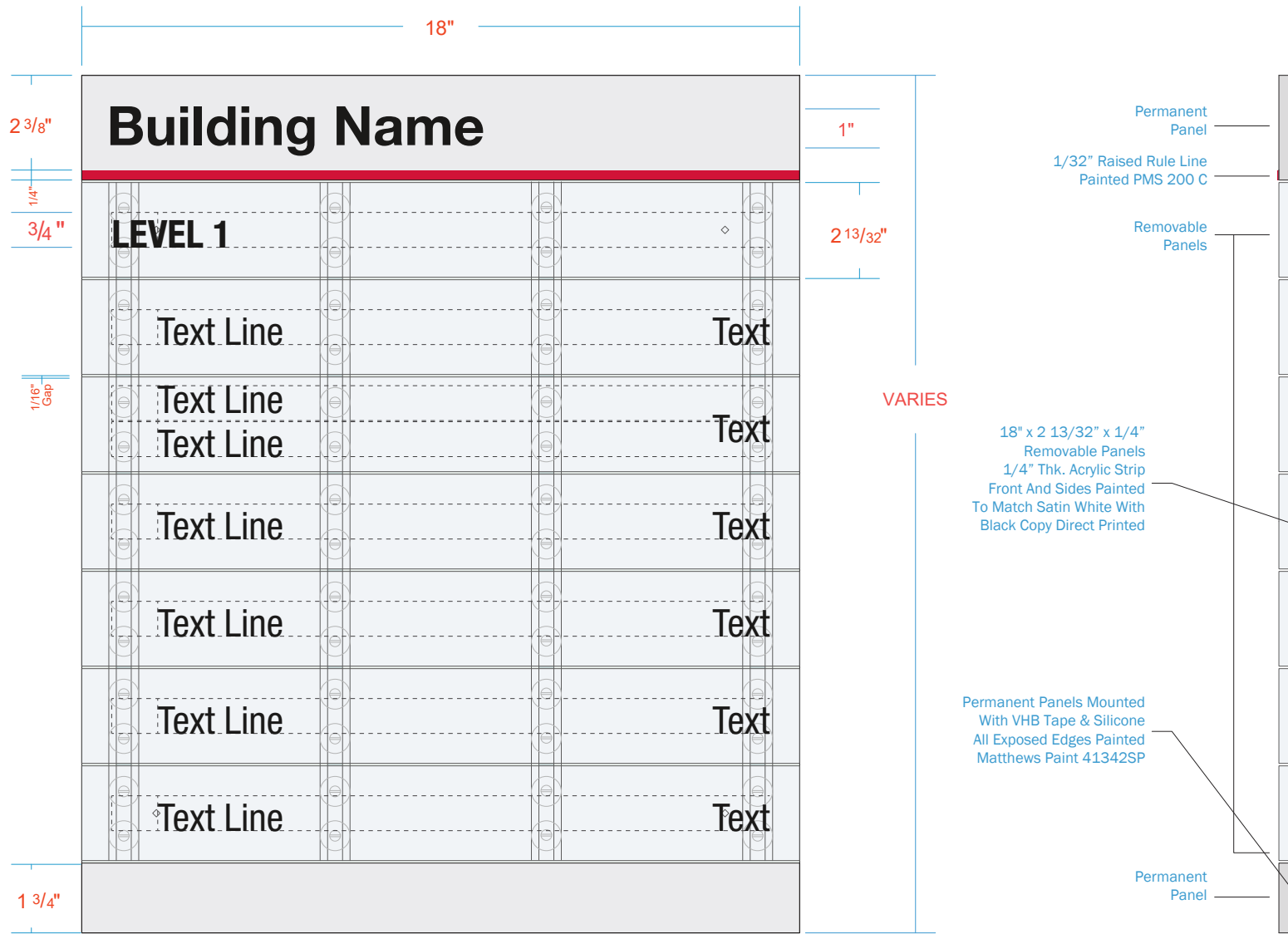


A Overall Frame
Not to Scale



B Assembly Detail
Not to Scale

IF-5 BUILDING DIRECTORY



1 Front View
Scale: 1:4

2 Side View
Scale: 1:4

Building Directory Signs list key destinations in each building by floor. They are typically placed close to primary and high-traffic secondary entrances in a location that is visible to those entering the building. This includes interior locations where buildings connect.

Placement and sizing should be adjusted to reflect the building's unique complexity. A proportional number of additional blank slats should be included below all text at the bottom of the sign in order to accommodate future growth.

Information is listed by floor in ascending order (e.g., Floor 1, Floor 2) and then under each floor in alphabetical order.

Department names should appear in their official and complete form.

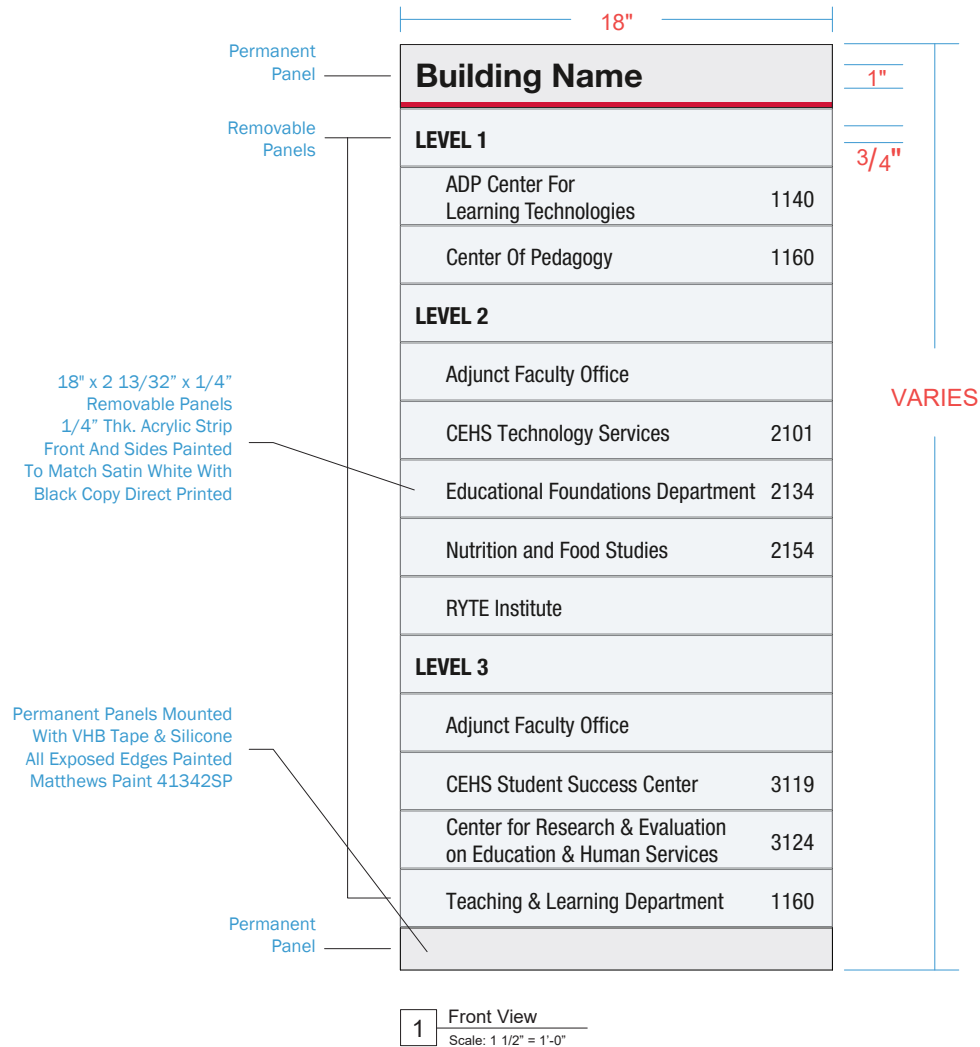
IF-5 BUILDING DIRECTORY

Building Directory Signs list key destinations in each building by floor. They are typically placed close to primary and high-traffic secondary entrances in a location that is visible to those entering the building. This includes interior locations where buildings connect.

Placement and sizing should be adjusted to reflect the building's unique complexity. A proportional number of additional blank slats should be included below all text at the bottom of the sign in order to accommodate future growth.

Information is listed by floor in ascending order (e.g., Floor 1, Floor 2) and then under each floor in alphabetical order.

Department names should appear in their official and complete form.



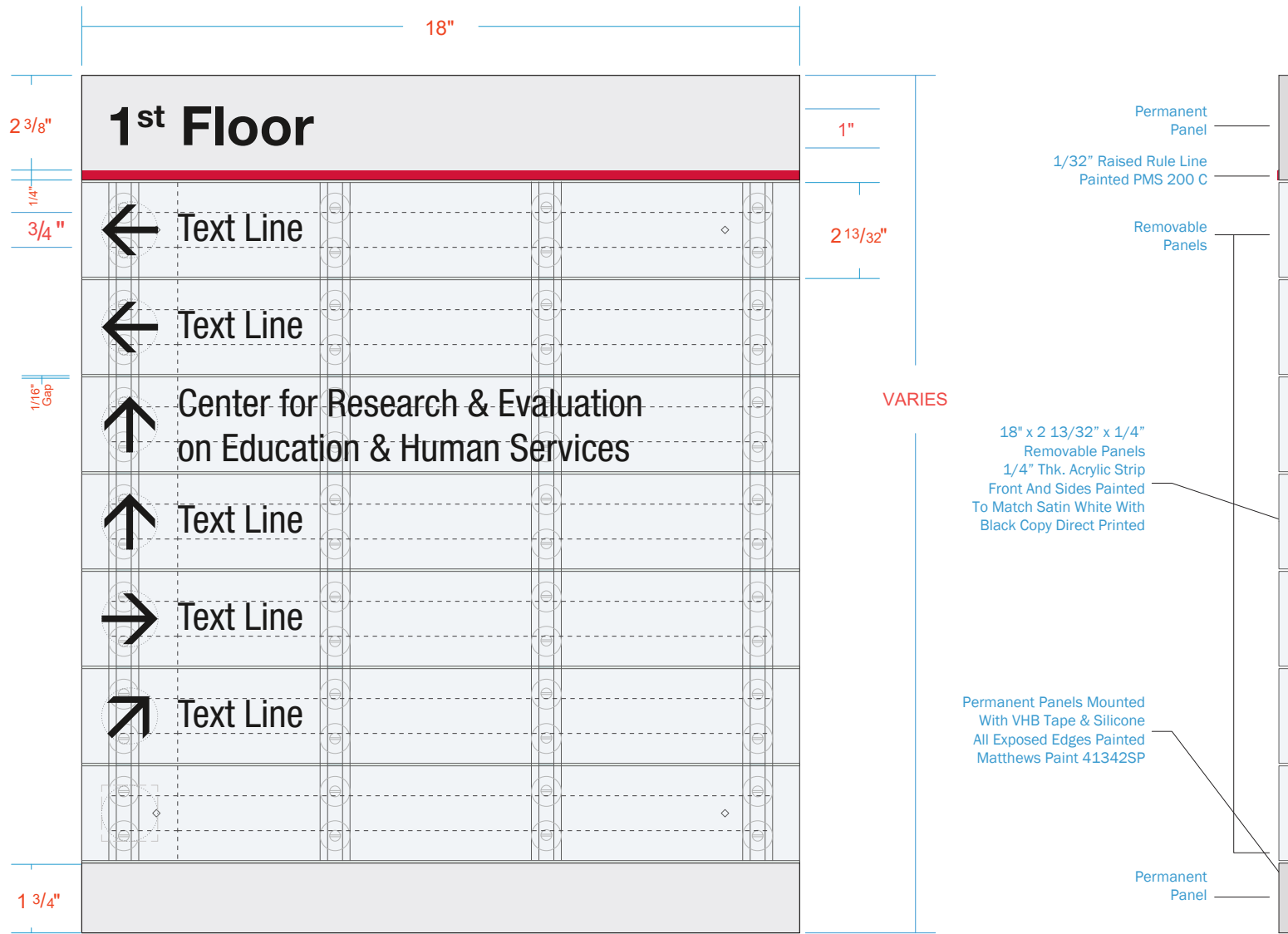
IF-6 FLOOR DIRECTORY

Floor Directory Signs should be strategically placed to best suit the flow of traffic near elevators to inform visitors of key destinations found on that particular floor.

The placement and sizing should be adjusted to reflect the building's complexity. A proportional number of additional blank slats should be included below all text at the bottom of the sign in order to accommodate future growth.

Information is listed in alphabetical order. If there is a very important destination on a floor, then this destination can be listed first, and the remainder follow alphabetically.

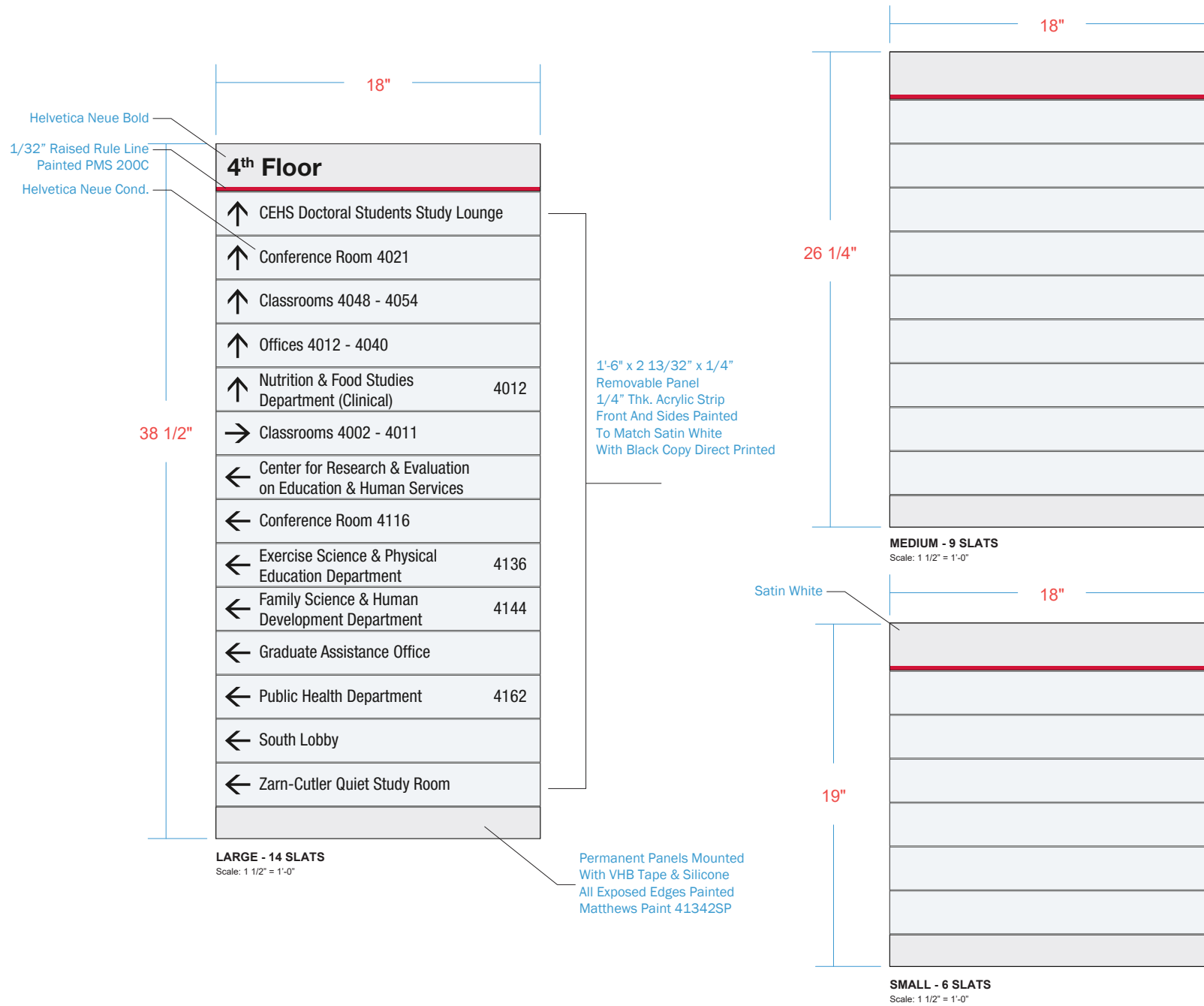
Department names should appear in their official and complete form.



1 Front View
Scale: 1:4

2 Side View
Scale: 1:4

IF-6 FLOOR DIRECTORY



Floor Directory Signs should be strategically placed to best suit the flow of traffic near elevators to inform visitors of key destinations found on that particular floor.

The placement and sizing should be adjusted to reflect the building's complexity. A proportional number of additional blank slats should be included below all text at the bottom of the sign in order to accommodate future growth.

Information is listed in alphabetical order. If there is a very important destination on a floor, then this destination can be listed first, and the remainder follow alphabetically.

Department names should appear in their official and complete form.

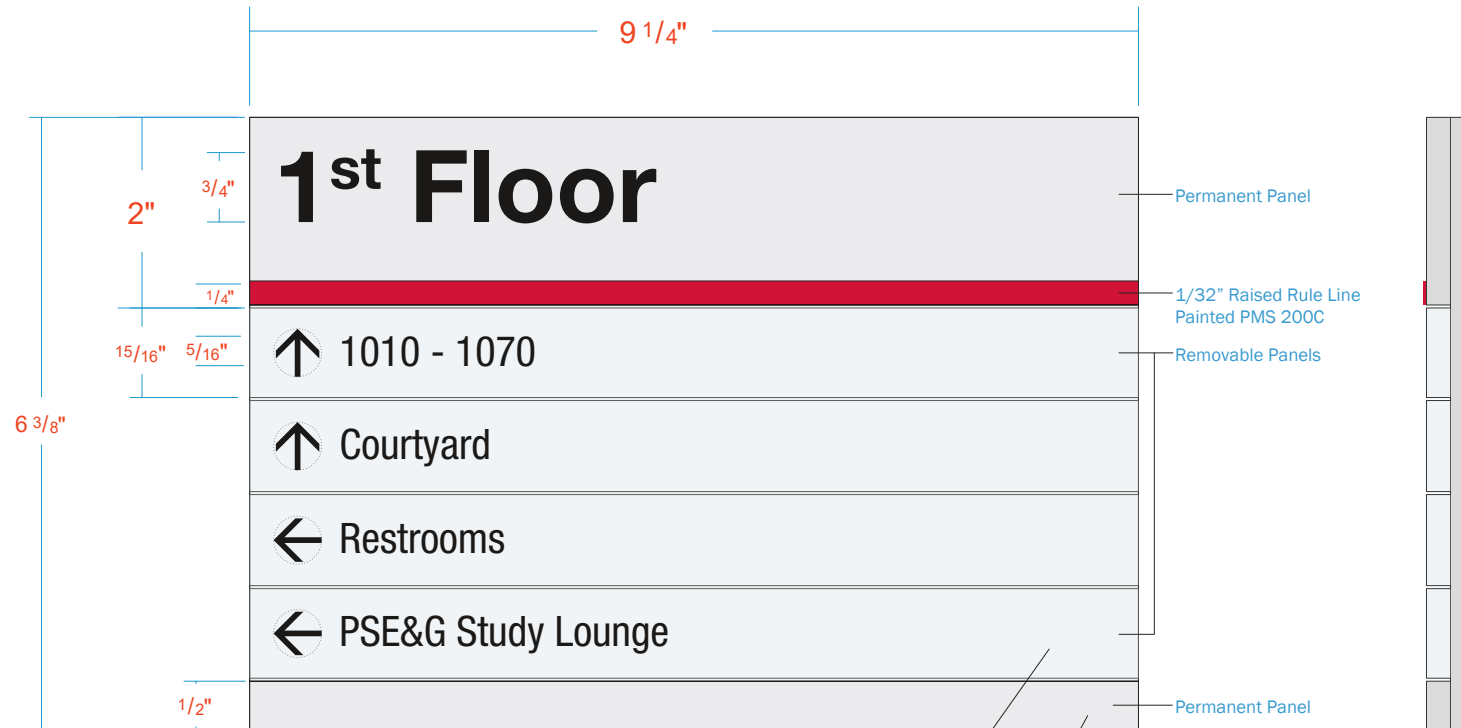
THIS PAGE IS INTENTIONALLY LEFT BLANK

DR-1 CORRIDOR DIRECTIONAL

Wall Mounted Directional Signs should be located at key corridor intersections and other critical decision points within a building to direct to nearby destinations.

Arrows should appear in the order of: straight ahead, left, and right. When multiple destinations share a common direction, destinations should be listed in order of arrival with the nearest destination first and the farthest destination last.

A proportional number of blank slats may be included below all text at the bottom of the sign to accommodate future growth.



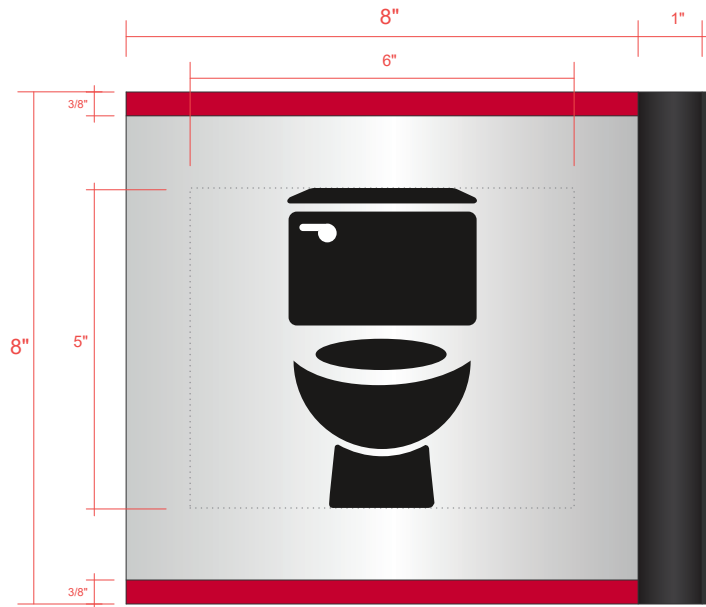
1 Front View
Scale: 1:2

2 Side View
Scale: 1:2

9 1/4" x 15/16" x 1/4"
Removable Panels
1/4" Thk. Acrylic Strip Front And Sides
Painted To Match Satin White
With Black Copy Direct Printed

Permanent Panels Mounted
With VHB Tape & Silicone
All Exposed Edges Painted
Matthews Paint 41342SP

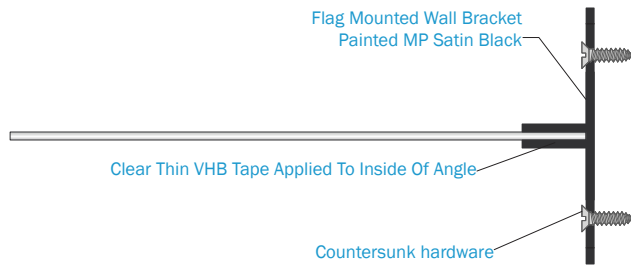
DR-2 FLAG MOUNTED PROJECTING SIGN



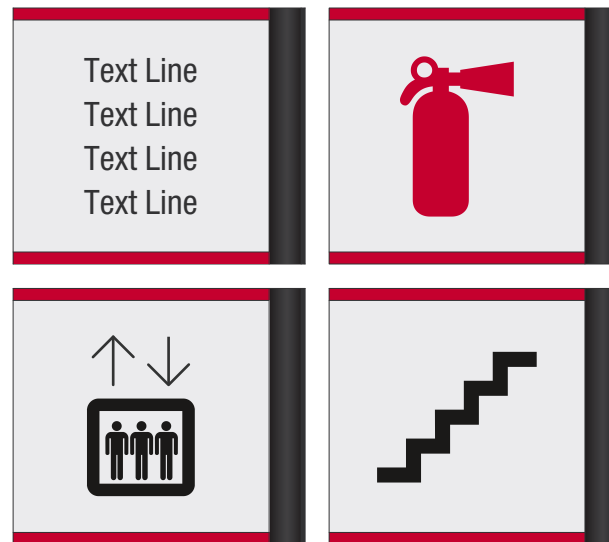
1 Front View
Scale: 1:3



2 Side View
Scale: 1:3



3 Top View
Scale: 1:3



Alternate Messaging Options
Scale: 1:6

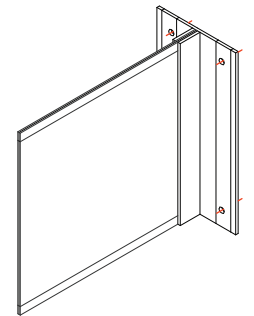
DESCRIPTION:
This sign type identifies services and amenities in a building by use of a pictograph or text. Flag signs can indicate arrival at a destination or provide direction in areas with low ceilings where overhead signs are not possible. The mounting orientation of this sign type allows it to be seen from a greater distance.

LOCATION:
This sign type should be placed at corners or above doorways leading to public space that may be out of sight from public view. This sign should be mounted overhead and perpendicular to the primary corridor.

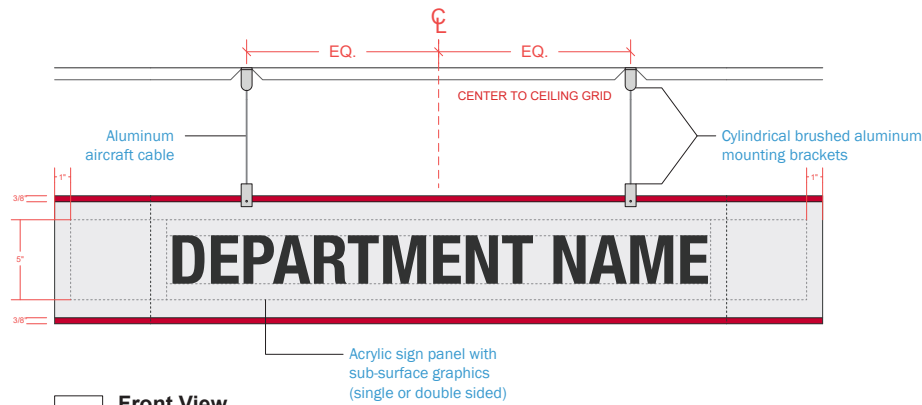
Size: 8" x 9" (8" visible area)
Text/Pictograph Color: Black
Background Color: MP41341SP
Mounting: Aluminum Bracket with Mechanical Fasteners
Imprint Method: Subsurface
Bracket: Black

NOTES:
Messaging is limited to name, arrow, and/or pictograph as necessary.

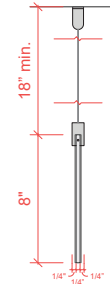
Sign messaging will contain the same information on both sides.



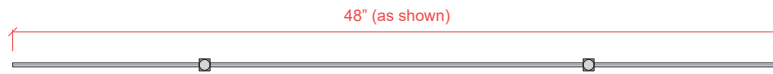
DR-3 CEILING-MOUNTED OVERHEAD DIRECTIONAL SIGN



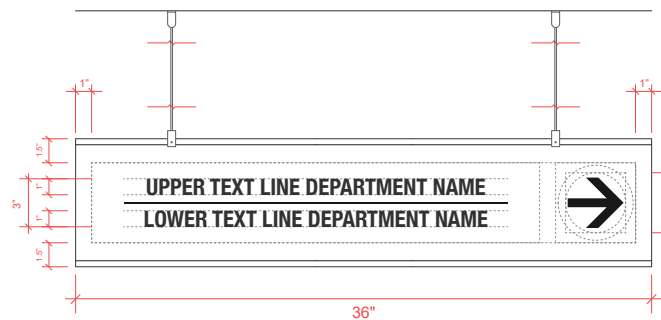
1 Front View
Scale: 1" = 1'-0"



2 End View
Scale: 1" = 1'-0"



3 Top View
Scale: 1" = 1'-0"



Alternate Sizing and Layout Configurations

Overhead Directional Signs are ceiling mounted in high traffic areas for providing direction to key destinations in a building or to let visitors know that they are entering another building. They can also be used in instances where wall space is too limited for a typical wall mounted sign.

Overhead signs may be single or double sided as needed.

Signs should be attached to the ceiling grid via clips that are screwed into the sign.

Color and style specifications are determined based on the building standard and context.

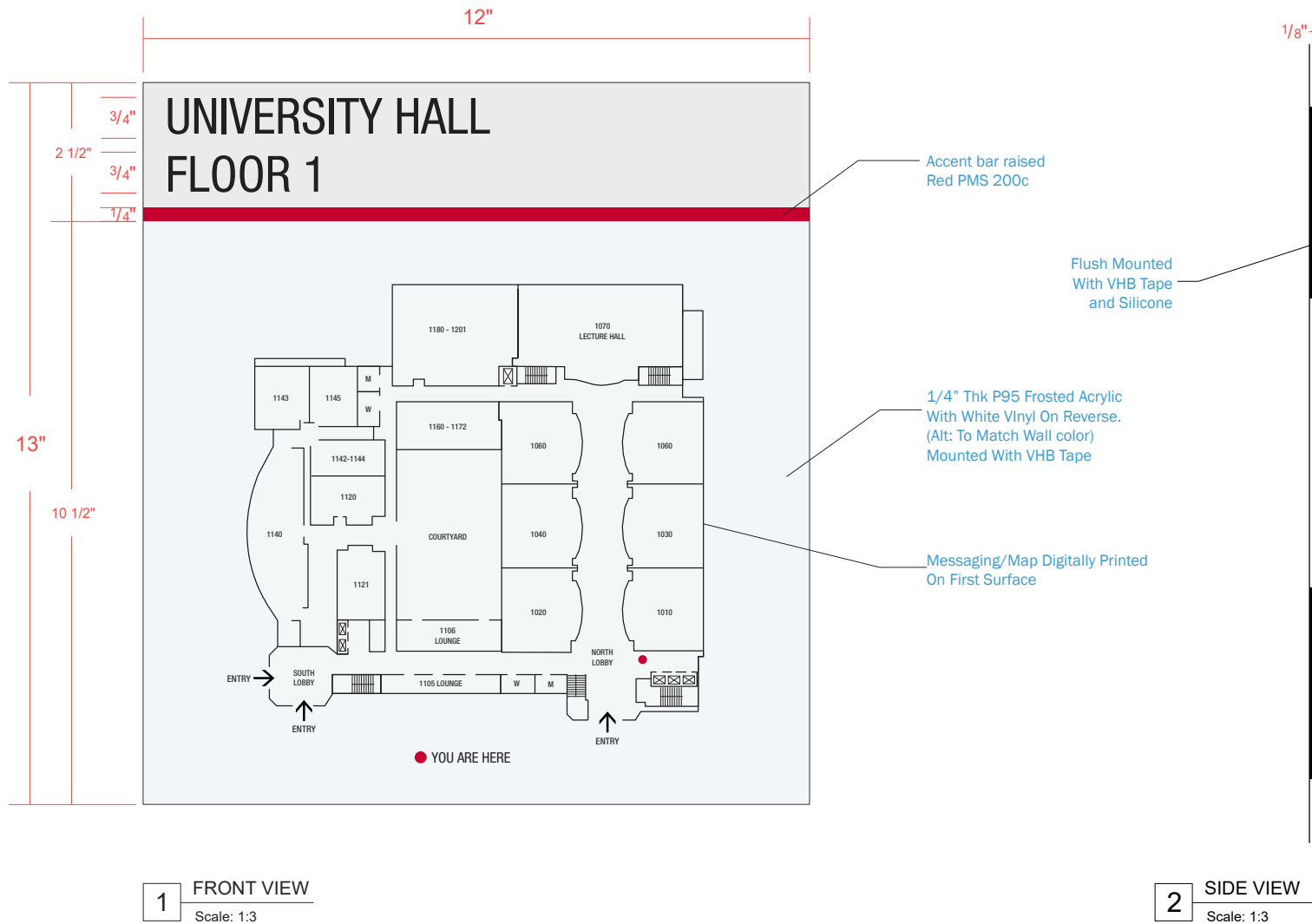
Large text height is critical in places where viewing the sign from a distance is important. The sign should be positioned to ensure maximum visibility and centered when mounting within corridors or doorways. ADA requires a 3" minimum text height for overhead signs.

All names of departments and spaces should be listed in full.

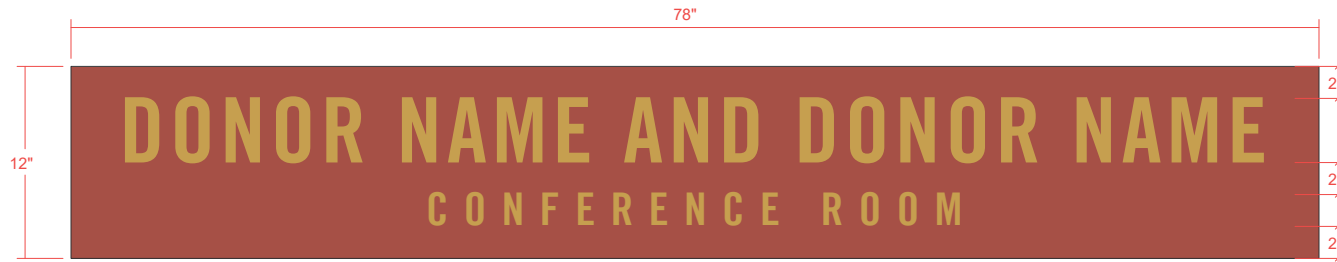
SP-1 ORIENTATION MAP

DESCRIPTION:
Maps and building floor plans showing the location of college and department destinations, accessible building elements, and restrooms.

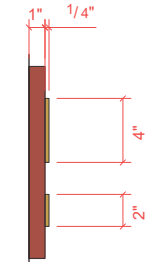
NOTE:
Requests for this sign type will be reviewed and approved on a case-by-case basis.



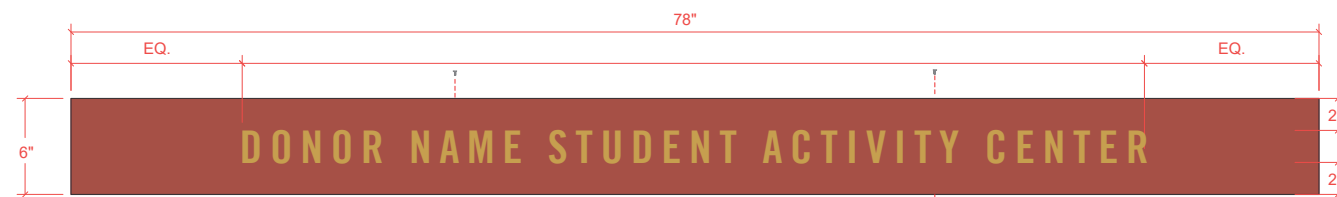
SP-2 STOREFRONT MOUNTED PANEL ROOM ID



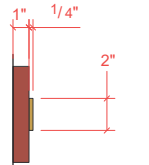
1 Front View
Scale: 1" = 1'-0"



2 Side View
Scale: 1" = 1'-0"



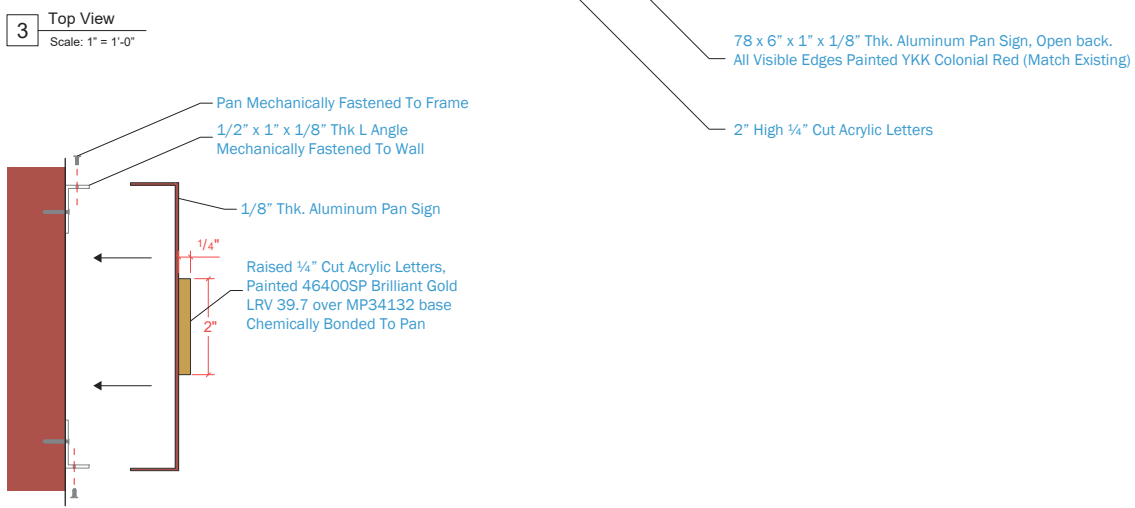
1 Front View
Scale: 1" = 1'-0"



2 Side View
Scale: 1" = 1'-0"



3 Top View
Scale: 1" = 1'-0"



4 Side Detail - Wall Mounted
Scale: 1/4" = 1'-0"

This sign type is applicable in certain special instances where dimensional room identification lettering with donor recognition will be installed at a space with an interior storefront entryway.

Exact specifications for each instance of this sign shall be determined based on the space and custom designed accordingly.

Any requests will be reviewed and approved on a case-by-case basis.

Letters: Raised 1/4" thk cut acrylic
Back Panel: 1" deep aluminum pan with open back
Letter Color: Matthews 46400SP Brilliant Gold
Panel Color: YKK Colonial Red painted on all visible edges (exact color should be matched in field)
Mounting: Mechanically fastened directly to mullion or to wall with concealed hardware

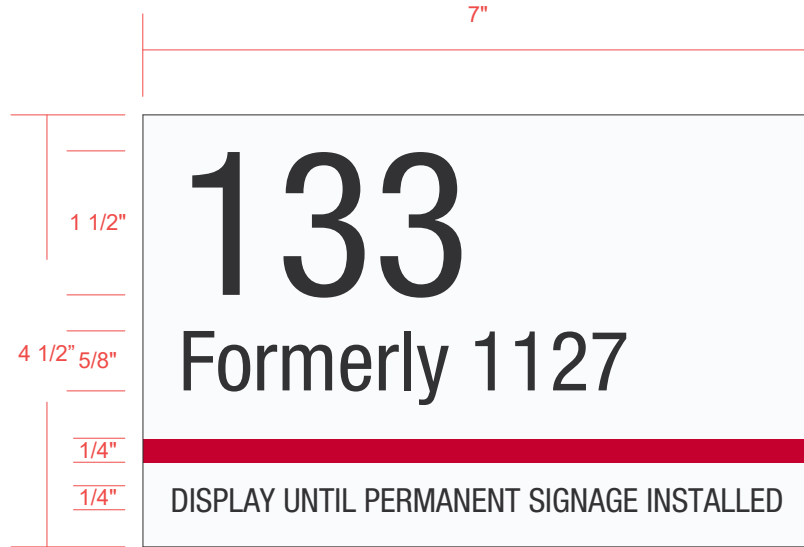
Note: Color-matched backing is to be provided in instances where sign falls on glass or is exposed.

Panel signs must be accompanied by a Room ID sign that includes tactile text and Grade 2 Braille.

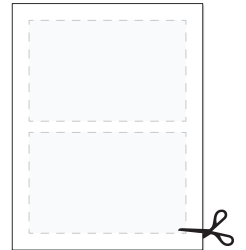
SP-3 TEMPORARY ROOM RENUMBERING SIGN

Print and laminate. Trim to size.
Install using double-sided tape.

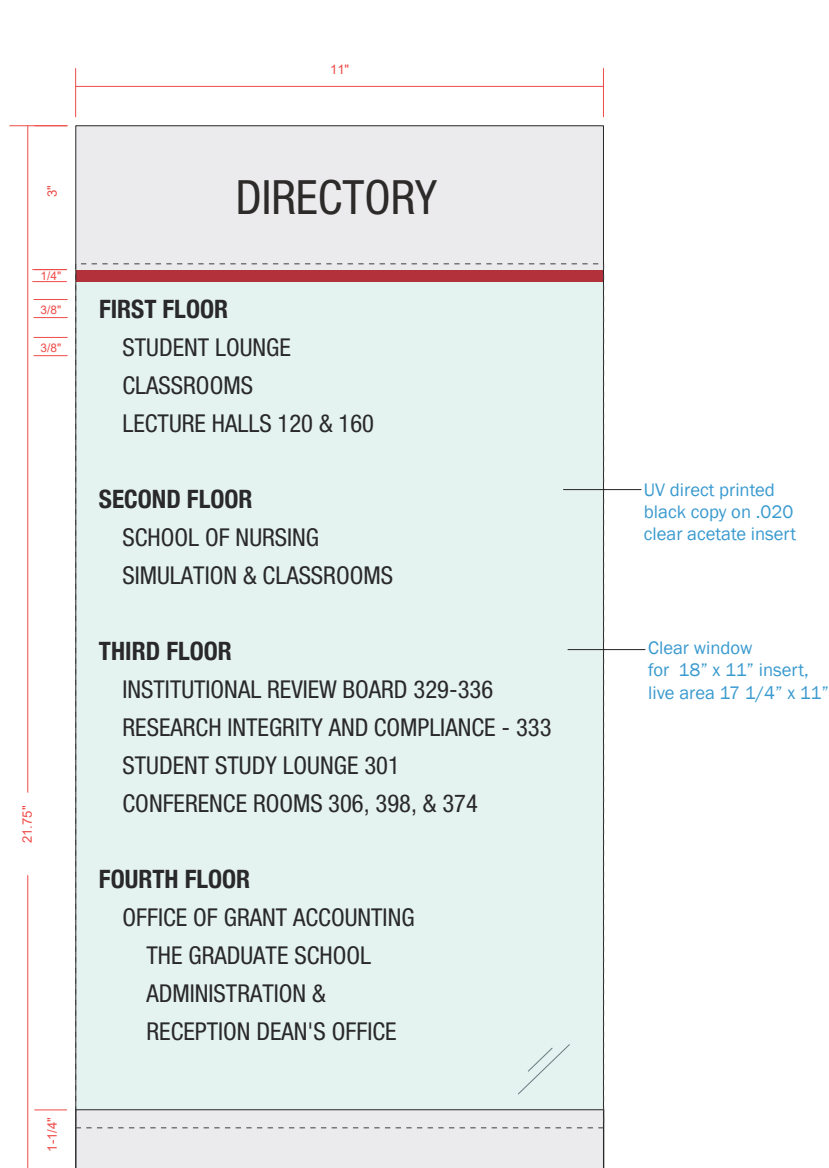
LOCATION:
install adjacent to or in place of
new room identification sign.
Option: include kill date of sign.



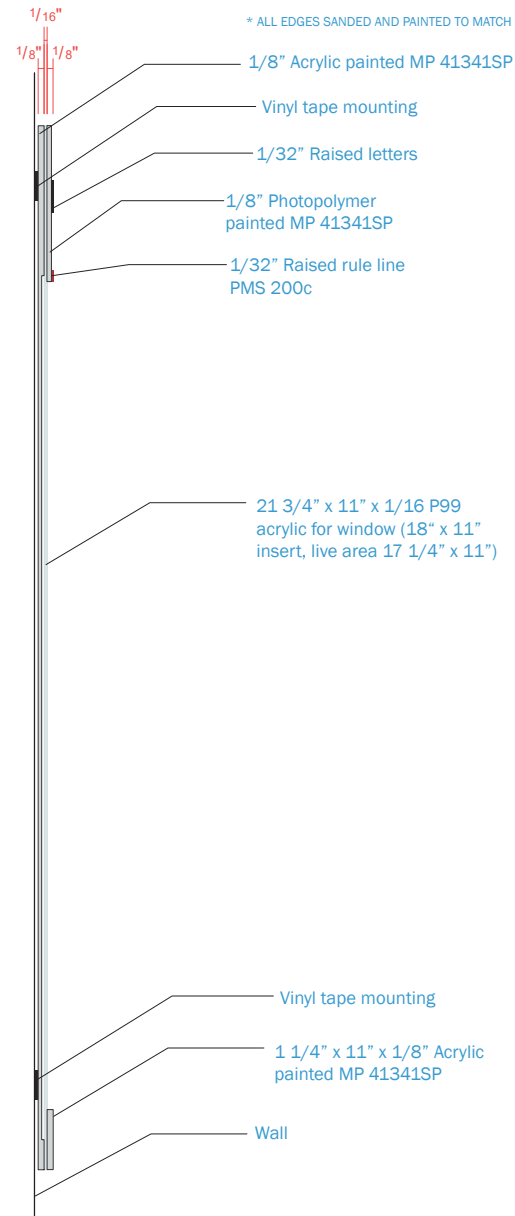
1 Front View
Scale: 1:2



SP-4 LEGACY WAYFINDING – BUILDING DIRECTORY



1 Front View
Scale: 1:4



2 Side View
Scale: 1:4

Can be used to replace damaged sign or existing building package. Please consult with Facilities CPPM before ordering this sign.

Building Directory Signs list key destinations in each building by floor. They are typically placed close to primary and high-traffic secondary entrances in a location that is visible to those entering the building. This includes locations where building interiors connect.

Signs should be mounted on interior walls at 60" height from ground floor to centerline of sign.

Information is listed by floor in ascending order (e.g., Floor 1, Floor 2) and then under each floor in alphabetical order.

Department names should appear in their official and complete form.

SP-5 LEGACY WAYFINDING – FLOOR DIRECTORY

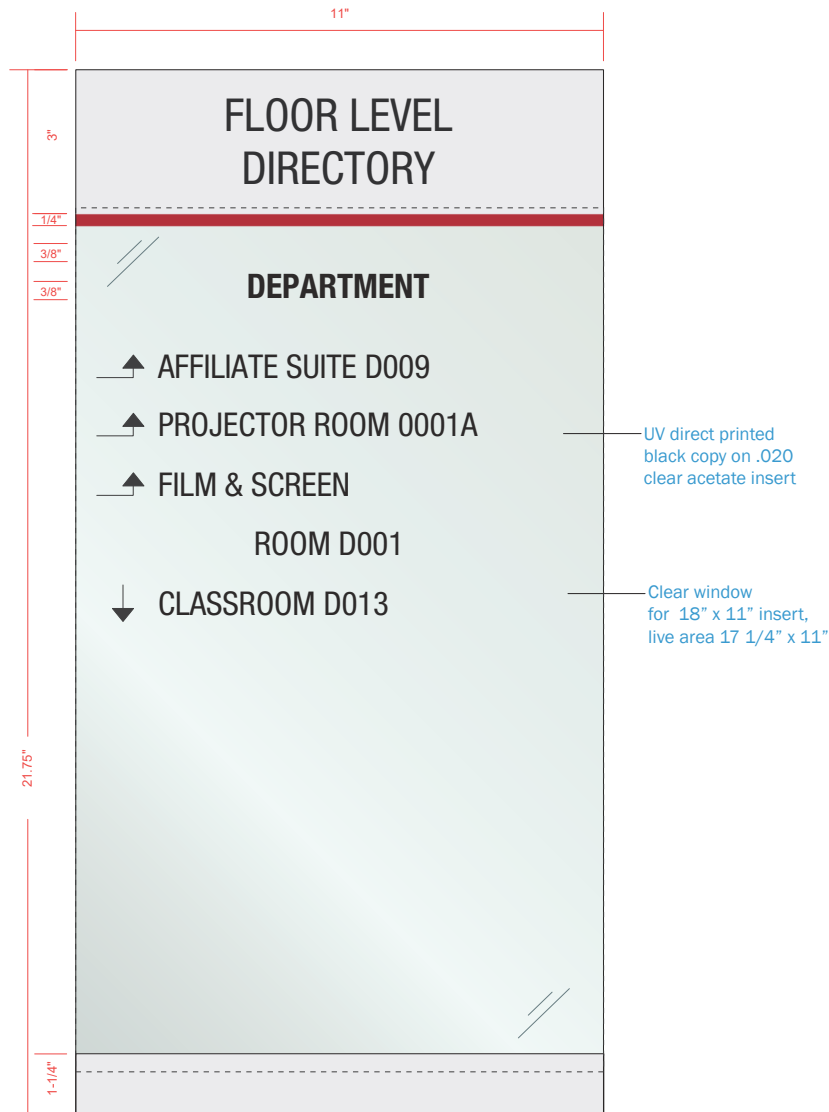
Can be used to replace damaged sign or existing building package. Please consult with Facilities CPPM before ordering this sign.

Floor Directory Signs should be strategically placed to best suit the flow of traffic near elevators to inform visitors of key destinations found on that particular floor.

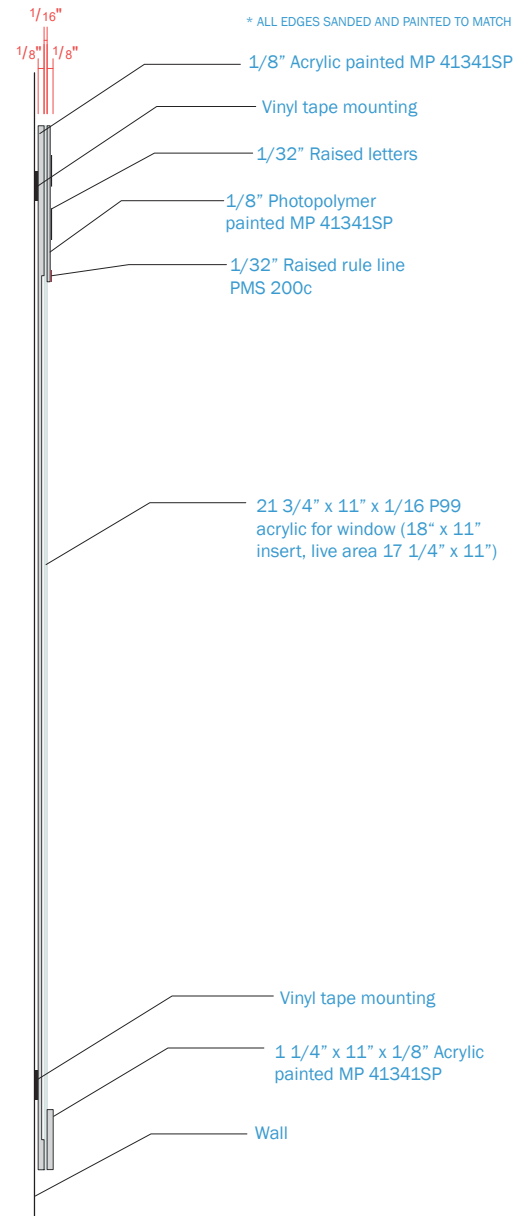
Signs should be mounted on interior walls at 60" height from ground floor to centerline of sign.

Information is listed by floor in ascending order (e.g., Floor 1, Floor 2) and then under each floor in alphabetical order.

Department names should appear in their official and complete form.



1 Front View
Scale: 1:4

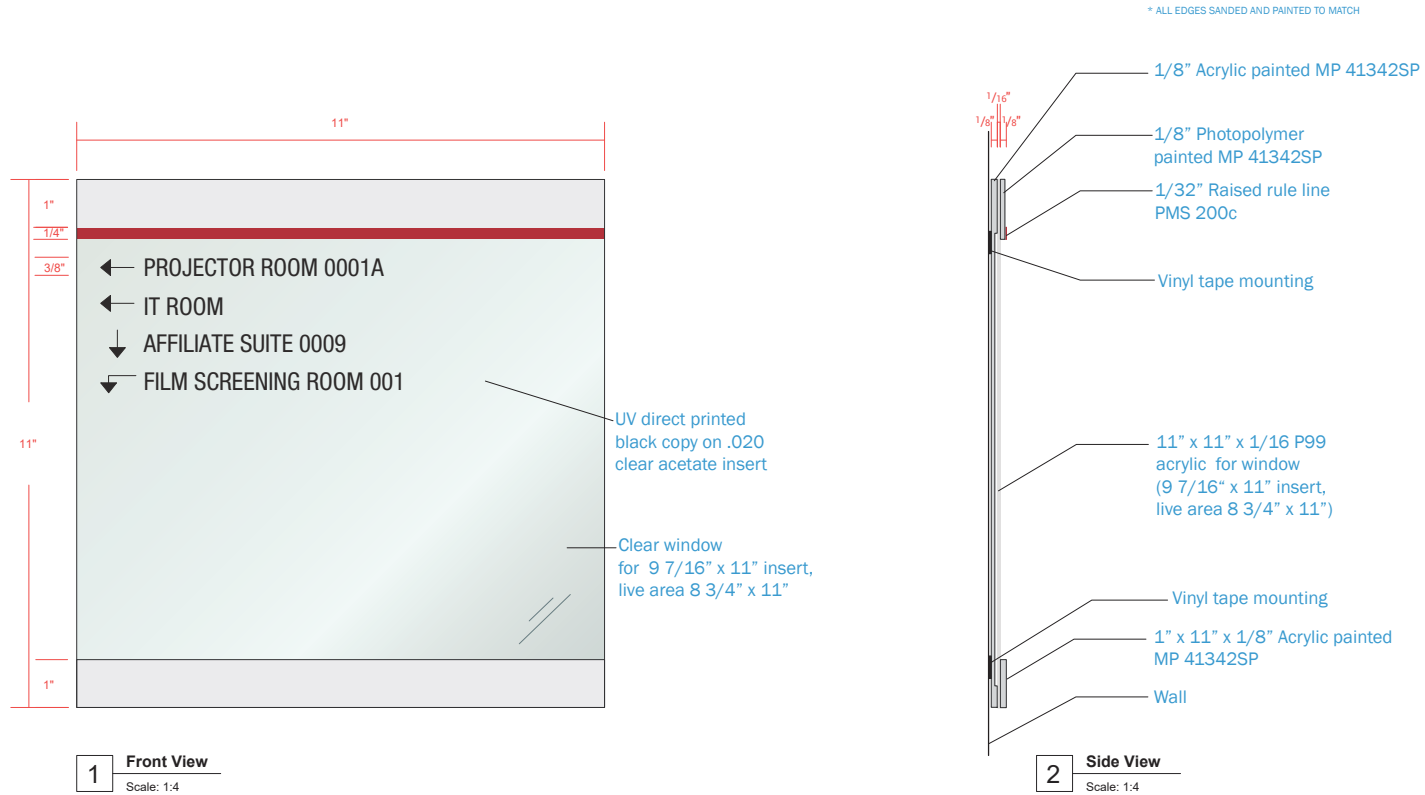


2 Side View
Scale: 1:4

SP-6 LEGACY WAYFINDING – CORRIDOR DIRECTIONAL

Can be used to replace damaged sign or existing building package. Please consult with Facilities CPPM before ordering this sign.

This sign type should be placed strategically to best suit the flow of traffic near an elevator.



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PART D

INTERIOR SIGNAGE

Mounting and Installation Specifications

MOUNTING GUIDELINES

UNOBSTRUCTED

Where permanent identification is provided for rooms and spaces, wall signs shall be installed adjacent to the latch side of the door, or the call button side of elevator door

OBSTRUCTED

Where there is no wall space adjacent to the latch side of a door, including at double leaf doors, signs shall be mounted on the nearest adjacent wall.

SIDELIGHT

Where a sidelight is adjacent to the latch side of the door, signs shall be placed on the sidelight 2" from the latch side of the sidelight frame and a vinyl backer shall be applied to the glass surface.

MOUNTING HEIGHT

Tactile signs shall be mounted 60" from the floor to the center of the sign unless special conditions exist. Mounting locations shall be fixed so that a person may approach within 3" of signage without encountering protruding objects or standing within the door swing.

OVERHEAD AND FLAG MOUNTED SIGNAG

Mounting height for all overhead or flag mounted signage shall be a minimum of 80" above finished floor to the bottom of the sign.

CHARACTERS MOUNTING HEIGHT

Visual characters shall be 40" minimum above the floor or ground. Tactile characters shall be 48" minimum above the floor, measured to the baseline of the lowest tactile character, and 60" maximum above the floor, measured to the baseline of the highest tactile character. Braille characters shall be 60" maximum above the floor or ground, measured from the baseline of the Braille Cells or the center of the sign.

MOUNTING LOCATION

Where a sign containing raised characters and braille is provided at a single door, the sign shall be located adjacent to the latch side of the door.

Where a sign containing raised characters and braille is provided at double doors with one active leaf, the sign shall be located on the inactive leaf. Where a sign containing raised characters and braille is provided at double doors with two active leaves, the sign shall be placed to the right of the right-hand door.

Signs containing raised characters and braille shall be located so that a minimum clear floor space of 18" x 18", centered on the sign is provided beyond the arc of any door swing between the closed and 45 degree open position. Door mount signs shall be permitted on the push side of the door with closer and without hold open devices.

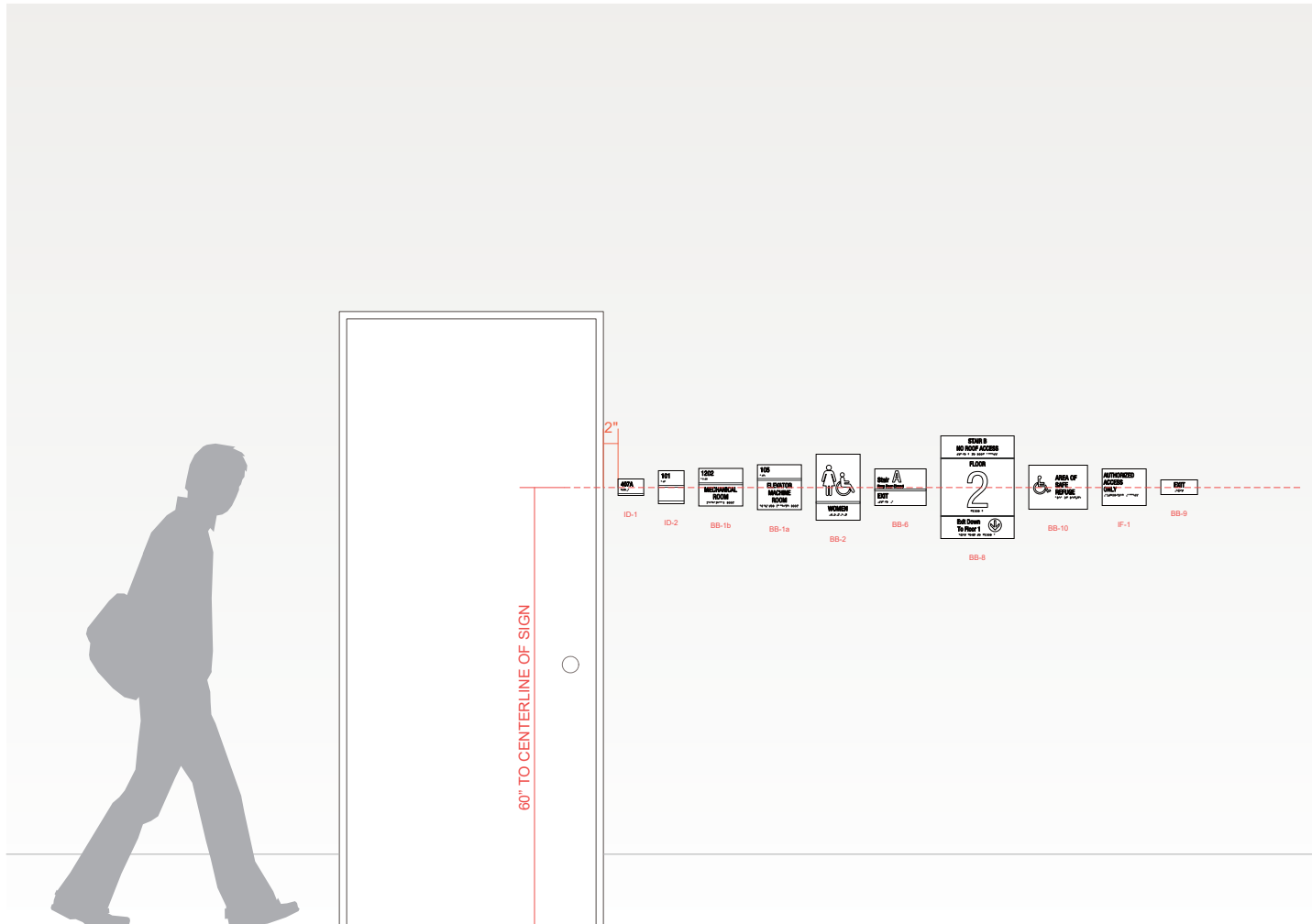
For door configurations not shown, coordinate with Capital Planning and Project Management staff.

Permanent wall mounted signs shall be mounted at 60 inches on center from the floor to the centerline of the sign.

Room Identification signs shall be located at the latch side of the door with a minimum of 2" from the edge of the doorway.

If wall space is not available, the sign shall be placed at the nearest adjacent wall surface.

In instances where there is no latch side to a door, corridor or opening, placement should be determined based on optimal viewing location and reviewed with the building management.

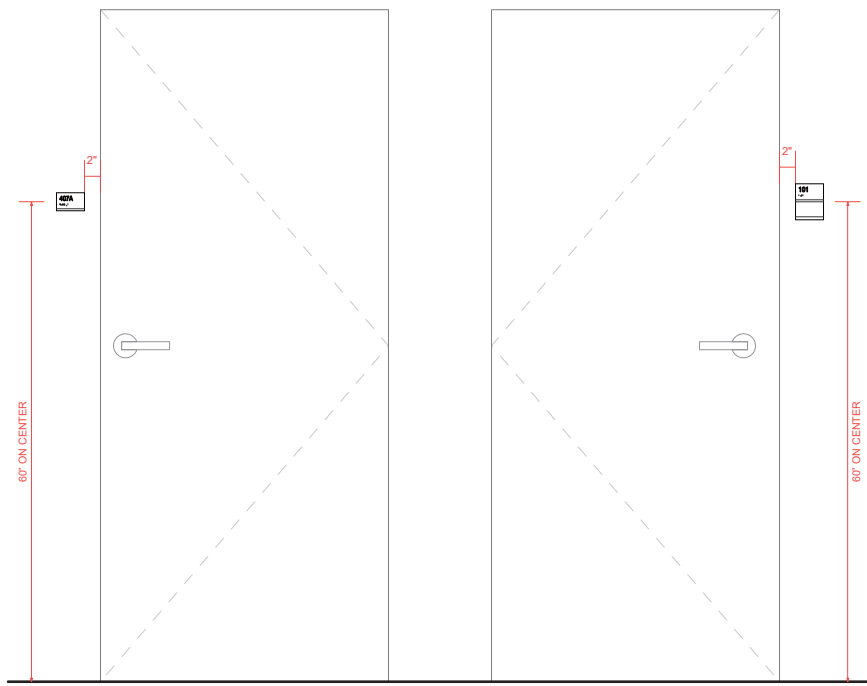


Typical ADA Tactile Sign Mounting Specifications
Scale: 1/2" = 1'-0"

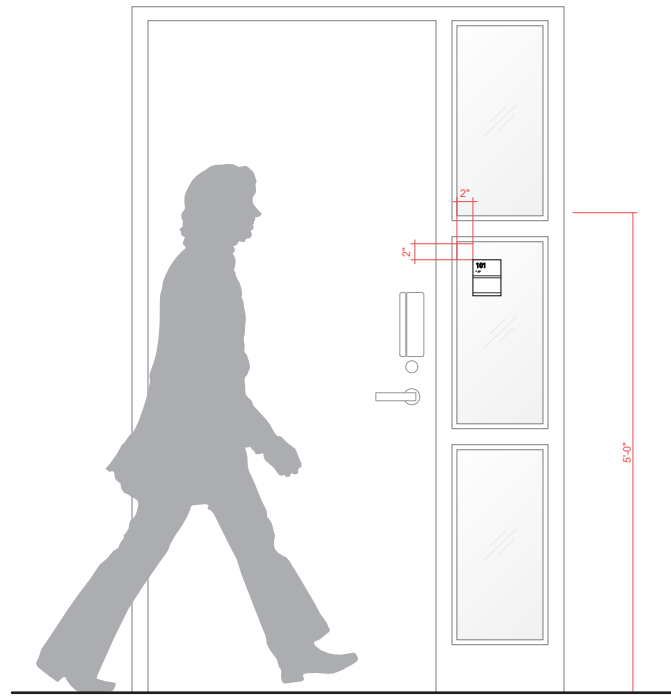
ALWAYS ON KNOB SIDE UNLESS NO SPACE

Permanent wall mounted signs shall be mounted at 60 inches on center from the floor to the centerline of the sign.

Room Identification signs shall be located at the latch side of the door with a minimum of 2 inches from the doorway edge. If wall space is not available, the sign shall be placed at the nearest adjacent wall surface. In instances where there is no latch side to a door, corridor, or opening, placement should be determined based on optimal viewing location and reviewed with the building management.



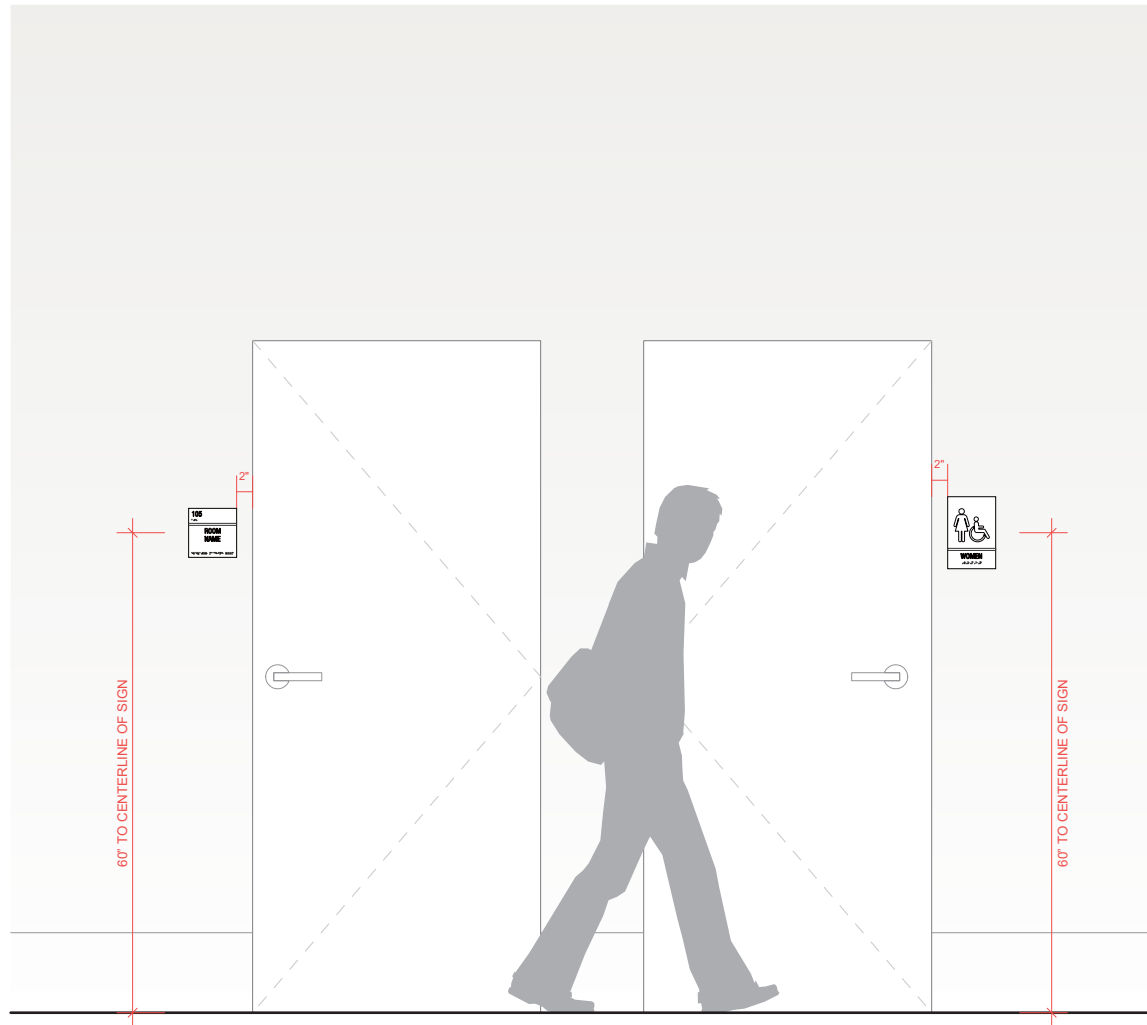
Room ID
Scale: 1/2" = 1'-0"



Office ID on Skylight
Scale: 1/2" = 1'-0"

Permanent wall mounted signs shall be mounted at 60 inches on center from the floor to the centerline of the sign.

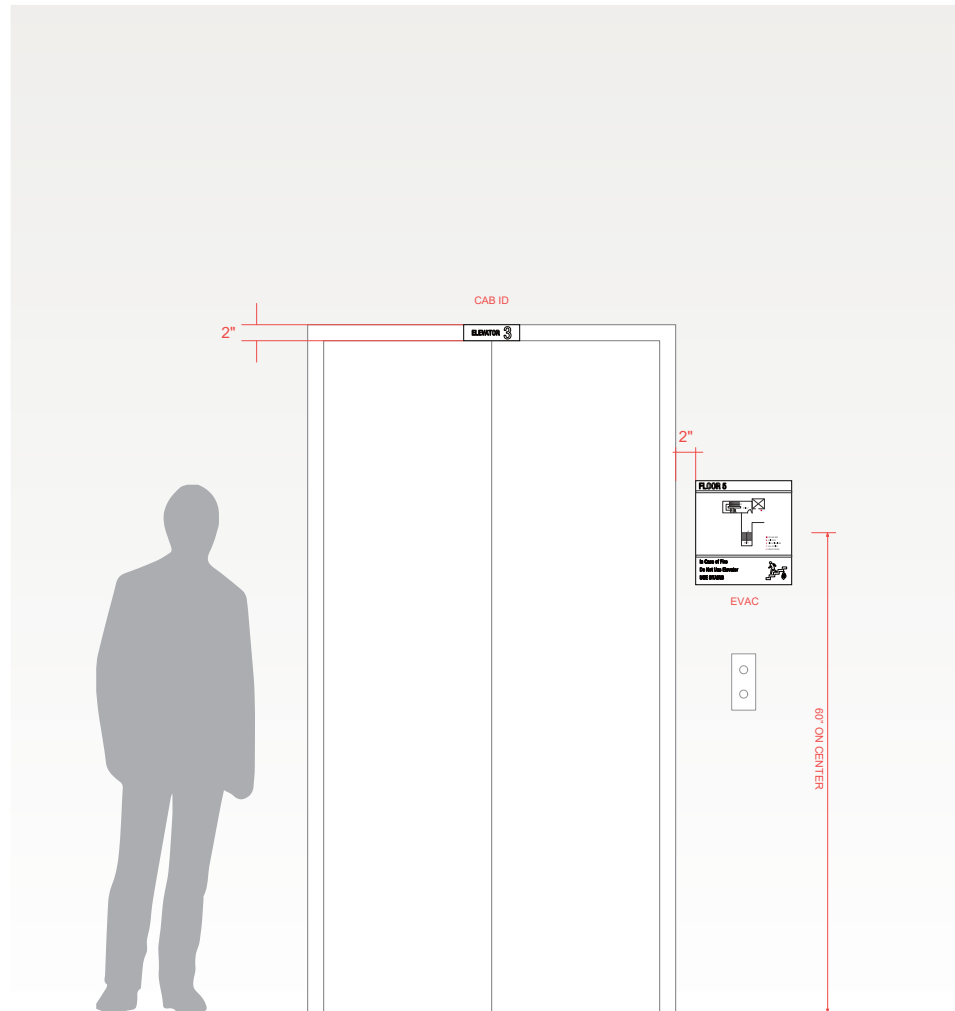
Room Identification signs shall be located at the latch side of the door with a minimum of 2 inches from the doorway edge. If wall space is not available, the sign shall be placed at the nearest adjacent wall surface. In instances where there is no latch side to a door, corridor, or opening, placement should be determined based on optimal viewing location and reviewed with the building management.



Scale: 1/2" = 1'-0"

Cab Identification signs, which indicate cabs on a building floor, should be placed directly outside of elevators above cab doors.

Evacuation Maps, which show the nearest escape and egress routes in the event of a fire or emergency, shall be located near the elevator call buttons on each floor. This signage should be strategically placed in order to best suit the flow of traffic near an elevator.

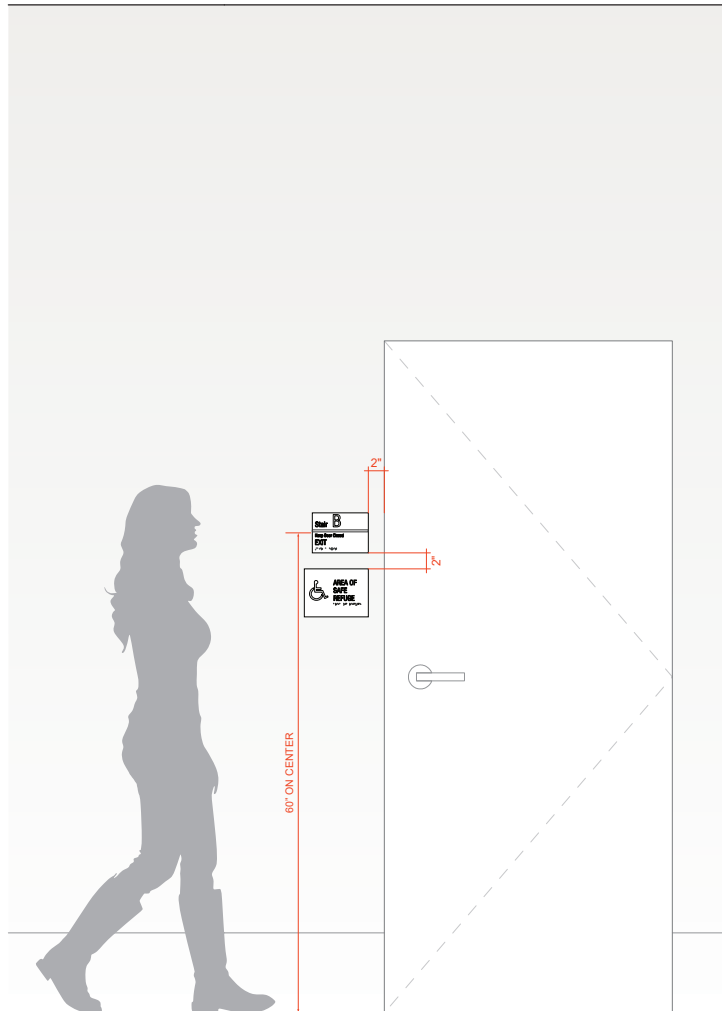


Scale: 1/2" = 1'-0"

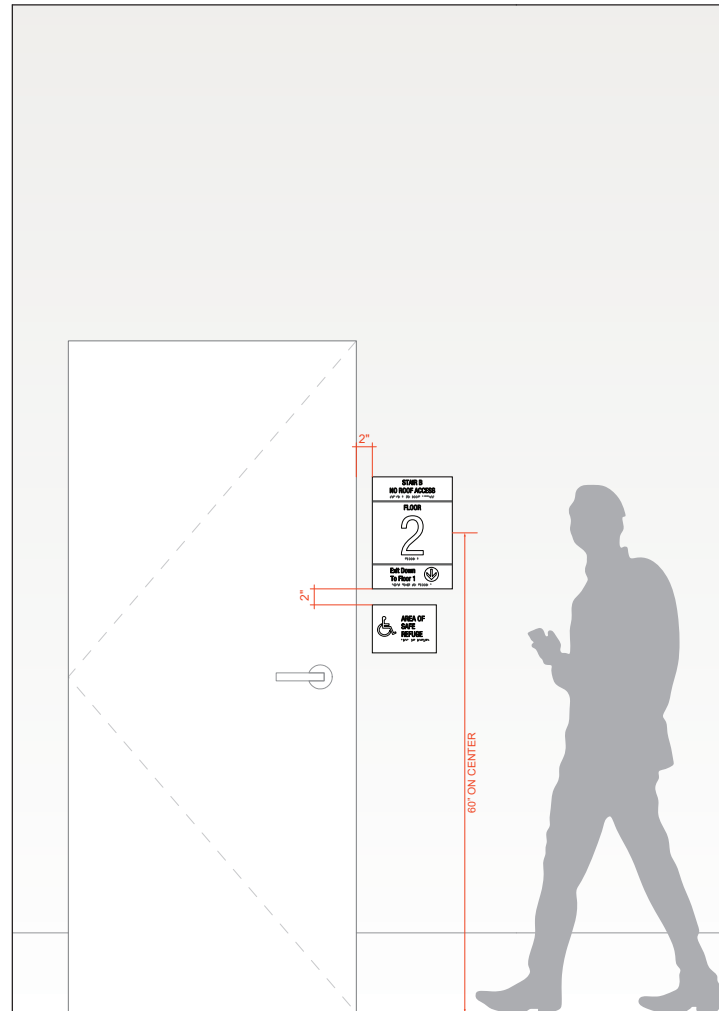
Stairwell Identification signs identify an exit stairwell from the occupancy side and is only needed for interior fire stairs with a door. The sign is placed on the latch side of the door outside of all egress stairwells on the corridor stair door itself.

Stairwell Level Identification signs provide information such as the stairwell, floor level, exit floor level, and roof access to assist fire and safety during an emergency. This sign is located on each floor landing of an exit stairway connecting more than three stories. The sign should be mounted on the latch side of the door inside all egress stairwells and shall be in a position that is visible when the door is in the open or closed position.

Area of Refuge signs identify designated areas of accessible assistance. They are required inside and outside all locations where there is Area of Refuge noted on building Code plans (total two signs per staircase). At each access door, the signs should be mounted on the latch side of the door with a minimum 2 inches clearance on all sides. If a stairwell also contains an Area of Refuge, the signs are typically placed directly below the Stairwell ID sign (hallway side only) or Stairwell Level ID sign (stairwell side only).

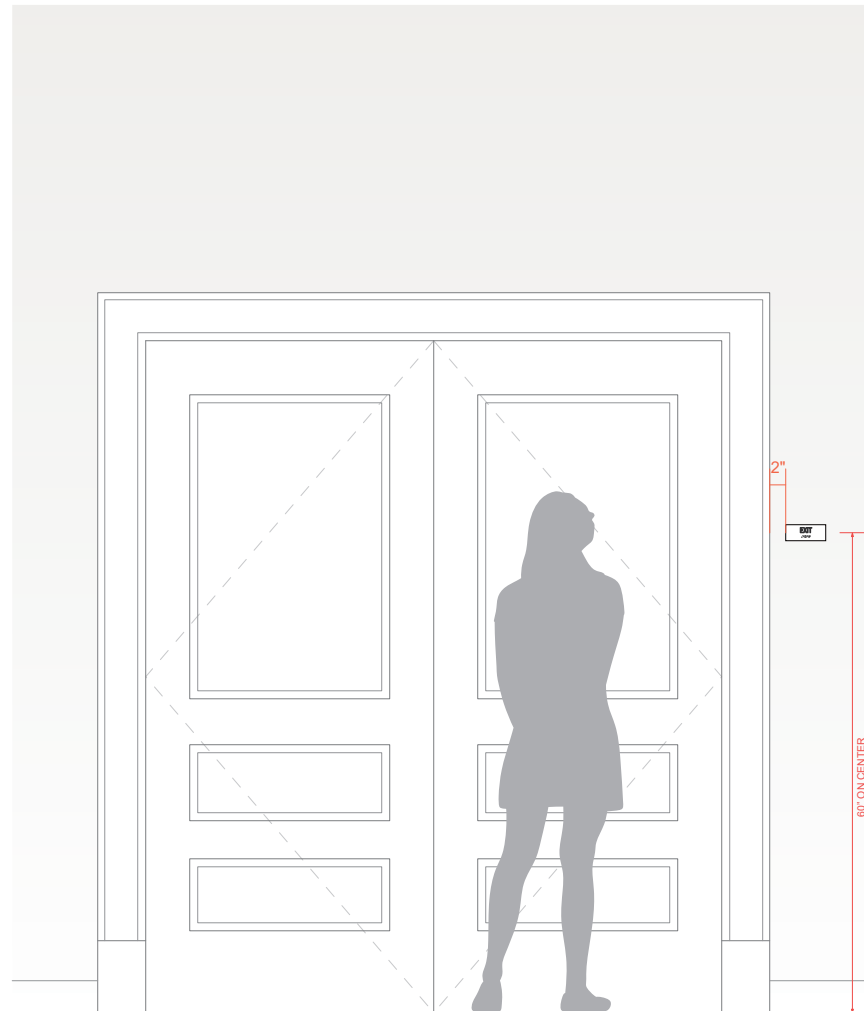


HALLWAY SIDE
Scale: 1/2" = 1'-0"



STAIRWELL SIDE
Scale: 1/2" = 1'-0"

Exit door signs are located at all stair doors that egress to the exterior of the building.



Scale: 1/2" = 1'-0"

Vinyl letters used in buildings to identify a college/school, area, department, or other entity are designed to suit each instance.

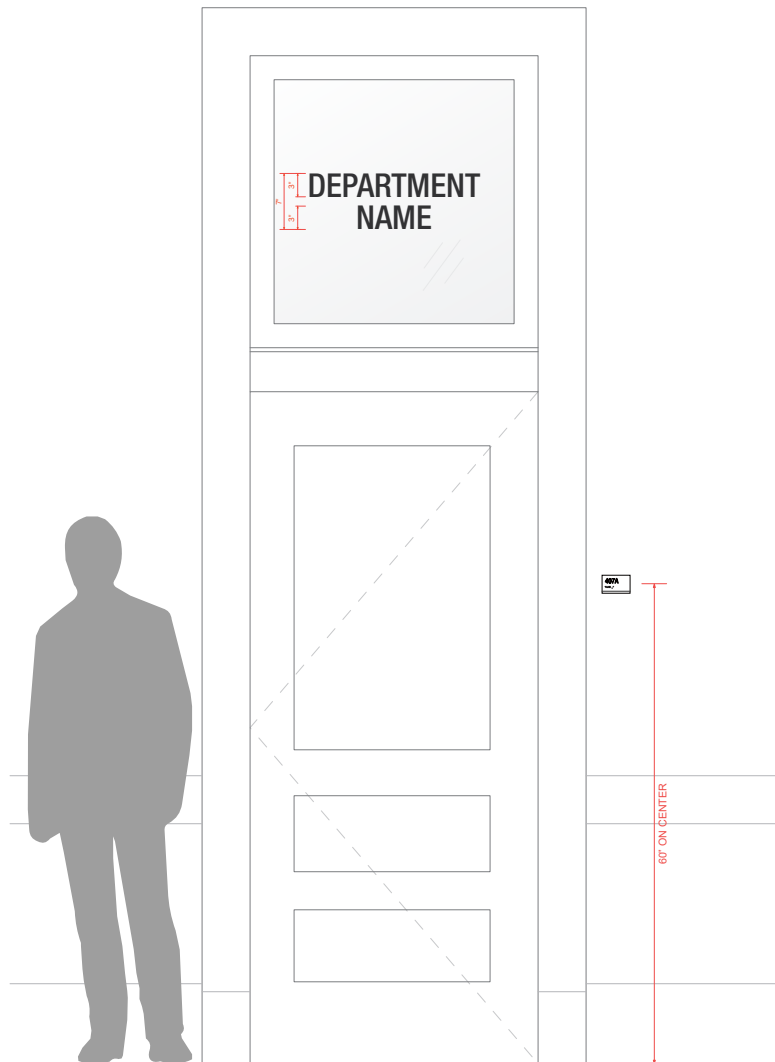
Department names should be in their official, complete form.

Letter height may vary in order to best suit the placement and overall composition for each instance of this sign application. Field conditions should always be surveyed to ensure best fit.

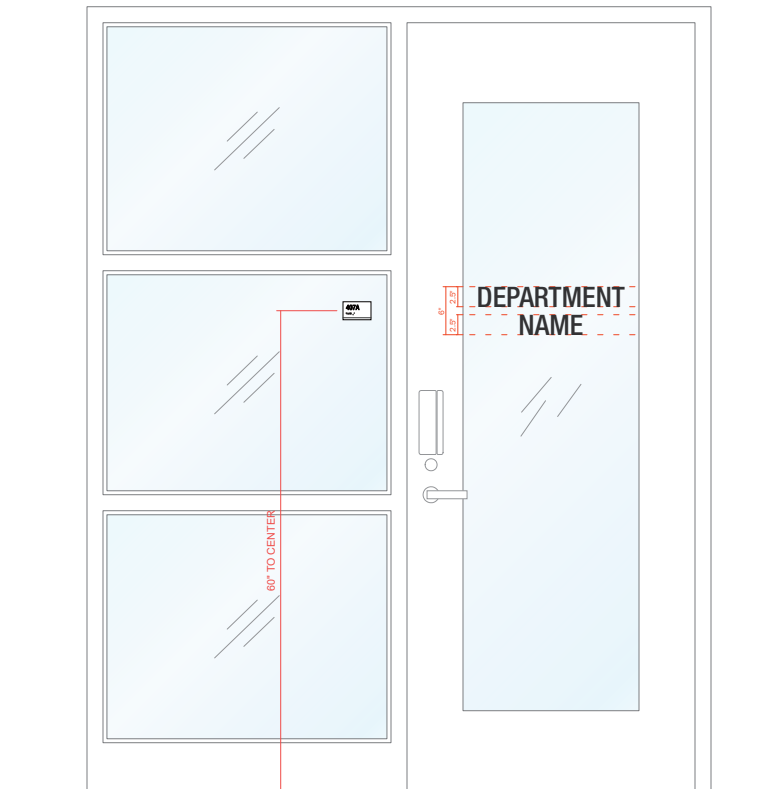
Vinyl letter on glass must be accompanied by a Room ID sign that includes tactile text and Grade 2 Braille.

Note:
Requests for for this sign type will be reviewed and approved on a case-by-case basis.

When ordering this sign, indicate the department's full official name as it should appear on the sign.



Scale: 1/2" = 1'-0"



Scale: 1/2" = 1'-0"

Dimensional lettering is used within buildings to identify a college/school, department, area, or other entity.

To ensure proper scale, location, and compatibility with existing decor and wall surface, this sign type should be custom designed and installed per each location.

NOTES:
Department names should appear in their official, complete form.

All capital letters should be used.

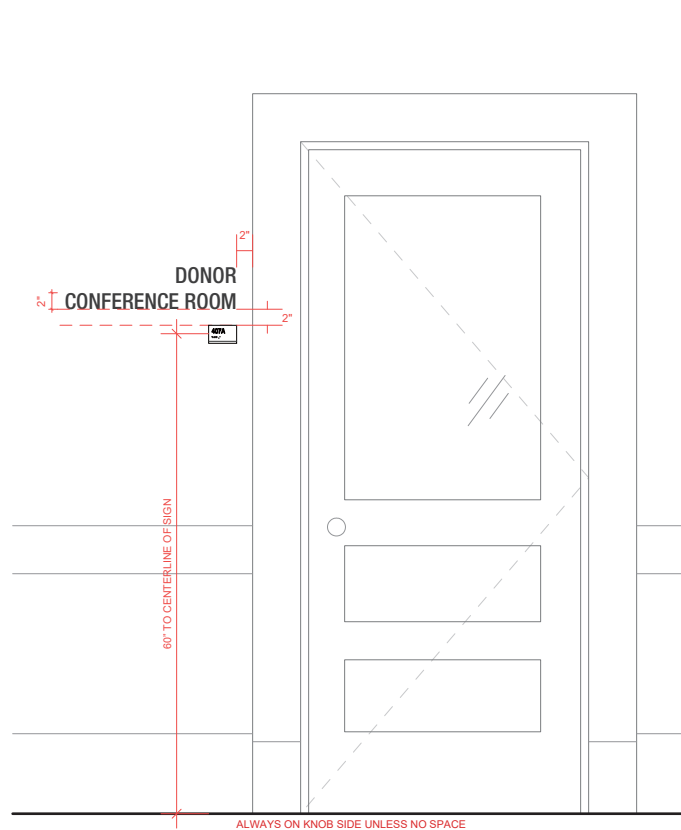
Black letters should be used when against light surfaces. Gold letters should be used when against light or maroon surfaces.

Letters should be center aligned over entranceway with clearance on all sides equal to letter height.

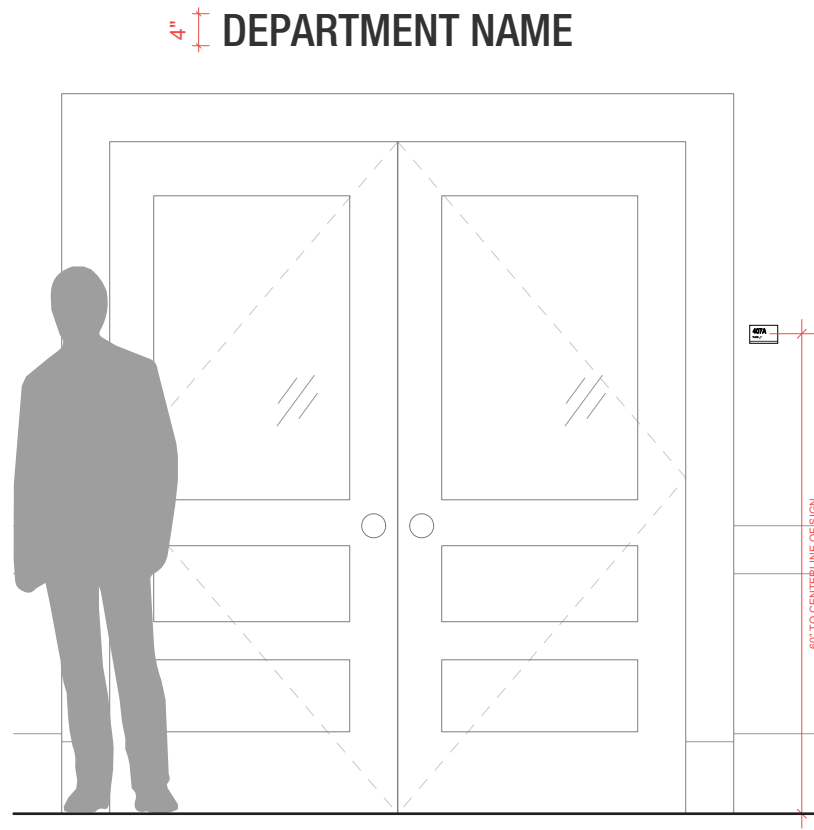
Letters mounted to the side of a door should align to the door and accompanying Room ID sign unless otherwise specified. Letters mounted above the door should be center aligned unless it is otherwise specified.

Signage should always be on knob side unless no space is available. Dimensional Letters should have a minimum 2" of clearance on all sides.

Note: This sign type must be accompanied by a Room ID sign that includes tactile text and Grade 2 Braille.



Front View - Donor Room ID
Scale: 1/2" = 1'-0"

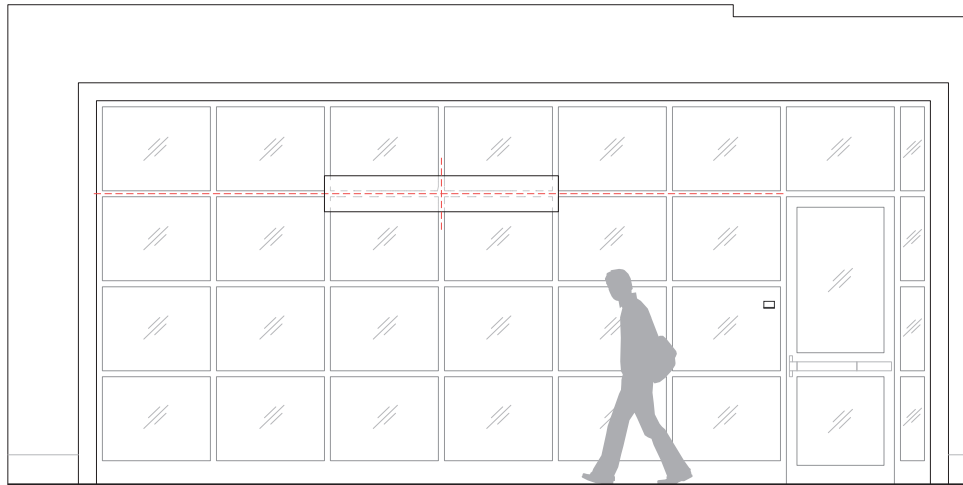


Front View - Department ID
Scale: 1/2" = 1'-0"

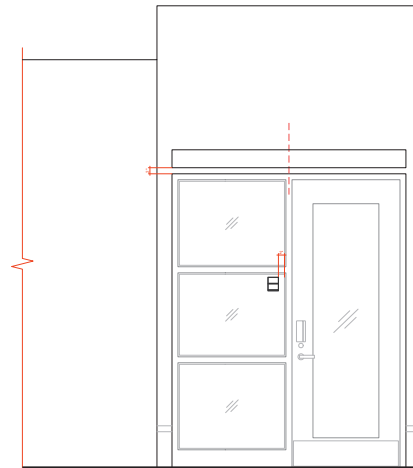
Exact specifications for each instance of this sign type shall be determined based on the unique conditions of the space and designed to fit accordingly.

Any requests for this sign type will be reviewed and approved on a case-by-case basis.

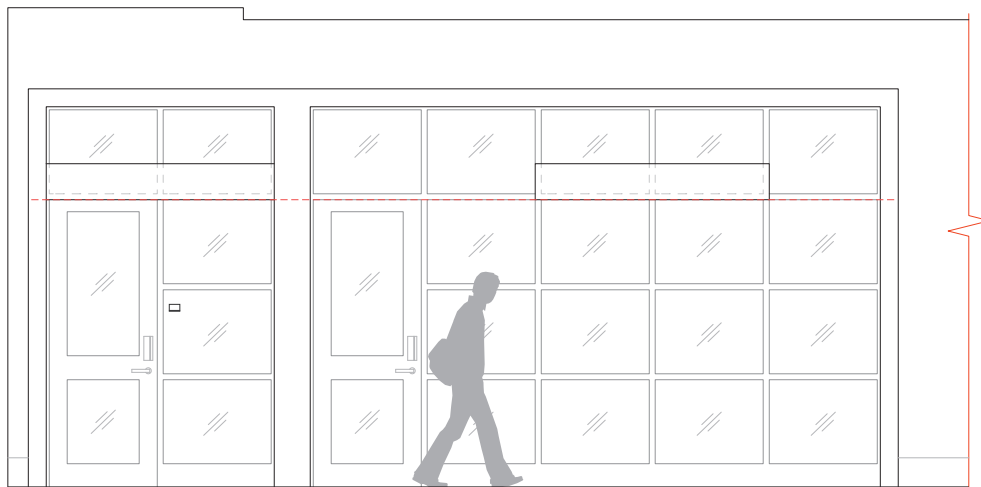
Note:
This sign must be accompanied by a Room ID Sign that includes tactile text and Grade 2 Braille.



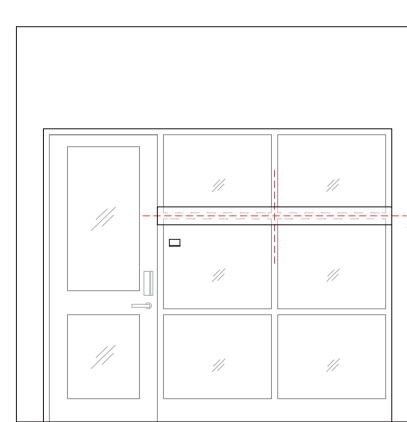
SBUS 140
Scale: 3/16" = 1'-0"



SBUS 130
Scale: 3/16" = 1'-0"



SBUS 150
Scale: 3/16" = 1'-0"



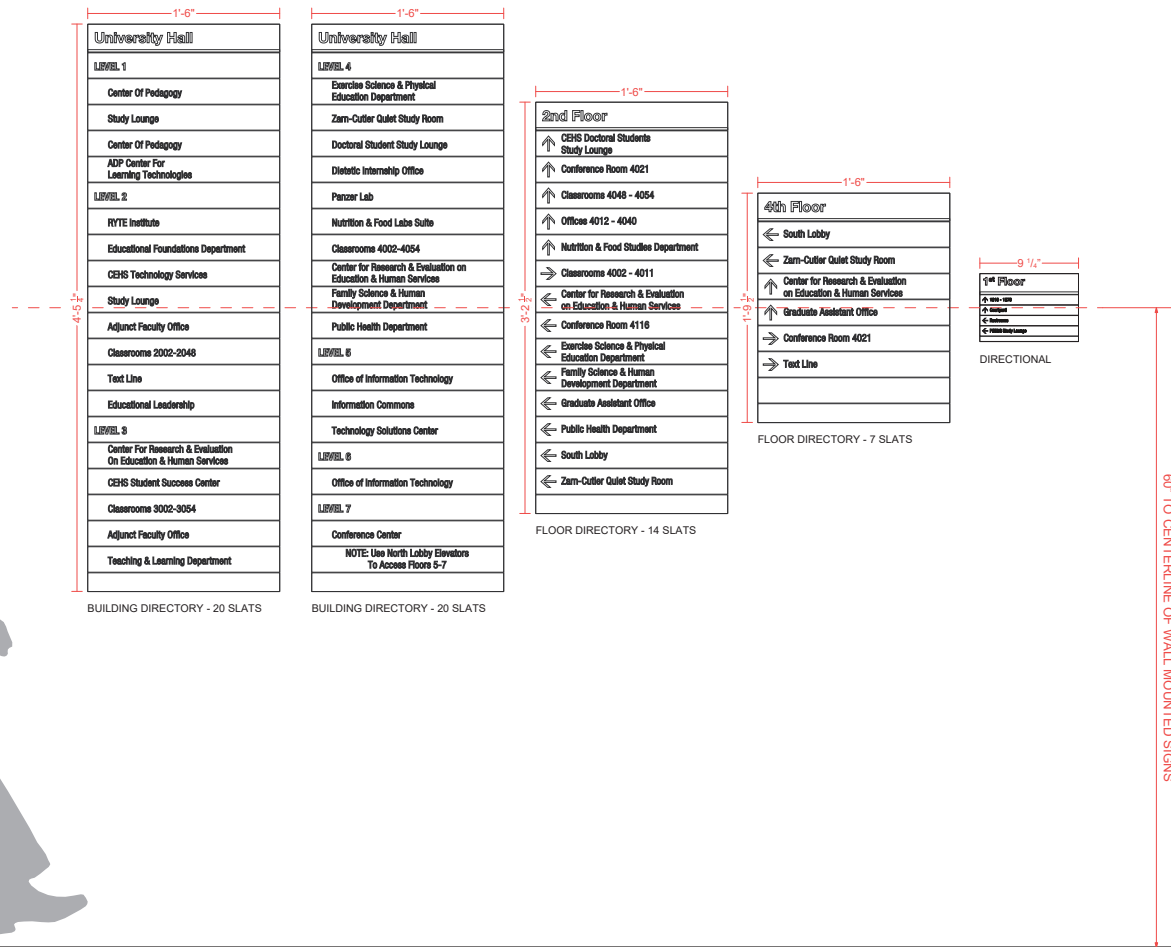
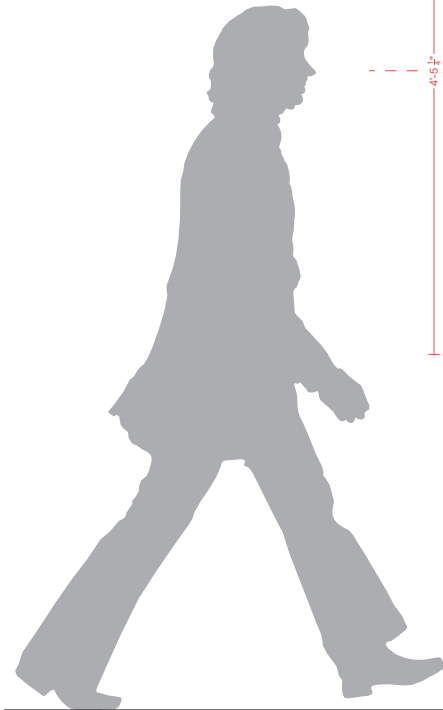
SBUS 123
Scale: 3/16" = 1'-0"

Building Directory Signs list key destinations in each building by floor. They are typically placed close to primary and high-traffic secondary entrances in a location that is visible to those entering the building. This includes interior locations where buildings connect.

Floor Directory Signs should be strategically placed to best suit the flow of traffic near elevators to inform visitors of key destinations found on that particular floor.

Wall Mounted Directional Signs should be located at key corridor intersections and other critical decision points within a building to direct to nearby destinations.

Note: Placement and sizing should be adjusted to reflect the building's unique complexity.

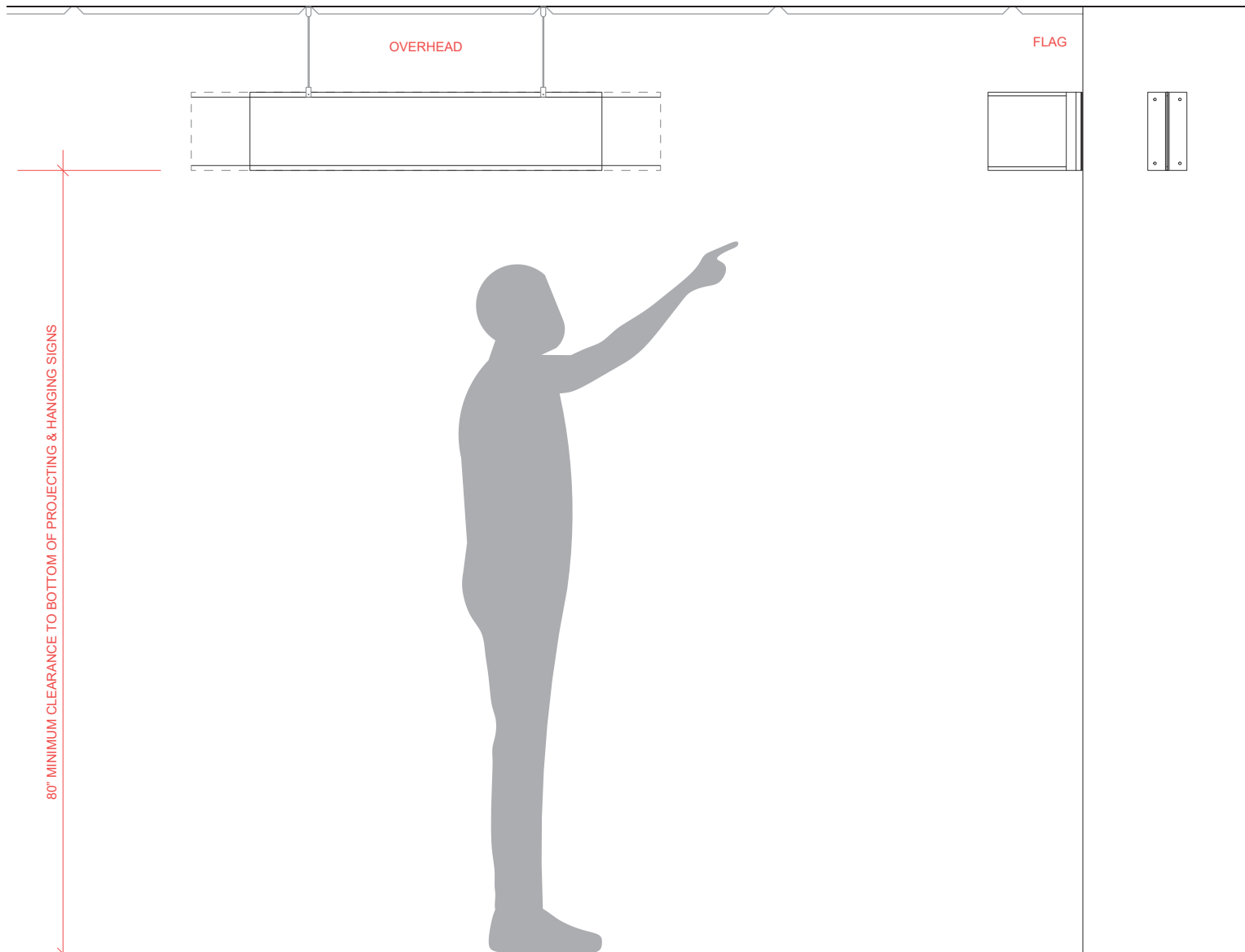


Scale: 1 1/2" = 1'-0"

Overhead or Projecting signage shall be mounted at a minimum of 80" from the floor base to the bottom of the sign.

Overhead signage messaging shall have a minimum 3" capital height. Text may appear in upper and lowercase characters.

Each instance of these sign types should be evaluated to determine the proper viewing distance. For every 25'-0" of viewing distance, capital letter height is required to be 1" for all messaging.



Scale: 3/4" = 1'-0"

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PART E

INTERIOR SIGNAGE

**ADA Rules and
Regulations**

ADA RULES AND REGULATIONS

ADA signage guidelines are primarily intended to make facilities accessible to the blind, visually-impaired, and mobility-impaired. All public facilities must take steps to comply with ADA regulations. The following is a summary of the regulations published in the Department of Justice Federal Register, dated Friday July 26, 1991, 28 CFR Part 36, Title III, and the updated ICC/ANSI A117.1 - 1998 Accessibility Standard (approved February 13, 1998 by the Board of Standards Review).

SIGN REGULATIONS:

1. PERMANENT ROOM IDENTIFICATION SIGNS USING TACTILE AND VISUAL CHARACTERS

Signs that designate permanent rooms and spaces in a facility are generally defined as room numbers, exit signs, and restroom signs. They must comply with the following:

a. FINISH AND CONTRAST

- Characters and their background must have a non-glare finish. Characters shall contrast with either light characters on a dark background, or dark characters on a light background.

b. BRAILLE

- Tactile characters shall be accompanied by Grade 2 Braille located below corresponding text. Braille dots shall have a domed or rounded shape. If text is multi-lined, Braille shall be placed below entire text. Braille shall be separated 3/8 inch minimum from other tactile characters, raised elements or borders. Braille shall comply with literary Braille.

EXCEPTION: Indicating uppercase letters shall solely be for proper nouns and names, individual letters, initials, acronyms, or before the first word of sentences.

c. PICTOGRAMS

- Pictograms must be located on a field at least 6 inches in height. An equivalent Grade 2 Braille and tactile description must be placed below or adjacent and shall not intrude into the field.
- Pictograms and their fields must meet the requirements for finish and contrast.

d. MOUNTING HEIGHT

- Tactile characters shall be 48 inches minimum and 60 inches maximum above the adjacent ground of floor, measured from the character baseline.
- Visual characters shall be 40 inches minimum above the floor or ground.
- Braille shall be 40 inches minimum and 60 inches maximum above the floor or ground, measured from the baseline of the Braille cells.

e. MOUNTING LOCATION

- For single doors, mount sign adjacent to the latch side of the door. For double doors, mount sign to right of the right hand door. If no wall space is available, mount sign on nearest adjacent wall.
- Minimum 18 inches x 18 inches floor space (centered on the sign) beyond the arc of any door swing between the closed position and 45 degree open position.

EXCEPTION: Door-mounted signs shall be permitted on the push side of doors with closers and without hold-open devices.

2. PERMANENT ROOM IDENTIFICATION SIGNS USING TACTILE AND VISUAL CHARACTERS

(where separate tactile and visual characters with the same information are provided):

- a. Visual characters can be uppercase, lowercase, or a combination of the two. Type shall be of conventional style. Characters shall not be italic, oblique, script, highly decorative, or of other unusual forms.
- b. Visual characters must meet the requirements for character width, line spacing, finish and contrast.
- c. Tactile characters shall be duplicated in Braille.
- d. Tactile characters shall always be uppercase and meet the requirements for character depth, style, width, line spacing, mounting height and location.

3. DIRECTIONAL AND INFORMATIONAL SIGNS

Visual signs that provide direction to or information about function spaces in a facility can either be wall mounted, projected or suspended overhead. These signs are not required to contain tactile characters but must meet requirements for character width, line spacing, finish and contrast.

4. TEMPORARY INFORMATION SIGNS

Building directories, menus, and all other signs that provide temporary information about rooms and spaces within a facility, such as a current occupant's name, are not required to comply with ADA guidelines.

IDENTIFICATION OF ACCESSIBLE FACILITIES & FEATURES:

1. ENTRANCES, RESTROOMS, AND BATHING FACILITIES

The international symbol of accessibility must be displayed at accessible entrances if none of the entrances are accessible. Directions that include the symbol must be provided from inaccessible entrances to accessible ones. Similar guidelines apply to restrooms and bathing facilities.

2. PARKING AREAS

Accessible parking spaces and loading zones must be marked by a sign showing the symbol of accessibility, located so it cannot be obscured by a parked vehicle. An installation height of 60 inches minimum is required above ground to the bottom of the sign. Note: Some states have their own requirements; California requires 80 inches. Also, if the sign is in the public way, it may qualify as a protruding object and must be 80 inches above the ground.

3. ASSEMBLY AREAS

The international symbol of access for hearing loss must be displayed where assistive listening systems are required, together with a description of the system installed.

4. AREAS OF RESCUE ASSISTANCE

Areas of rescue assistance must be identified with illuminated and/or non-illuminated signs including the international symbol of accessibility. Instructions must be posted on how to use the area in an emergency. Inaccessible exits must be identified as such. Where all exits aren't accessible, signs with the symbol are required to direct visitors to areas of rescue assistance.

5. PUBLIC TELEPHONES

Text telephones must be identified with the TTY symbol. Volume control telephones must be identified with the volume control symbol. Where all telephone banks are not so equipped, directions including appropriate symbols must be provided to guide users from unequipped telephone banks to equipped ones.

6. ASSISTIVE LISTENING SYSTEMS

Assistive listening systems must be identified by the international symbol for hearing loss, together with a description of the system provided.

7. PROTRUDING OBJECTS

The law requires that no objects, including signs, shall protrude more than 4 inches from the wall surfaces or 12 inches from posts or pylons on a horizontal zone between 27 inches from the floor to 80 inches from the floor. Similarly, all corridors, halls, and similar must have a minimum headroom of at least 80 inches.

DEFINITION OF TERMS:

ACCESSIBLE

Allowing people with a variety of disabilities the ability to enter and use the facilities and services of public buildings and sites.

ADA

Abbreviation for "Americans with Disabilities Act"; a law giving people with disabilities as much access as possible to public buildings, services, and employment.

BRAILLE

Reading system of tactile dot patterns used by the visually impaired. Each Braille character, or cell, is composed of up to six raised dots. The number and location of these dots indicates the character(s) it represents. Grade 1 Braille is the alphabet "letter-for-letter". Grade 2 Braille, required by ADA, uses the same character dot cells as Grade 1, but is not a "letter-for-letter" scheme and contains close to 200 contracted words or fragments. Grade 3 Braille is a shorthand form.

COMMERCE

Travel, trade, traffic, transportation, or communication.

SIGN

Displays verbal, symbolic, tactile, and pictorial information.

TACTILE

Describes an object that can be perceived using the sense of touch.

COMMERCIAL FACILITY

Facility that is intended for non-residential use by a private entity and whose operations affect commerce.

PUBLIC ACCOMMODATIONS

- Social service center establishments
- Places of lodging
- Places of education
- Places of exhibition or entertainment
- Places of recreation
- Places of public display or collection
- Places of public gathering
- Sales or rental establishments
- Stations used for public transportation

	EXISTING	ALTERATIONS	NEW CONSTRUCTION
PUBLIC ACCOMMODATIONS	<p>Readily achievable barrier removal or</p> <p>Alternative methods to provide access to goods and services.</p> <p>Modify policies and procedures.</p> <p>Auxiliary aids/services.</p> <p>Reasonable accommodations for employees.</p>	<p>ADAAG Compliance to maximum extent feasible.</p> <p>Path of travel alteration.</p> <p>Modify policies and procedures.</p> <p>Auxiliary aids/services.</p> <p>Reasonable accommodations for employees.</p>	<p>Full ADAAG Compliance.</p> <p>Modify policies and procedures.</p> <p>Auxiliary aids/services.</p> <p>Reasonable accommodations for employees.</p>
COMMERCIAL FACILITIES	<p>Reasonable accommodations for employees.</p>	<p>ADAAG Compliance to maximum extent feasible.</p> <p>Path of travel alteration.</p> <p>Reasonable accommodations for employees.</p>	<p>Full ADAAG Compliance</p> <p>Reasonable accommodations for employees.</p>

FEATURE	SIGNS WHICH DESIGNATE PERMANENT ROOMS AND SPACES: ROOM #S, RESTROOMS, EXIT SIGNS	SIGNS WHICH PROVIDE DIRECTION TO OR INFORMATION ABOUT FUNCTIONAL SPACES	OVERHEAD SIGNS 80 INCHES ABOVE THE FLOOR
Tactile	Raised height 1/32" minimum	N/A	N/A
Letter Height	5/8" min. - 2" max. 1/2-3/4" for combo T/V signs*	Sized to viewing distance	Sized to viewing distance
Letter Type	Upper Case only	Upper or Lower Case	Upper or Lower Case
Letter Style	Sans Serif* Character width: 55-110% of character height* Character stroke: 10-15% of character height* Inter-character Spacing: 1/8" min. - 3/8" max.*	Sans Serif or Serif* Character width: 55-110% of character height* Character stroke: 10-30% of character height* N/A	Sans Serif or Serif* Character width: 55-110% of character height* Character stroke: 10-30% of character height* N/A
Pictogram	Raised, incised or subsurface Within 6 inch field (minimum) Verbal description directly below The following symbols may be required: <ul style="list-style-type: none"> • Int'l Symbol of Accessibility • Int'l TTY Symbol • Volume Control Symbol • Int'l Symbol of Access for Hearing Loss 	N/A N/A N/A The following symbols may be required: <ul style="list-style-type: none"> • Int'l Symbol of Accessibility • Int'l TTY Symbol • Volume Control Symbol • Int'l Symbol of Access for Hearing Loss 	N/A N/A N/A The following symbols may be required: <ul style="list-style-type: none"> • Int'l Symbol of Accessibility • Int'l TTY Symbol • Volume Control Symbol • Int'l Symbol of Access for Hearing Loss
Braille	Domed Grade 2 Braille Dot Height: .025-.032" Dot Diameter: .059-.063" Interdot Spacing: .090-.100 Horizontal Cell Separation: .241-.300" Vertical Cell Separation: .395-.400"	N/A	N/A
Finish	Characters and background: non-glare finish.* Recommended: between 11 and 19 degree gloss on 60 degree glossimeter.	Characters and background: non-glare finish. Recommended: between 11 and 19 degree gloss on 60 degree glossimeter.	Characters and background: non-glare finish. Recommended: between 11 and 19 degree gloss on 60 degree glossimeter.
Contrast 70% suggested	Characters and Symbols must contrast with background. Prefer light characters/symbols on dark background.	Characters and Symbols must contrast with background. Prefer light characters/symbols on dark background.	Characters and Symbols must contrast with background. Prefer light characters/symbols on dark background.
* See ANSI / ADA regulations for more complete information.			

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PART F

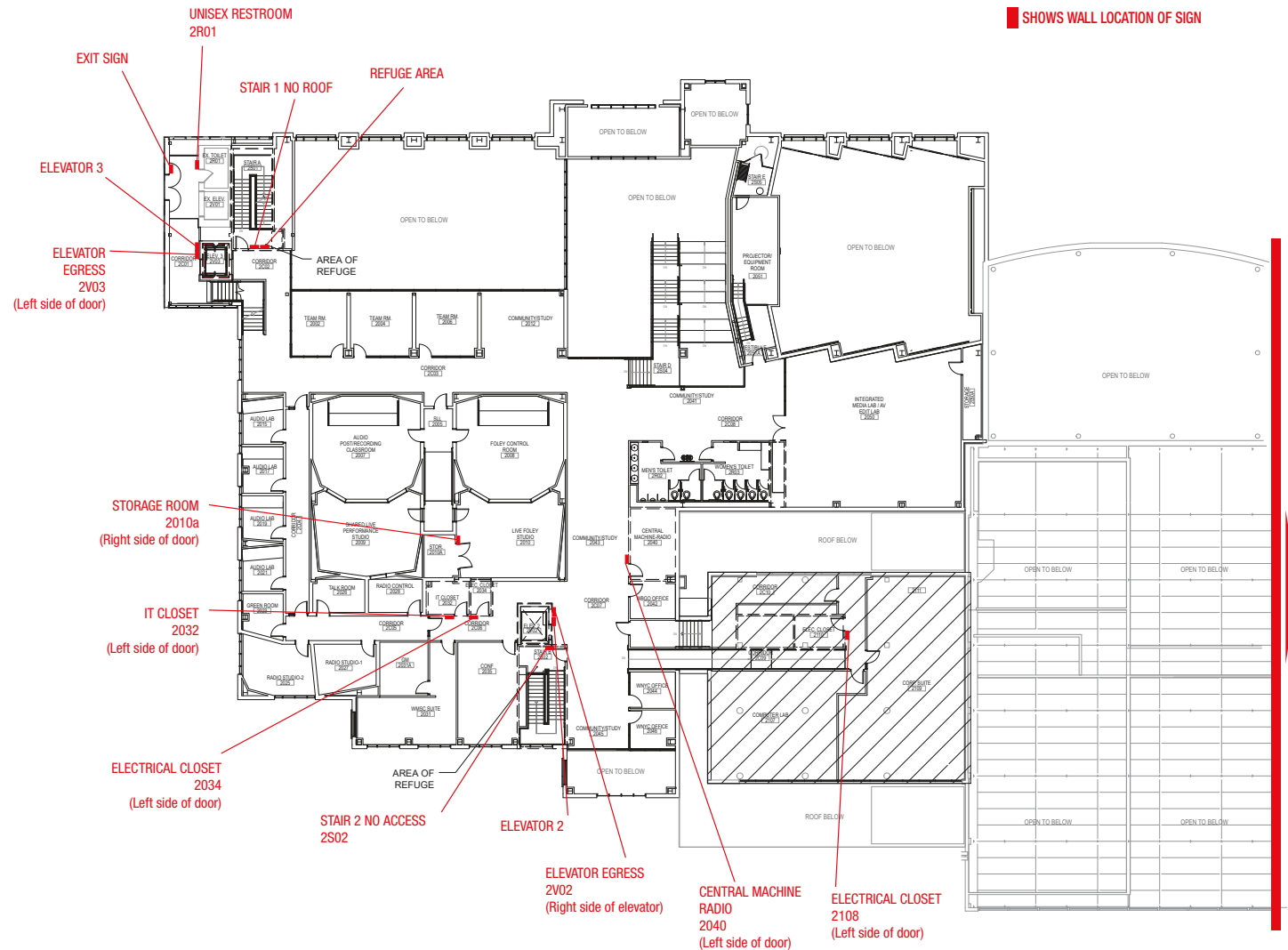
INTERIOR SIGNAGE

Example Forms

EXAMPLE MESSAGE SCHEDULE (SCHOOL OF NURSING)

FLOOR	ROOM	CODE	SIGN TYPE	MESSAGING	QTY.	NOTES/COMMENTS
1	105	BB-3	Lactation Room ID	LACTATION ROOM		
1	139	BB-1	Room ID with Text	HOUSEKEEPING		
1	153	ID-1	Room ID	153		
1	155	BB-1	Room ID with Text	ELECTRICAL ROOM		
1	155	BB-9	Exit Door ID		1	
1	155	BB-10	Area of Refuge		1	
1	163	BB-1	Room ID with Text	MECHANICAL ROOM		
1	163	BB-9	Exit Door ID		1	
1	163	BB-10	Area of Refuge		1	
1	167	ID-1	Room ID	167		
1	1R01	BB-2W	Restroom ID	WOMEN		
1	1R02	BB-2M	Restroom ID	MEN		
1	1S01	BB-6	Stair ID – Occupancy Side	STAIR A	1	
1	1S01	BB-8	Stair Level ID – Stairwell Side	STAIR A/FLOOR 1/NO ROOF ACCESS/EXIT THIS LEVEL	1	
1	1S01	BB-9	Exit Door ID		1	
1	1S01	BB-10	Area of Refuge		1	
1	1S02	BB-6	Stair ID – Occupancy Side	STAIR B	1	
1	1S02	BB-8	Stair Level ID – Stairwell Side	STAIR B/FLOOR 1/NO ROOF ACCESS/EXIT THIS LEVEL	1	
1	1S02	BB-9	Exit Door ID		1	
1	1S02	BB-10	Area of Refuge		1	
1	1S03	BB-6	Stair ID – Occupancy Side	STAIR C	1	
1	1S03	BB-8	Stair Level ID – Stairwell Side	STAIR C/FLOOR 1/NO ROOF ACCESS/EXIT THIS LEVEL	1	
1	1S03	BB-9	Exit Door ID		1	
1	1S03	BB-10	Area of Refuge		1	
1	1S04	BB-6	Stair ID – Occupancy Side	STAIR D	1	
1	1S04	BB-8	Stair Level ID – Stairwell Side	STAIR D/FLOOR 1/NO ROOF ACCESS/EXIT THIS LEVEL	1	
1	1S04	BB-9	Exit Door ID		1	
1	1S04	BB-10	Area of Refuge		1	
1	1V01	BB-4	Elevator Cab ID	ELEVATOR 1		
1	1V01	BB-5	Elevator Egress Map			

EXAMPLE LOCATION PLAN (SCHOOL OF COMMUNICATION AND MEDIA)



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