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DIVISION M SIGNAGE

M.1 UNIVERSITY OF PITTSBURGH SIGN STANDARD

- The University of Pittsburgh Sign Standard includes Colors, Fonts, Symbols, Mounting Α. Standards, ADA Mounting at Door Swings, Sign Family Overview, and Technical Signage Drawings of each individual sign type.
- В. CSI Specifications for Division 10 14 00 are included for Architects, Designers and General Contractors to include in their Construction Documents.

PROJECT SCOPE **MI.2**

- Furnish, fabricate and install signs and related work, complete, and in accordance with the Message Schedule, Locations Plans, Working Drawings, approved submittals, and as otherwise specified herein.
- B. Examine Drawings, Specifications, and on-site work of the other trades or contractors coming in contact with this work to ensure proper installation and suitable connections to abutting construction. If errors, omissions or inconsistencies are discovered, the Fabricator will notify the University's Representative in writing.
- C. Take additional measurements at the job site to ascertain if any variations in dimensions or surface occur in adjacent steel framing, concrete work, canopies, or post supports provided by other trades or contractors.

MII.3 **QUALITY CONTROL**

- A. Fabricator will assume full responsibility for completed sign work in accordance with the intent of the Working Drawings upon his/her acceptance of the work specified.
- В. Prior the award of the Contract for all or any part of the work, the Fabricator will provide assurance of quality performance in all modes of fabrication, transportation, and installation, and in producing products of the number and complexity required. The Fabricator will have not less than five (5) years experience in work of this type or as necessary to achieve first quality and proper installation. Accepted Production Prototypes provided by the Fabricator will constitute the quality standards for work performed under the Contract.
- C. The University's Representative will have the right to reject any sign or sign component that fails to meet the requirements.
- D. Fabricator will allow the University's Representative access to the sign shop, should he/she so choose, to view and inspect the processes and methods for fabricating.

MIII.4 **CONTRACT DOCUMENTS**

A. The Working Drawings are necessarily diagrammatic and indicate only the general arrangements, and the Specifications are necessarily descriptive and indicate only the general aspects, insofar as related to requirements for the various items of material, equipment and apparatus required. The Fabricator will maintain the visual design concept as shown as accurately as possible.

- B. Any discrepancies between written and scaled dimensions will be reported to the University's Representative prior to fabrication and/or installation.
- C. The University's Representative will be notified of any discrepancies in the Working Drawings or Message Schedule, in the field dimensions or conditions, and/or changes required in construction details.
- D. Copy, quantities, and references shown on the Message Schedule will take precedence over Working Drawings.
- E. Working Drawings indicate general arrangements and locations of such items as walls, doors and their framing, apparatus, and equipment. The Working Drawings and Specifications are for the guidance of the Fabricator and exact locations, distances, and levels will be governed by the building site and actual building conditions. The Fabricator will make accepted minor changes from arrangements or locations shown in order to meet structural or architectural conditions or because of interference with other work without additional expense.
- F. The University hereby grants the Fabricator the limited right to fabricate designs herein for the sole purpose of completing the contract. The Fabricator may not manufacture reproduce, or exhibit these designs or modify them for any other purpose without the written approval of the University.

ALTERNATIVES M.5

Fabricator will make no alternatives to the construction details, materials, fabrication processes, sign messages, and graphic layouts called for in the Message Schedule, Working Drawings, and Specifications.

M.6 **CODES**

Designs, clearances, constructions, workmanship, and materials, will be in accordance with the requirements of the local Building Code, and other applicable codes. In case of conflict between codes, the local Building Code shall govern.

M.7 **SUBMITTALS**

- A. Fabricator will make submittals in triplicate unless otherwise noted, and will clearly make them with the project name and date. In case of shop drawings and graphic layouts, a reproducible print will be submitted in addition to three (3) non-reproducible prints. It will be the Fabricator's responsibility to distribute copies of all reviewed and marked-up shop drawings and graphic layouts to parties designated by the University's Representative. Submittals shall be made promptly as to cause no delay in the work.
- B. The University's Representative will check and approve schedules, drawings, etc. submitted by the Fabricator only for conformance with the general design intent of the project and compliance with the information given in the Working Drawings, Message Schedule, and Specifications.
- C. The Fabricator will revise and re-submit submittals as often as the University's Representative deems necessary to ensure conformance of the final sign products with the design and quality intents of the project. Revisions and submittals will be made promptly as to cause no delay in the work.

D. The Fabricator will not charge any additional costs for the required submittals, revisions and re-submissions of any required submittal or subsequent incorporation of those revisions in the final sign products without first submitting a written breakdown of the additional costs to the University's Representative and obtaining the written approval of the additional costs from the University's Representative. The Fabricator will also provide the University's Representative with a written breakdown of, and credit for, any submittal revision(s) that result in cost savings for any of the final sign products.

M.8 REQUIRED SUBMITTALS

- Α. Materials List will have an orderly listing of data indicating the specific materials proposed for use in the work, including information as to exact dimension, type, kind, model, composition or other qualities, all as necessary for complete evaluation.
- B. Shop Drawings: Fabricators will supply shop drawings drawn to scale and fully dimensioned and delineated to clearly call out materials, finishes and coatings. These will include a typical elevation and any sections and large-scale details necessary to clearly show construction materials and details, sizes and shapes of members, methods of shop jointing, methods of jointing designated for field assembly, connections to adjacent construction, sign footings and foundations and fastenings. Shop Drawings for sign items will be submitted to the University's Representative for review, comment, and approval no later than four (4) weeks from the award of the fabrication contract. Shop Drawings will be submitted as two (2) sets of prints and one (1) set of reproducible drawings including final drawings with any required corrections.
- C. Sample of Graphics will include the specific material required or proposed and color samples of mechanical and liquid finishes and coatings including sample graphics applications in the color and on the material specified.

M.9 **LOCATION OF SIGNS**

A. Locations shown on the Working Drawings are for general information only. The sign Fabricator will arrange a meeting with the University's Representative at the site for the final location of sign elements.

RESTORATION OF SITE CONDITIONS M.10

- Α. Sign related waste and debris will be regularly removed by the Fabricator from the various local site work areas and periodically removed from the project site and disposed of in a safe and legal manner, as the work progresses. Upon completion of the work, the Fabricator will restore the work site and its adjacent area to existing conditions.
- B. Large accumulations of sign-related waste and debris, burying or burning thereof, and accumulations of litter on or about the site will not be permitted.
- C. Slabs, floors, carpets and decks will be periodically swept clean and free of sign-related dust, shavings, litter, etc. As the work progresses, each work area shall be left in broom clean condition prior to the start of subsequent operations.
- D. As the work progresses, restore adjacent site work and/or building surfaces to their prior condition, remove temporary protection on signs and/or adjacent work, wash signs and adjacent surfaces with water and mild non-staining solvents, and then dry with clean

flannel cloth. Abrasives, caustics, and steel wool will not be used in the cleaning of any sign unit or adjacent surface.

M.11 **MATERIALS GENERAL**

- A. Material and products will be new and free from defects which impair strength or appearance.
- В. Samples of materials comply with governing codes, including standards referred to under such codes or these Specifications, except said requirements will be considered as minimum.

MANUFACTURER'S SPECIFICATIONS & INSTRUCTIONS FOR STANDARD COMPONENTS M.12

- Α. Preparation, handling and installation of standard components will be in accordance with the manufacturer's specifications, instructions and technical data particular to the materials or products specified as accepted.
- B. Where area conditions encountered require modifications to said manufacturer's instructions, they will be accepted by manufacturer and the University's Representative prior to proceeding with the work.

METALS M.13

- Metals will be of sufficient gauge or thickness to be structurally sound and free of Α. warpage after cutting, forming, assembly and installation. Metal cuts and bends will be straight, true, parallel and to angles as indicated on Working Drawings. Gauges and /or thickness of metals specified on working drawings are recommendations. Where required for structural, forming, appearance, or assembly reasons. The Fabricator will recommend or suggest gauges or thickness of metals.
- B. Pre-formed metals shall be flat, free from irregularities or forming marks.
- C. Structural metal for concealed framing or other sign supports will be of the sizes, shapes and thickness as indicated in the Working Drawings or as required to satisfy structural requirements, and shall meet applicable ASTM specifications. Structural steel parts will be protected with rust-preventive coatings and/or primers.
- D. Unless otherwise specified herein, stainless sheet, bar, tube, plate, etc. will be with #4 finish with horizontal grain in the thickness indicated in the Working Drawings, and will meet applicable ASTM specifications.

VINYL DIE CUT M.14

Vinyl die cut will be 3M brand High performance 2 mil vinyl by Gerber or equal.

M.15 ADHESIVE AND FASTENERS

Acrylic and fasteners will be adequate for producing structurally sound joints between Α. similar and dissimilar materials without causing undue stress, discoloration, or deformation of surface joints.

- B. Joining methods will be in accordance with best practices and recommendations made by the materials to be joined, using fasteners and adhesives that will not deface, discolor or delaminate as a result of continued exposure to sunlight, heat, cold, or moisture and will match material to be joined where specified. Adhesives and fasteners will not deteriorate the materials to which they are applied.
- C. Mechanical fasteners will be of stainless steel, galvanized steel, or similarly corrosion proof to prevent rust or corrosion stains on signs or mounting surfaces.
- D. Mechanical fasteners will be concealed, unless specified otherwise in Working Drawings, and of proper type and quantity to securely attach signage components to each other and to mounting surfaces.

M.16 **PAINTS, INKS, AND COATINGS**

- Α. Paints, inks, and coatings will be of colors and types as specified in the Working Drawings. Fabricator will submit samples of all color for approval prior to use. Color Samples will be applied to the background materials specified or accepted for final use.
- B. Paints, inks, coatings, and finishes, including primers and other surface preparations, will be of the highest quality, manufactured specifically for the surface materials to which they are to be applied, and will be compatible with each other and with the materials to which they are applied.
- C. Paints, inks, coatings, will be heavy duty exterior grade to withstand chalking, fading, discoloring, chipping, cracking, and peeling for a minimum of ten (10) years.
- D. Paints, inks, coatings, will have an eggshell or matte finish unless otherwise specified in the Working Drawings.

M.17 **FABRICATION GENERAL**

- A. The Contractor will fabricate signs and graphics following dimensions and details shown in the Working Drawings, and accepted Shop Drawings and as specified.
- B. Maintain the required tolerance and fitting of the various components of the sign system to assure smooth, proper fitting and correct alignment of all components when assembled and installed.
- C. Maintain the following tolerances unless otherwise noted: For hardware components ±1/32", for graphic component ±1/32".
- D. Metal bending, drilling, punching, milling, routing, shearing, and sawing will be accurate and consistent within the maximum tolerances for hardware components.
- E. Sawed and sheared metal cuts will be straight, true, parallel, and square within maximum tolerances for hardware components. Sawed, sheared, or scored acrylic cuts will be straight, true, parallel and square within maximum tolerances for hardware components.
- F. Signs will be constructed for maximum structural stability under local environmental conditions.
- G. Exterior signs will be sealed against leakage, both within signs and between signs and mounting surfaces.

- Н. Materials will be cut, formed and jointed straight, true parallel, square, and flush within maximum tolerance of 1/32".
- Cut material edges will be deburred and sanded or polished smooth prior to assembly. I. Parts with nicks, scratches, tool marks, surface imperfections, etc. will not be accepted.
- J. Special attention will be given to the construction of sign components that fit together to prevent binding, warpage and tight or loose fitting of the parts.
- K. Adhesive, welded, and mechanical joints will be adequately backed and reinforced to provide tight, rigid assemblies and to prevent bubbles, deformations, warpage and leakage at joint lines. Joint lines and gaps will be filled and ground smooth so as to be uniform in texture, color, finish of base material; and will be free from warps, spots, blemishes, and discoloration.

M.18 **CUT-OUT LETTERS AND STENCIL-CUT LETTERS**

- A. Letters will be cut from the materials, thickness, and sizes indicated on the Working Drawings, with edges straight, true and perpendicular to faces within maximum tolerances for hardware components.
- В. Curves and radii shall be cut accurately and uniformly to with maximum tolerances for hardware components.
- C. Edges on cut letterforms shall be finished as indicated on Drawings.

MI.19 TYPOGRAPY AND GRAPHIC APPLICATION

- A. Sign message typography will be Open Sans or Grade 2 Braille as specified.
- B. Non-typography sign graphics will be photographically enlarged or reduced from artwork provided by the University's Representative to size indicated on Working Drawings for final application to signs. Photographic enlargements or reductions will be sharply focused, and without alteration of artwork proportions. Mechanically or electronically enlarged or reduced artwork will be permitted only where accepted by the University's Representative.
- C. Sign graphics will be applied accurately on signs or architectural surfaces per accepted Graphic Samples. Typography and graphic elements will be so aligned as to maintain straight, true base lines parallel to each other and to the sign format or architectural surface. Copy line breaks, letter spacing, line spacing, baseline alignments, margins, and graphics positions per accepted Graphic Samples will be maintained.

MII.20 FIRST-SURFACE APPLIED LIQUID PAINTS, INKS, COATINGS, AND FINISHES

Α. Surface preparations, primers, paints, inks, coatings, and finishes will be compatible and shall be applied according to the manufacturer's instructions. Surface preparations and primers will be applied as recommended by the specified manufacturer of the finish coatings.

- B. Final liquid finishes will be smooth and free of dust, debris, pinholes, streaks, orange peeling, pitting and other surface imperfections.
- C. Paints, inks, and coatings will be fully dried and cured prior to packing, shipping, and installation of sign units to prevent scratching or other surface damage.

M.21 SUB-SURFACE APPLIED LIQUID PAINTS, INKS, COATINGS, AND FINISHES

- A. Sub-surface preparations, primers, paints, inks, coatings, and finishes will be compatible and will be applied according to the manufacturer's instructions. Sub-surface preparation and primers will be applied as recommended by the specified manufacturer of the finish coatings.
- B. Final liquid finishes will be smooth and free of dust, debris, pinholes, streaks, orange peeling, pitting, and other imperfections.
- C. Paints, inks, and coatings will be fully dried cured prior to packing, shipping, and installation of sign units to prevent scratching or other surface damage.

MI.22 **INSTALLATION**

- A. Signs will be installed in the designated locations as indicated on Location Drawings as determined on site and will be set plumb, level, and square and at their proper elevations and planes and placed in accurate alignment with adjacent work.
- B. Mounting techniques will be appropriate to the weight and material of the sign and the surface to which it is to be affixed.
- C. Dimensions, locations, and spaces between sign units themselves or between sign units and adjacent work will be shown in the Working Drawings or as specified.
- D. Modifications and deviations from the dimensions, locations, and spaces between sign units themselves or between sign units and adjacent work as shown in the Working Drawings or as specified and deemed necessary as a result of field conditions must be accepted by the University's Representative.
- E. Fabricator will be responsible for securing required permits for hoists, lifts, rigs, booms, trucks, scaffolding, fencing, bridges, sidewalk obstructions, etc. as may be required or needed to complete the work.
- F. Access to the site will be coordinated through the University's Representative.
- G. Fabricator is responsible for protection of installed products until completion of project.

MII.23 **SIGN LOCATIONS**

A. Sign locations shown on the Plan Drawings are for General Reference only. Fabricator will arrange a meeting with the University's Representative and other concerned parties at the site for final location and staking of signs, to be located in a single way.

MIII.24 MOUNTING HARDWARE AND SIGN FOOTINGS

A. Fabricator will engineer and provide sign mounting hardware and structure for maximum structural stability under local environmental conditions. Attachment and installation

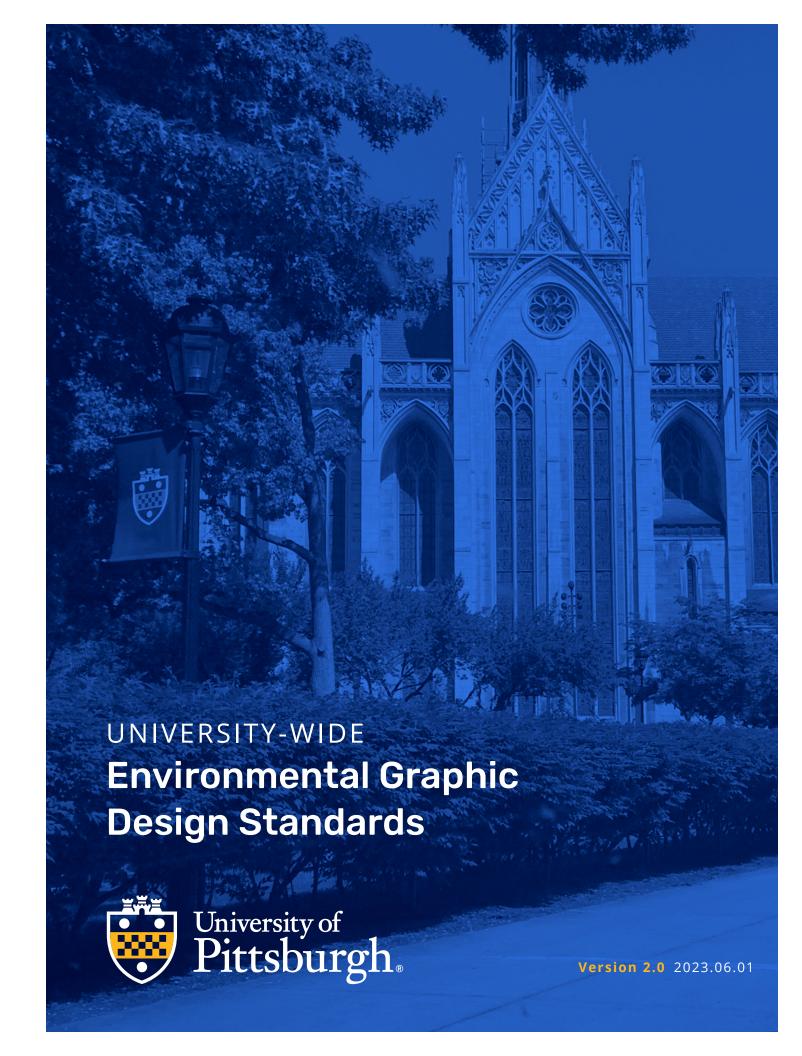
methods will be in accordance with best practices using devices, materials, and fasteners to suit the conditions of the mounting surface to receive the installation. Required engineering drawings for sign footings, structures, attachments, connections between sign components and connections between signs and adjoining construction will be signed and sealed by a licensed Pennsylvania professional engineer.

B. Mounting hardware, adhesives, and holes drilled into mounting surfaces will be fully concealed except as indicated on Working Drawings or as accepted by the University's Representative.

FINAL ACCEPTANCE M.25

- A. Prior to final acceptance of the Work, the Fabricator will meet at the site with the concerned parties to review work deemed incomplete or incorrect as itemized on the Punch List provided boy the University's Representative. The Fabricator will verify incorrect or incomplete work within six (6) weeks after the meeting.
- B. Prior to final acceptance of the work, the Fabricator will restore adjacent site work and/or building surfaces to their prior condition, remove any temporary protection on signs or adjacent work, wash signs and adjacent surfaces with water and mild non-staining solvents and then dry with a clean flannel cloth. Abrasives, caustics, and steel wool will not be used in cleaning of sign units.

END OF DIVISION



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^{*} Denotes in progress / future development

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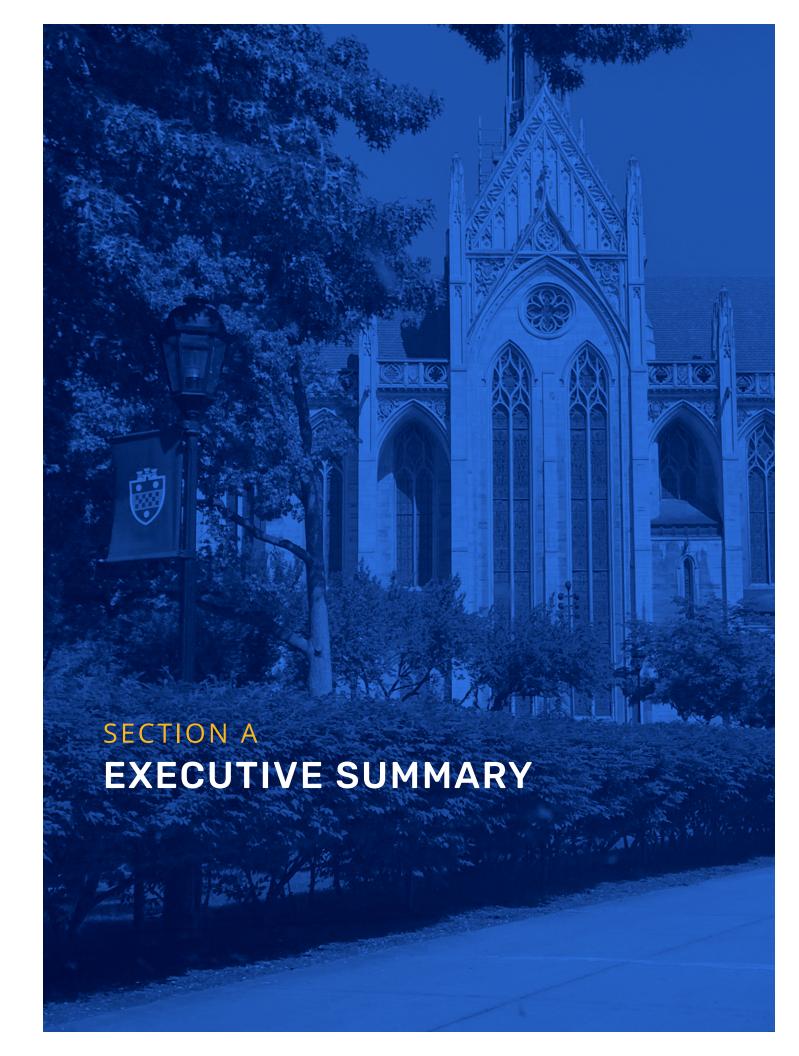


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CHAPTER A1
Introduction

INTRODUCTION History

HISTORY

The University of Pittsburgh's Environmental Graphic Design Standards document represents the combined effort and support to design a comprehensive signage, wayfinding, and University identity system across campus. This is a living document that will evolve as the needs of the University change, and as governing regulations and policies which affect signage on campus are annually revised.

This document ("EGD Standards" or "Standards") creates a systemic approach for all signage and branded graphics within the built environment. The primary user audience of this system is first-time and infrequent visitors. This document outlines design consistency and uniformity, applicable to all of the University of Pittsburgh campuses. The signage system is comprehensive for interior and exterior applications for the purposes of brand recognition, identity, and wayfinding information.

In 2020 the University refreshed its brand and visual identity guidelines. In August, 2021 the University created the Institutional Master Plan and the Campus Master Plan. The intention of this document is to align all environmental graphics with those guidelines and master plans. The Office of Planning, Design, and Construction manages the development and governs these Environmental Graphic Design Standards with cross-campus support and annual review by the Signage Committee.

This document has been developed as a guideline for Architects and Engineers, as well as anyone who is commissioned to design, renovate, and otherwise alter the built environment and related facilities for University of Pittsburgh. It has been prepared in order to clarify those procedures and standards that the University has found to be most usable, to indicate preferences on certain materials used in construction of their facilities, and to answer the miscellaneous questions that arise on many building projects. It both supplements and complements the requirements on campus and should be considered as a fundamental part of the program provided for each individual project.

SCOPE

The EGD Standards applies to all signage, environmental signage, and information systems on campus. This includes master room numbering planning, interior and exterior, permanent and temporary, digital, vehicular, pedestrian and parking – but excludes audible communication, TDDs, oral and sign language communication.

CONTENT

The following are high level descriptions of the purpose of each section of guidelines presented in this document.

A1 Introduction

The end of Chapter A1 contains various supplemental references when using this document:

- A Glossary explains the meaning of the terms used in the Standards
- A list of contacts at the University for all appropriate parties, to be updated when necessary
- A list of documents that were referenced and used in the development of the Standards, for more information or to cross-reference in the event of any design challenges

A2 Policy

Chapter A2 describes the responsibility, authority, and processes for requesting all signage on campus.

These policies outline processes for:

- 1. Requesting signage
- 2. Requesting assistance with or seeking approval of signage and graphics proposals
- Seeking approval for variances to existing sign standards and/or types of signage not specifically covered by these guidelines.

This chapter also outlines procedures for updating, proposing, and making amendments to this document.

A3 Systems Standards

Chapter A3 outlines the standards for each environmental graphic, and type of sign within the current standards. This section will be updated at least annually to address new signage and wayfinding needs as they are identified.

The System Standards provides specific information about the purpose, location, and content of each sign type. In addition, this section contains design specifications for signage materials, structure, size, font size and typeface, standard symbols, colors, and any accessories. New sign types that have been recommended are identified as "to be developed' sign types and will be progressively developed by the University Signage Coordinator in consultation with the Signage Committee.

A Glossary of Terms explains the meaning of the terms used in these Standards.

B Signage Design

Each Chapter in the B Section is a different part of the Signage System; Interior Signs, Exterior Signs, etc. Each sign type is individually listed and is described by Function, Location, Content, etc.

C Installation Methods

Similar to Section B, each sign type is individually listed and is described by Mounting Height, Installation Methods, Location Size, etc.

D Detail Drawings

Similar to Sections B and C, each sign type is individually shown, in scale, with dimensions, complete with fabrication notes. These drawings can be given to a sign fabricator for bidding purposes and will aid in their creation of final fabrication / shop drawings.

Sections B, C and D should be used together for a comprehensive understanding of each sign type.

ADA

The Americans with Disabilities Act, which includes architectural or building design guidelines aimed at improving and standardizing accessibility in the built environment. All signage on campus must comply with these federal guidelines.

Arrow

Symbol representing movement or direction.

Audible communication

Information perceived through hearing.

Braille

A form of written language for the vision impaired, in which characters are represented by patterns of raised dots that are felt with the fingertips.

Each cell is an arrangement of dots within a six dot matrix and represents a sound or word

Cap height

Height of a capital or upper-case letter.

Capital letters

Upper-case letters, as opposed to lower-case.

Center

To position a word or symbol in the lateral middle of the viewing area, as opposed to either flush right or flush left.

Commemorative (signage or naming)

Recognizes contributions of financial resources or goods and services to the university.

Environmental graphics communication

Form of information transfer that is graphic in nature, as opposed to audible.

Flush (left or right)

A typesetting term to indicate no indentation from the margin; type or symbols are aligned at the right or left margin.

Font

A typesetting term to indicate the style, size, and weight used within a specific typeface. (e.g. Open Sans = typeface, 24 pt Bold Italic = font).

Gloss

Quality of a material to reflect the sheen off of its surface, measured from matte (not shiny) to super gloss (very shiny).

Graphics

Any visual object or symbol that conveys information or association, and is designed to be viewed and interpreted by the public.

Heads up

Pertains to the orientation of a map from the viewer's perspective. These maps are placed according to their location in space, and oriented in the direction the viewer is facing, rather than always north.

Honorific (of signage or naming)

Recognition of significant non-monetary contributions or service.

Hierarchy (of graphic information)

A tiered system of graphic components, either text or visuals, that improve the legibility or readability of the information. (of information and destinations) A ranked system of presenting information delivered in a logical sequence. (e.g. signage that progressively presents more detailed information as one nears a destination, with the highest level of detail provided inside the facility.

Kerning

A typesetting term to indicate the lateral or horizontal space between letters, determined optically.

Layout

the way in which text or graphics are set out on a page or sign; a composition.

Leading

A typesetting term to indicate the vertical space between lines, determined mechanically.

Legibility

The ease with which a displayed message can be seen or discerned

Glossary of Terms (continued)

Lower-case

Letters that are not upper-case or capital.

Non-verbal

Communication which relies on symbols, graphics, or images, to communicate meaning rather than words.

Oral

Spoken, audible.

Orientation

Location or position relative to the points of the compass or other specific direction. The adjustment or alignment of oneself to surroundings.

Pictogram

Icon or symbol—typically stylized—used to convey a message or widely understood meaning, sometimes in order to transcend language. (e.g. restroom signs use a toilet icon in place of the word "restroom").

Readability

Ability for words and letters to be seen and perceived; visual legibility.

Sans serif

Classification of a typeface distinguished by not having decorative serifs. (e.g. Rubik, Open Sans, and Rubik).

Serif

Classification of a typeface distinguished by short cross lines or decorative "feet" at the ends of letters, as distinct from Sans serif. (e.g. Cambria and Times New Roman).

Sign

Visual or tactile element utilized to communicate a message through typography, symbols, and graphics.

Sign Face

Reading area of a sign on which text and symbols are displayed; the "front" of a sign.

Signage

Any sign or object placed within a public area that is intended to convey information, identification, or direction through the use of letters, words, numbers, symbols, icons, or patterns.

Signage Committee

Ad-hoc committee (see contacts page) which supports the Office of Planning, Design, and Real Estate in the review and approval of signage projects and initiatives as needed.

Standard

Rule against which the performance, appearance, accuracy, and quality of a product or fabrication method is measured.

Standards

Short hand reference to this document, the Environmental Graphic Design Standards.

Symbol

Icon, pictogram, or pictorial representation used in signs as a non-verbal means of conveying information.

Policy

Set of criteria to guide and standardize decision making, and to identify authority and responsibility for such decisions.

Tactile signs

Information perceived through the sense of touch. Tactile signs have raised letters, symbols, or braille which can be interpreted by tracing over a surface with fingers.

Typeface / Typography

A typesetting term to indicate the design of particular letter forms, as opposed to font (e.g. Open Sans = typeface, 24 pt Bold Italic = font).

Upper-case

Capital letters.

Verbal

Communication using spoken words; distinct from non-verbal (communication using written words or symbols).

Visual

Communication of perceived information through the sense of sight.

Wayfinding (of a viewer / pedestrian)

Finding one's way to a destination; (of signage) spatial problem-solving comprised of three independent elements: information processing, decision making, and decision execution.

Wordmark

A distinct, typographic treatment of the name of a company, institution, or product name used for purposes of identification and branding. Wordmarks are primarily text, but may include simple shapes or lines that are secondary to the name.

UNIVERSITY ENVIRONMENTAL GRAPHICS MANAGER

Environmental Graphic Designer

Office of Planning, Design, and Construction Kayla Scott 412-383-3430 kaw240@pitt.edu

Vice Chancellor

Office of Planning, Design, and Construction Gina Bleck GMB113@pitt.edu The following group of leaders & department heads were involved in the production of this Standards document:

SIGNAGE COMMITTEE

Working Group

- Planning, Design, and Construction representative
- Facilities Management representative
- Communications and Marketing representative
- · Admissions and Financial Aid representative
- Administration and Athletics representative

Advisory Committee

- Business and Operations representative
- Office of the Chancellor representative
- Communications and Marketing representative
- Admissions and Financial Aid representative
- Business, Hospitality and Auxiliary Services representative
- Division of Philanthropic & Alumni Engagement representative

Moving forward from the first release of the Standards, an ad hoc committee will assemble periodically to address new sign types, challenges to the Standards, and changing circumstances in the built environment.

REFERENCES

The following references are the University's standards which must be used for all University architectural projects, new and renovations, all signage and graphic designs and their installations. All designs need to meet or exceed the requirements contained in these standards. The Office of Planning, Design and Construction will need to review and confirm that these standards have been met for each project.

- ADA (Americans with Disabilities Act)
 Architectural Guidelines
 http://www.ada.gov/2010ADAstandards_index.html
- International Building Code (IBC)
 Pennsylvania
 https://www.iccsafe.org/products-and-services/i-codes/2018-i-codes/ibc/
- University of Pittsburgh
 Institutional Master Plan, 2021
 https://www.campusplan.pitt.edu/imp
- University of Pittsburgh
 Campus Master Plan, 2019
 https://www.campusplan.pitt.
 edu/draft-campus-plan
- University of Pittsburgh Brand Guidelines, 2023 https://www.brand.pitt.edu/ downloads/guidelines-pdfs

CHAPTER A2
Policy

INTRODUCTION

One of the key principles of the Campus Master Plan is to make the campus navigable. In order to implement this principle, the University allocated funding to develop a comprehensive wayfinding plan and to implement a number of pilot projects. As part of this plan, this document was developed to support the initial investment in standards. The first step in this process was to review and update the University's current signage policy, procedures, and guidelines. The Environmental Graphic Design Standards were developed to incorporate all signage and branded graphics within the built environment, and to clarify and strengthen the approval process and guidelines.

Please contact the University Environmental Graphics Manager with questions or recommendations for standards content (Contact information at end of Chapter A1).

PURPOSE

The Standards were created to outline consistency and uniformity of signage, wayfinding system, and University identity within the built environment, and applicable to all of the University of Pittsburgh campuses. The signage system is comprehensive for interior and exterior applications for the purposes of brand recognition, identity, and wayfinding information.

For use in buildings in which the University rents space for offices, services, etc. use the following guidelines;

- If the building has its own standards, use them.
- Display the department / service name occupying the space following the policy and guidelines set forth in these Standards.
- For all interior and exterior signs, the final message and sizing would be determined / confirmed by the Environmental Graphics Manager within Planning, Design, and Construction Office.

SCOPE

The scope of this Standard includes all static, analog, and electronic signage systems.

For terms and definitions please refer to the Glossary of Terms in Chapter A1.

Signage and environmental graphics are defined as:

- Any object that reflects association with the University and is designed to be seen from a public area or within a university facility.
- 2. Any object placed within a public area, on or within a university facility that is intended to communicate branded information, identification, or direction through the use of letters, words, numbers, symbols, pictures, or patterns.

Purchasing categorizes signage as a "purchase that requires special review and approvals." A direct purchase order cannot be issued to a department for signage, instead a requisition must be entered that will workflow to the Purchasing Department for approval by the Environmental Graphics Manager.

All new signage shall comply with the policy and guidelines set forth in these Standards. All university signage must conform with the design, size, material, content, format, symbols, type style, and color standards outlined in this document.

This document will incorporate all university signage, All university units shall conform with this standard.

To accomplish consistency, all signage that does not currently conform with the standard shall, as new construction, space renovations, and open space improvements occur, be progressively replaced with new compliant signage, or modified to be compliant.

AUTHORITY

All signage or environmental graphics projects—without exception—will be reviewed for conformance with these standards and must be reviewed and approved by the University Environmental Graphics Manager. No signage design or implementation shall be completed without approval as outlined on the next two pages.

- 1. All signage and environmental graphics on campus will conform to the standards.
- Signage and environmental graphics will conform to the graphics code and / or regulations of the appropriate jurisdiction.
- 3. No permanent or temporary sign or graphic will be erected or installed in public areas on university property without the prior written approval of the University Environmental Graphics Manager.
- 4. All signage and graphics erected without appropriate review and approval are subject to removal or modification at the discretion of the University Environmental Graphics Manager.

REQUESTS

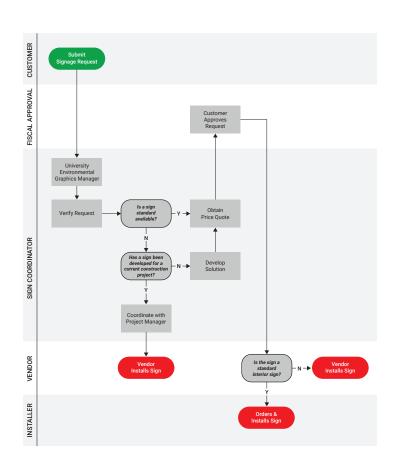
To request a sign in a building, a signage request must be submitted through the Office of Planning, Design and Construction. The request will then be forwarded to the Environmental Graphics Manager for processing.

PROCESS

All signage requests will go through the process outlined below:

- The Environmental Graphics Manager will contact and meet with the customer as necessary to assess the request and establish the appropriate solution for the signage or environmental graphics need(s).
- If an appropriate standard sign type is available, an applicable sign will be chosen, designs will be developed and reviewed with the customer, then a price quote will be requested from the preferred signage vendor.
- 3. If an appropriate sign is not available in the standard signage library, system appropriate designs and documentation will be developed with the customer, then a price quote will be requested from the vendor.
- 4. Once the price quote is received from the vendor, it will be sent back to the customer for review and approval.
- Upon customer approval, a purchase order
 (PO) will be requested for the sign. Once the PO has been released to the vendor, production of the requested signage will begin.
- 6. Once the signage is delivered, installation will be coordinated with the contracted signage installer.

All signage orders placed outside of this process will be sent to an associate of Environmental Graphics Manager for review of signage standards and vendor/purchasing policies.



Signage Committee & Appeals

SIGNAGE COMMITTEE

The Signage committee is an ad-hoc committee that supports the Vice Chancellor of Planning, Design and Planning / University Architect and the University Environmental Graphics Manager in signage review and approval as needed. In addition, the Signage Committee:

- Annually reviews the standards and identifies needed modifications or updates to the policy, process, or guidelines.
- Meets as least annually, and otherwise as necessary, based on review supports needs, appeals or other agenda items brought to its attention.
- Considers appeals to the decisions of the University Environmental Graphics Manager.
- Considers request for modifications or changes to the standards.

The Committee consists of the following representatives:

- Standing Members:
 - Environmental Graphics Manager
 - Vice Chancellor of Planning, Design and Construction
 - Vice Chancellor for Communications and Marketing, to represent alignment with the University Brand, use of the visual identity, or common mapping
- Members as needed:
 - Representative of Public Safety, for issues involving safety or security
 - Representative of Parking, as needed for signage related to traffic or transportation elements, or as a liaison with entity responsible for parking facilities.
 - Representatives of Advancement, as needed for signage related to donor or honorific recognition of affinity agreements.
 - Representative from Student Life
 - Representative from Athletics

APPEALS

Should an entity desire to contest all or a portion of the policy and guidelines found herein, or the decision taken by the Environmental Graphics Manager on a specific case, the following procedure must be allowed:

A variance request shall be forwarded to the Environmental Graphics Manager within Planning, Design, and Construction with the following criteria:

- 1. Design and construction describing the proposed deviation.
- 2. The Planning, Design and Construction representative will review and elevate to Senior Vice Chancellor of Business and Operations if necessary.

CHAPTER A3 System Standards

PURPOSE

The University of Pittsburgh has evolved since its early days and is now an internationally recognized research institution of higher education. Founded as the Pittsburgh Academy in 1787, the University is among a select group of universities and colleges established in the 18th century in the United States.

The University of Pittsburgh has millions of visitors annually. The University's main campus is located on a 132-acre site in Pittsburgh's Oakland neighborhood, and its four regional campuses are located in Bradford, Greensburg, Johnstown, and Titusville.

Our visitors are a diverse group and many are unfamiliar with the Pittsburgh area and the University Campus. The primary purpose of wayfinding signage is to outline consistency and uniformity of signage, wayfinding system, and branded graphics within the built environment, and applicable to all of the University of Pittsburgh campuses. The primary audience is the first-time and occasional visitor.

Criteria & ADA Compatibility

CRITERIA

Specific criteria were used in developing the Standards for the types of signs, including the design, material, and construction specifications of each. While these standards provide a broad range of signs to cover the most common needs for signage on campus, there will be a need for modifications and additions. If requests for signage for a certain purpose or certain modifications become common, the Environmental Graphics Manager will consider modifying the Standards document. All requests for additional signage types or variations on the standards contained herein should be addressed to the Environmental Graphics Manager. The criteria outlined below will be significant considerations in the evaluation of modifications, variations, and additions to the standards.

Design Criteria

Simplicity and legibility are primary design criteria for effective wayfinding signage. Simplicity includes the use of common, shortened version of names, consistent terminology, internationally recognized symbols, and limiting the number of messages on a sign. Legibility includes the use of fonts at adequate readable size, the use of colors with appropriate levels of contrast, and limiting the amount of information appropriate to the speed and viewing time of the user of the sign. Thus vehicular signage will require larger letters, more space around the lettering, and less information to be legible, particularly on higher speed roads. Pedestrian signage can use smaller type and can contain more information, as it is viewed at slower speeds. Information is still limited by human ability to comprehend and remember.

Consistency of color and appearance are important factors in developing a cohesive system, and will contribute to the recognition of the system as belonging to Pitt. Branding and marketing are secondary considerations to informational effectiveness for signage. The signage system includes signage types for special purposes including recognition, interpretation, education, promotion, and retail signage. Primary vehicular, pedestrian, parking, and building identification signage should not be used for these purposes.

Hierarchy of Information

The signage and wayfinding system depends on a hierarchy of information that delivers information in a logical sequence at an increasing level of detail as visitors move from the regional highway system, to the city and campus street system, park their cars or bikes or exit a transit vehicle, and access their destination on foot or with a mobility device

INTRODUCTION

Compatibility with Code Requirements

All signage must meet or exceed the rules and regulations set forth by this University, the City of Pittsburgh, the ADAAG (Americans with Disabilities Act Accessibility Guidelines), the current International Building Code (IBC) for Pennsylvania, Public Safety, and any other State, City, and local codes, regulations and statutes. Please refer to the supplied references in Chapter A1 for more information on these compatibility requirements.

Durability and Maintenance

The materials and construction specifications contained in this document are intended to ensure that signage and graphics are to be durable, resilient, easily maintained, and resistant to normal deterioration and acts of vandalism.

Availability

The signage standards contained in this document are designed to be fabricated by multiple manufacturers, with replacement components readily available in the market. The ability to obtain competitive pricing from multiple vendors or term contractors will be a significant consideration in the evaluation of modifications, variations, and additions to the sign types.

Δ3

Room Numbering Strategy

ROOM NUMBERING STRATEGY

Implementing signage across a university campus requires a detailed room identification strategy. For ease of management, a method of identifying every room in every building on every campus is crucial.

Every individual signage element is associated with only one specific room, so each room having a unique code avoids confusion and duplication.

This page identifies a code naming convention comprised of alphanumeric digits representing the Campus, the abbreviation or acronym of the common Building name, the Floor number, the Room number, and lastly (if needed) a Sub-Room number.

The Building code must be multiple letters (not to exceed FOUR) and should exactly match the same abbreviations or acronyms used on the Campus Map and Student class schedules for system consistency.

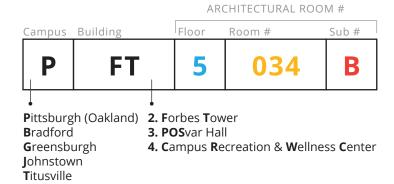
This numbering strategy facilitates the creation of a complete database or inventory of all existing and future signage, and must be incorporated into all future architectural drawings.

WAYFINDING

In all floor plans, room numbering sequences should be linear, sequential, but most importantly *logical* as viewed by an average user on a route through the space. The sequence should be centralized around vertical circulation (central stairs, elevators, etc). For example: when stepping off an elevator, "Rooms 201-220 are to the right, and Rooms 221-235 are to the left".

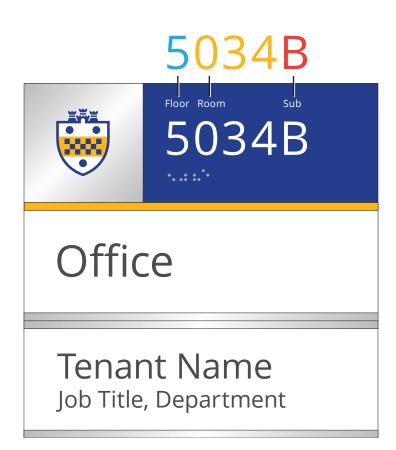
When one floor plan is similar to other floors, the numbering sequences should be similar if possible. For example: Room 305 should be directly above 205 and 105 to enhance spacial understanding.

A suite of rooms should not contain room numbers out of sequence from the rest of the floor. Use Sub-Room letters for closets, offices, and other rooms within larger rooms. The entire room number code is excessive for wayfinding purposes within a building, so room identification signs only utilize the Floor number, the Room number, and Sub-Room number (shown in color below).



Entire Architectural Room Number

P-FT-5-034B



LOGOS

The University's visual brand identity makes it very clear how to use the logo elements appropriately—and environmental graphics is no exception.

The use of logos represents Pitt to the outside world, helping to identify and unify the brand. It is vital to uphold the visual identity, for it represents the University at the very highest level. These logos act as a signature, an identifier, and a stamp of quality. They should always be the most consistent component in our communications, even on signage.

BRANDMARKS

Institutional Mark

The full Mark pairs the refined shield from the university seal with a sophisticated serif font to pay respect to the University's heritage in a simplified, modern way. Whenever possible, use this full-color version of this mark.

Shield Mark

The Shield will be used most commonly on identification signage, which both promotes consistency of the university brand as well as acts as a subtle campus identifier at every user touch point.

Athletics / Spirit Mark

The Pitt Script mark was made famous by notable alumni, and established in 1976 for a legendary football season. The Script identity was reintroduced in 2016 to reignite the Athletic Department's program. This Spirit mark should be used on signage only in appropriately Athletic or Student Life related facilities & projects.

University Seal

The Seal is reserved for official institutional documents, such as diplomas and commencement materials, but is also featured on the existing historic gateway signage. Any exceptions to this rule for future use on signage must be approved by the Office of University Communications and the Environmental Graphics Manager.









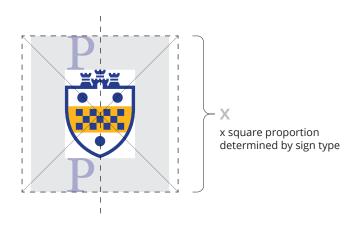
PROPORTIONAL CLEAR SPACE

The University's visual brand identity makes it very clear how to use the logo elements appropriately—and environmental graphics is no exception. When featured on signage, it is important that the shield mark always be prominent and legible to honor the brand.

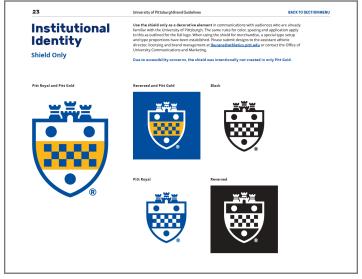
To ensure that other elements don't compete with the shield mark, established in the diagram on this page is a minimum amount of space around the perimeter, measured with the height of the Pittsburgh "P" in the full logomark.

When the shield is used alone, that same vertical distance is applied all the way around to create a square module, from which all sign type proportions have been derived.









Open Sans

Light

Regular

Semibold

Bold

Extrabold

Light Italic

Italic

Semibold Italic

Bold Italic

Extrabold Italic

TYPOGRAPHY

The Open Sans font family has been chosen as the primary typeface for the University of Pittsburgh signage system. The typeface allows for flexibility and creative expression in the text and display.

Open Sans font family is a free Google font, able to be downloaded and used by everyone. OpenType fonts are recommended as they are compatible with both Mac and PC formats. NO substitutions for fonts are allowed.

ADA COMPATIBILITY

The Americans with Disabilities Act includes architectural or building design guidelines aimed at improving and standardizing accessibility in the built environment. All signage on campus must comply with these federal guidelines.

ADA Compatibility

Please refer to the *Design Criteria* section in Chapter A3 for a full explanation of ADA compatibility & code requirements.

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456780 (!?&@#\$%)

Bold Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456780 (!?&@#\$%)

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456780 (!?&@#\$%)

Extrabold Italic

SYMBOLS

The symbols on this page are to be used appropriately on sign types as specified in the Standards. This family of icons reflect international recognized symbols, and has been approved by the Signage Committee for use on campus. If you do not find a symbol to depict your intended message, please refer to the contact references in Chapter A1 to make a request.

ARROWS

Directional Arrows

The primary arrow for use in wayfinding is depicted on this page, and may not be embellished or added to. Note the orientation of the arrow and its uses for navigation. The graphic is intended to be used for all wayfinding and has a direct relationship to the signage typography.

Arrow Order

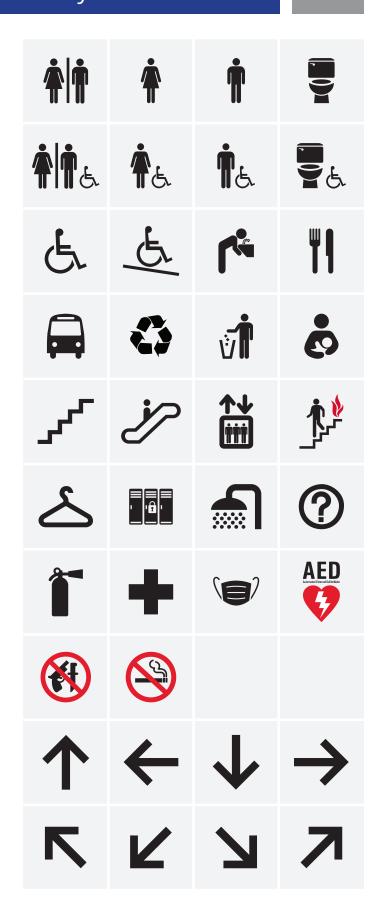
On individual directional panels, you will more often than not have multiple messages pointing in different directions. Follow this order of arrow groups to retain consistency across all directional signs:

- 1. Forward destinations (UP arrow)
- 2. Left destinations (LEFT arrow)
- 3. Right destinations (RIGHT arrow)

If more than one destination uses the same arrow direction, group them together, and order the messages by proximity of destination to sign location; the closest destination is the first message. See individual sign layouts for references.

ADA Compatibility

Please refer to the *Design Criteria* section in Chapter A3 for a full explanation of ADA compatibility & code requirements.



ENVIRONMENTAL SIGNAGE BRAND COLORS

These Brand colors are from University of Pittsburgh's Brand Guidelines, see it for a complete explanation of their use. The Brand Guidelines primarily uses the PMS specification colors in general and for print specifications, CMYK also for printing needs and RGB for digital use. For 3D use in signage, paints are used. When possible, an exact paint specification for each standard PMS color should be used. The industry standard paint is Matthews Paints an epoxy automotive grade of paint.

(Note: Specific paint specification for each PMS color is currently being developed.)

Pitt Royal

PMS 661 C Matthews Paint® (Match PMS Color - Paint # TBD) **Pitt Gold**

PMS 1235 C Matthews Paint® MP02520 Melon Yellow

Primary Palette

Dark Blue

PMS 2766 C Matthews Paint® (Match PMS Color - Paint # TBD)

Medium Blue

PMS 281 C Matthews Paint® (Match PMS Color - Paint # TBD)

Dark Gold

PMS 125 C Matthews Paint® (Match PMS Color - Paint # TBD)

Secondary Palette (Legacy Colors)

Black Matthews Paint® MP30132 Jet Black	Charcoal	Gray	Light Gray	White Matthews Paint® MP32071 White Wonder
			Silver	Bronze
			PMS 877 C	Matthews Paint®
			Matthews Paint®	MP25466
			MP41342SP	Desert Gold Metallic
			Brushed Aluminum	

Secondary Palette (Neutral Colors and Metallics)

ENVIRONMENTAL SIGNAGE SYSTEM COLORS

The chart below list all of the standard signage colors and materials for the campus signage system. They are based on the University of Pittsburgh's Brand Guidelines. These are the colors and materials for achieving the University's standards whether in paints or vinyls.

Color Name	Pantone® PMS Color	Matthews Paints® Sign Paint	Avery Dennison™ Opaque Vinyl	Avery Dennison™ Reflective Vinyl	Avery Dennison™ Translucent Vinyl
Pitt Royal	PMS 661 C	MP76190	Reflex Blue SC 950-679-0	Blue (Reflective) V 2000-650-R	Pantone 281 C UC 900-685-T
Pitt Gold	PMS 1235 C	Melon Yellow MP02520	Dark Yellow SC 950-679-0	Yellow (Reflective) V 4000-250-R	Pantone 1235 C UC 900-243-T
Signage Pitt Royal	PMS 288 C	288 C - C Colors MP00354	Impulse Blue SC 950-687-0	Blue (Reflective) V 2000-650-R	Twilight Blue UC 900-691-T
Signage Pitt Gold	PMS 124 C	124 C - C Colors MP54211	Reflex Blue SC 950-679-0	Yellow (Reflective) V 4000-250-R	Pantone 1235 C UC 900-243-T
Dark Brown	PMS 4259 C	MP101524	Dark Brown SC 950-983-0	NA	NA
Silver	PMS 877 C	Brushed Aluminium MP41342SP	Pantone 877C SC 950-869-0	NA	NA
Bronze	NA	Desert Gold Metallics MP25466	Antique Bronze Metallics SC 950-928-0	NA	NA
White	White	White Wonder MP32071	White SC 950-101-0	White (Reflective) V 2000-101-R	White UC 900-101-T
Black	Black	Jet Black MP30132	Gloss Black SC 950-190-0	Black (Reflective) V 4000-190-R	Process Black C UC 900-181-T
Light Gray	PMS Cool Gray 3 C	Stonington Gray MP7897	Palm Oyster SC 950-820-0	NA	NA
Gray	PMS Cool Gray 7 C	Timber Wolf MP07024	Medium Gray SC 950-8357-0	NA	NA
Charcoal	PMS Cool Gray 9 C	Compass MP15661	Dark Gray SC 950-855-0	NA	NA
Blue	PMS 300 C	Match PMS Color	Pantone 300 C SC 950-678-0	Blue (Reflective) V 2000-650-R	Pantone 3005 C UC 900-661-T
Bright Red	PMS 186 C	Pepsi Red MP12565	Real Red SC 950-417-0	Red (Reflective) V 2000-450-R	Pantone 186 C UC 900-408-T
Green	PMS 363 C	Kryptonite Green MP25899	Kelly Green SC 950-770-0	Green (Reflective) V 2000-750-R	Pantone 355 C UC 900-783-T

Color Name		Avery Dennison™	Avery Dennison™	Avery Dennison™	
		Opaque Vinyl	Reflective Vinyl	Translucent Vinyl	
	Photoluminescent	American Permalight Inc. www.americanpermalight.com 1.888.737.6254	Glow-in-the-Dark SF 100-120-S	NA	NA

SIGNAGE COLOR SCHEMES

The signage system in these Standards calls for color variations that are appropriate for both architectural environment and user audience.

SCHEME 1: Academic

New signage in Academic buildings should use slightly modified University identity's secondary palette colors. It utilizes the institutional identity (Shield only) on a neutral Silver background. The Shield itself does not deviate from the brand standards; the colors it uses are Pitt Royal, Pitt Gold, and White.

The main body of the sign uses Signage Pitt Royal, which is a slightly darker shade than the Pitt Royal brand color, and provides a rich background for the sign. The accent bar uses Signage Pitt Gold, which is a slightly muted yellow than the Pitt Gold brand color. All printed type and tactile letters shall be White for high contrast, allowing easy visibility and compliance with ADA standards.

SCHEME 2: Athletic / Student Life

New signage in Athletic and / or Student Life oriented buildings should use the University's primary palette colors. It utilizes the Pitt Script identity on a White background. The Script uses Pitt Royal and Pitt Gold and White colors. The main body of the sign uses Pitt Royal, and the accent bar uses Signage Pitt Gold, which is a slightly muted yellow than the Pitt Gold brand color. All printed type and tactile letters shall be White for high contrast, allowing easy visibility and compliance with ADA standards.

SCHEME 3: Cathedral / Historic

New signage in the Cathedral of Learning will use these historically appropriate colors. It includes a raised institutional identity (Shield only) on a painted Bronze background. The main body of the sign uses Dark Brown and the accent bar uses the painted Bronze color. All printed type and tactile letters shall be White for high contrast, allowing easy visibility and compliance with ADA standards.



SCHEME 1: Academic



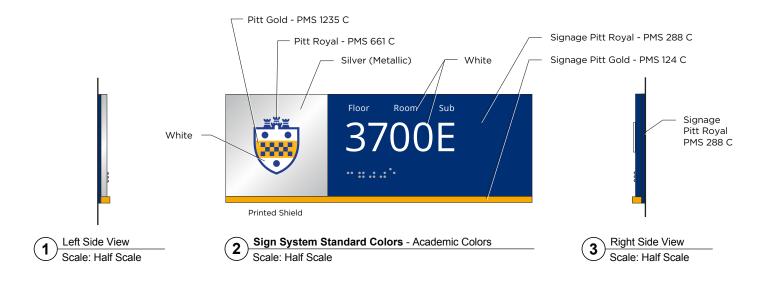
SCHEME 2: Athletic / Student Life

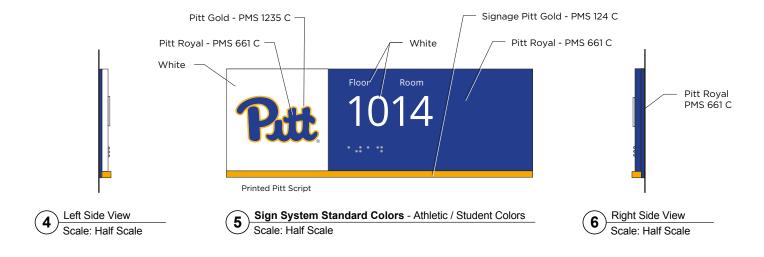


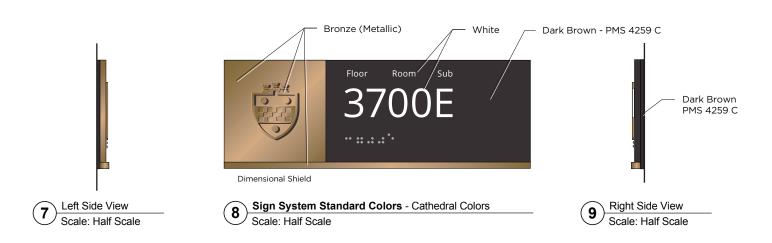
SCHEME 3: Cathedral of Learning / Historic

Color Scheme Selection

Please contact the Environmental Graphics Manager for approval on selection of Color Scheme for your specific project / request.







Material Usage and Maintenance

MATERIAL USAGE

Paints for Signs

All painted surfaces on signage are to be pretreated with Matthews Paint MP 74734 SP for corrosion resistance. All signs to be finished with Matthews two-coating MAP Top Coat System. For Interior signs, the top coat finish is Satin. For exterior signs, the paints and the clear top coat should be Semi-Gloss finish.

Zero VOC or Low VOC Wall Paints

Increasingly zero VOC or low VOC wall paints are being used in buildings. If this occurs, a different sign mounting method will be needed to mount interior signs to walls. Usually the best method of installing signs is a double adhesive effect, VHB (Very High Bond) tapes with a silicone adhesive. This achieves an immediate and a long lasting mounting method. However the zero VOC or low VOC wall paints do not allow the adhesive to stick to the wall. For walls with zero VOC or low VOC wall paints, a thin mounting plate needs to be mechanically mounted to the wall surface with counter-sunk screws. The mounting plate should be 1/2" smaller than the sign on all sizes. The sign is then mounted to the mounting plate in the usual manner.

Vinvl

White Vinyl is to be used for building identification on glass surfaces. On exterior signs, vinyl is applied after the clear coating has been applied.

Reflective Vinyl

Reflective vinyl is to be used on all vehicular directional and parking signage.

Brushed Aluminum

Matthew Paints' Brushed Aluminum is to be used on the exterior building identification dimensional letters as a universal standard, subject to the University's final review and confirmation.

MAINTENANCE

Cleaning

Excess dirt on a sign will be abrasive to the finish and paint and will prematurely wear out a sign. Cleaning and maintaining signs will extend the life of a sign.

About 4 times a year (once per season), you should clean the exterior of your signage. For indoor signs, dust and remove residues. Wipe down with a damp cloth.

Use a non-abrasive cloth or scrubber for your signage. Be very gentle with tactile letters and braille letters.

A mild soap that has been diluted with warm water is all you need to clean the surfaces of indoor and outdoor signage. For some outdoor signage (aluminum, stainless steel types), you can use a car shampoo or something with a protective wax coating to add further paint protection.

Always read detergent ingredients to see if your cleaning solution is compatible. For cleaning clear acrylics, such as insert holders, confirm the soap has no abrasives and to test to ensure it won't "cloud" the acrylic.

Damage

At the time of cleaning, all signs should be inspected for damage. Paint damage, nicks and scratches, should be "touched-up". If paint damage on an interior sign is extensive, such as gouges, missing tactile letters or Braille, the sign should be replaced. On exterior signs, if a sign face is heavily damaged, the face panel should be removed and replaced. If any vinyl lettering is damaged on a sign, we recommend replacing the entire word that is damaged rather than trying to fit in a new letter.

A strategy for quick cleaning for vandalism should be in place so these events are dealt with in a timely manner. Poles and sign faces may get graffiti or sticker damage in high-traffic areas. These pieces can be carefully cleaned with soap and water, Goo Gone for stickers or a mild paint thinner for graffiti. Highly trained staff should complete this cleaning to ensure that additional damage is not incurred.

The primary nomenclature for the campus signage system are based on the University of Pittsburgh visual identity. References for names, titles, and addresses should follow the University standards.

TERMINOLOGY

Abbreviation Use

Abbreviations are only to be used on vehicular and pedestrian directional signage in order to fit longer messages.

Building identification signs should never use any abbreviations.

Acronym Use

The general public most often doesn't know or understand what acronyms mean, and large organizations like universities have lots of them.

Acceptable acronyms are those that are universally known outside of the University of Pittsburgh.

Acronyms specific to the University of Pittsburgh (such as building name acronyms) are confusing to first time visitors and are NOT to be used in messages.

Messaging Consistency

If abbreviating a message, all signs (except building identification signs) are to maintain that abbreviation. See Figure 1.

Keep abbreviation use consistent. On one sign face, if an abbreviation is used in one message, maintain that abbreviation use throughout all other messages on the same sign. See use of "Bldg." in Figure 2.

Acceptable Abbreviations

Administration	Admin.	Incorporated	Inc.
Advanced	Adv.	Lane	Ln.
And	&	Monday-Friday	Mon-Fri
Apartments	Apts.	North	N
Avenue	Ave.	Recreation	Rec.
Boulevard	Blvd.	Road	Rd.
Building	Bldg.	Science	Sci.
Center	Ctr.	Street	St.
Centers	Ctrs.	South	S
Department	Dept.	University	Univ.
East	Е	West	W
Education	Edu.		
Entrance	Entr.		

Acceptable Acronyms

Information Technology	IT

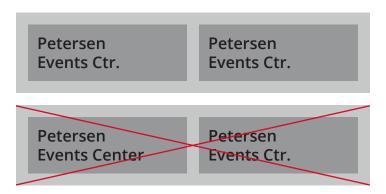


Figure 1

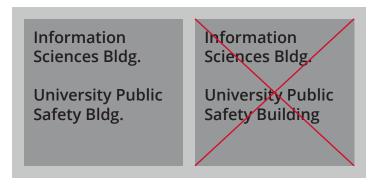


Figure 2

INTERIOR SIGNAGE MESSAGING

Room Numbers

The primary method of wayfinding and room identification through a building will be by the use of the Architectural Room number. It should include the Floor Number, the Room Number and any Sub Room Number or letter. On the sign, this number will meet or exceed the ADA requirements for visual contrast, sizing for the tactile lettering and the Braille lettering.

Pictogram Signs

The ADA requires certain rooms, such as restrooms, to have pictograms. All signs with pictograms will conform to the ADA Code requirements.

Insert Holders

Many room identification signs will have insert holders below them. They will be used for additional information, such as the name of the Office, the name and title of an occupant, etc. Only the University approved layout options and room titles should be used.

Message Organization - Directional signs

All messages on Directional signs should be grouped into common directions. For example, all "straight ahead" messages are grouped, followed by all of the "right" messages then followed by the "left" messages. The messages in each grouping should also be ordered in importance. This allows messages that are most relevant to most people to be prioritized while less important messages can be dropped if there isn't room on a sign.

Message Sizing

A minimum cap for over head signs is 2" to 3", depending on the expected viewing distances and height.

ADA Compatibility

Please refer to the *Design Criteria* section in Chapter A3 for a full explanation of ADA compatibility & code requirements.

EXTERIOR SIGNAGE MESSAGING

Recognition Names

Full recognition names (donor or honorific) are NOT to be used on vehicular directional signage. When viewing at high speeds, recognition names add significant length to messages and they become illegible.

Full donor or honorific recognition names—as opposed to the *common* building names—may NOT be used in any exterior building identification sign. Full recognition naming may start appearing in the building interior, such as in the lobby (as dimensional letters, etc.) and on any digital / information screens. At this point in the visitor journey, having reached the final destination of the building's interior, it is acceptable to display the full recognition name.

Message Length - Vehicular Directional Signs

No more than 4 destination messages per directional sign face. When traveling at high speeds, a viewer can only comprehend a maximum of 4 messages at a time.

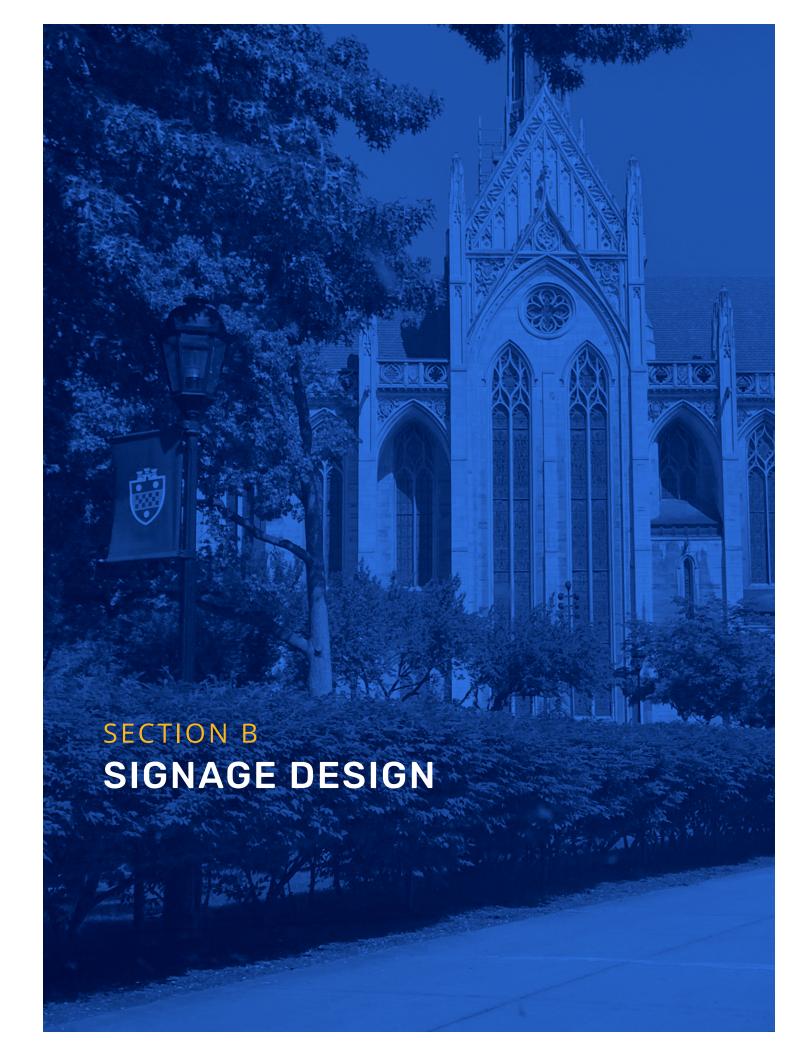
Long messages are inevitable. No more than 3 lines per message are permitted on wayfinding signs. Consider the appropriate use of abbreviations or acronyms. Only 1 message longer than 3 lines is permitted per panel. When traveling at high speeds, multiple 3-line messages is too much information for a visitor to read, decipher, and act.

Message Sizing

Vehicular Directional signs will be viewed at typical street speeds. It is recommended that the sign messages have minimum cap height of 4".

Building Identification signs will be viewed from both vehicles and pedestrians distances and speeds so a minimum cap height of 3" is recommended.

Pedestrian Directional signs need a minimum cap height of 1" due to the viewing distances and a walking speed.



CODE SIGN TYPE NAME PAGE #

B1 Interi	or Signage Design	
ID – Ident	ification	
ID.BL	Blade Sign	B1.7
ID.IDD	Dimensional ID Letters	B1.10
ID.IDV	Vinyl ID Letters	B1.11
ID.MB	Marker Board Module	B1.12
ID.MS	Message Strip / Sheet Holder Module	B1.13
ID.NH	Insert Holder Module	B1.14
ID.RID1	ADA Room ID (Insert)	B1.16
ID.RID2	ADA Room ID (Permanent)	B1.20
ID.RID5	ADA Court ID	B1.22
ID.RID6	Cubicle ID	B1.24
ID.RID7	Desk ID	B1.26
ID.RID8	ADA Room ID (for Digital Scheduler)	B1.28
ID.SID	ADA Symbol ID	B1.29
ID.SIDR	ADA Restroom Redirect Sign	B1.32
ID.SL	Slider Module	B1.33
W – Wayfi	nding	
W.DIR	Directory*	B1.34
W.DDIR	Digital Directory*	B1.35
W.DO	Directional Overhead	B1.36
W.DW	Directional Wall-Mounted	B1.38
R - Regula	atory	
R.AR1	ADA Area of Refuge ID	B1.40
R.AR2	ADA Area of Rescue Assistance ID	B1.41
R.AR3	ADA Exterior Area of Rescue Assistance ID	B1.42
R.AR4	ADA Area of Refuge Directional	B1.43
R.AR5.1	Area of Refuge Instructions (PhL)	B1.44
R.AR5.2	Area of Refuge Notice (PhL)	B1.45
R.EES	Emergency Exit Symbol	B1.46
R.ELID	Elevator Lobby ID (PhL)	B1.47
R.ICF	Fire Egress ID	B1.48
R.INS	Insert Holder	
R.STE	ADA Exit Signage (PhL)	B1.50
R.STF	ADA Floor ID (PhL)	B1.51
R.STID	ADA Stair ID	
R.STL	Stairwell Floor ID (PhL)	B1.54

^{*} Denotes in progress / future development

CODE	SIGN TYPE NAME	PAGE
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B2 Exterio	or Signage Design
ID – Identifi	cation
ID.AID1	Building Address, Letters (Vinyl)
ID.BID.F1	Building ID, Freestanding (Post & Panel)B2.5
ID.BID.F2	Building ID, Freestanding (Monument)
ID.BID.L1-3	Building ID, Letters (Dimensional)B2.7
ID.BID.L4	Building ID, Letters (Vinyl)B2.8
ID.BID.P	Building ID, Freestanding (Pylon)
ID.BID.SKY	Building ID, Skyline Sign*
ID.BID.V	Building ID, Vinyl on GlassB2.13
ID.BID.W	Building ID, Wall-MountedB2.15
W – Wayfind	ling
W.CMAP.1	Campus Map, Freestanding Kiosk*
W.CMAP.2	Campus Map, Wall-Mounted*B2.19
W.DIR	Directional, Pedestrian
B3 Parkin	g Signage Design
ID – Identifi	cation
ID.P1	Parking Lot ID

Parking Lot ID	.B3.2
Parking Space ID, Icon	
Parking Pay Station ID, Primary	. B3.5
Parking Pay Station ID, Secondary	.B3.6
	Parking Pay Station ID, Primary

^{*} Denotes in progress / future development

Signage Design

	CODE	SIGN TYPE NAME	PAGE #
В	4 Specia	alty Signage Design*	
	Specialty Gr	raphics	
	G.XX	Sign Type Name*	В4.2
	Digital Signa	age	
	X.XX	Sign Type Name*	В4.3
	Co-Branding		
	X.XX	Sign Type Name*	В4.4
	Sustainabili	ity	
	X.XX	Sign Type Name*	В4.5
B	5 Donor	Signage Design*	
	ID – Identifi	cation	
	ID.XX	Sign Type Name*	B5.2
	W – Wayfind	ding	
	W.XX	Sign Type Name*	B5.3
	ST – Storyte	elling	
	ST.XX	Sign Type Name*	B5.4
В	6 Tempo	rary Signage Design*	
	Banners & F	lags	
	X.XX	Sign Type Name*	В6.2
	Boards & Ad	dvertisements	
	X.XX	Sign Type Name*	В6.3
	Seasonal Sig	gnage	
	X.XX	Sign Type Name*	В6.4
	Summer Arr	rival Signage	

X.XX

^{*} Denotes in progress / future development

CHAPTER B1 Interior Signage Design

Chapter Overview

INTRODUCTION TO INTERIOR SIGNAGE

Wayfinding is a process of spatial orientation and decision-making along an individual's path of travel to a destination. There are points along this journey when orientation is required to make a decision about which direction to proceed. Exterior and interior signs provide the information necessary to guide students, visitors and staff to destinations, identify areas and provide safety information. A successful sign system assists people in finding their way, enhances the campus environment and complies with the Americans with Disabilities Act (ADA) and local regulations.

WAYFINDING / DIRECTIONAL

Interior wayfinding signage is located along a path of key decision-making points. These signs should be visible from all directions with clear sight lines as they track the path to a destination. Criteria for selecting a wayfinding sign type that meets the requirements of its intended user include: identifying the primary and secondary destinations, calculating the longest length of a typical message, marking the primary decision-making points along a path and identifying the user's sight lines for clear viewing

IDENTIFICATION

The family of identification signs provides the information related to the destination such as the building name, school name, space function, department identification, and room or door identification. These signs continue the systematic organization of finding a space, building, department or room and support the "breadcrumb" approach for wayfinding. Identification signs function as a completion to the wayfinding process by integrating the individual destinations and ADA requirements, such as tactile lettering and Braille.

REGULATORY

Regulatory signs provide specific building information that must satisfy federal, state and local laws / building codes. Some of these sign types communicate the parameter of uses for public and non-public spaces, which may include cautionary information. The intent of these signs is to provide information for a safe environment and identify building egress. Local building officials are responsible for making sure codes requirements are met.

MESSAGE APPROVAL

Similar to the University's Brand Guidelines, which specifies the Brand Colors, Brand marks, their usage, etc., ALL sign messages and graphics need to match the University's approved standard names and graphics for facilities, rooms, job titles, etc.

All signage or environmental graphics projects—without exception—will be reviewed for conformance with these standards and must be reviewed and approved by the University Environmental Graphics Manager. No signage design or implementation shall be completed without approval. For more information see the A2 Policy Section.

Blade signs identify highly utilized destinations and amenities or emphasize the location of safety devices within facilities.

LOCATION

Blade signs are meant to be viewed from a distance or above other people's heads. Thus, these signs are mounted high up and projecting from the wall, perpendicular to foot traffic.

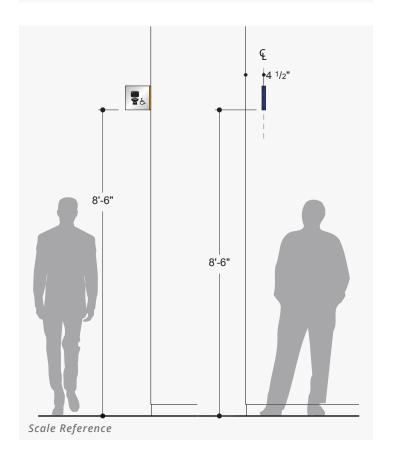
The sign is mounted directly above the Pictogram sign in main thoroughfare corridors or spaces. In instances where the room or amenity is not readily visible in a side hallway, the blade sign is mounted in the closest main corridor, but never more than one turn away.

CONTENT

Blade signs employ high-contrast universal icons and symbols that depict common spaces and locations. These locations include, but are not limited to:

- Restrooms
- Elevators
- Stairs & Escalators
- Changing & Shower rooms
- · Drinking fountains
- · Accessible entry points
- Fire Extinguishers
- AFDs







BL.1 Restroom



BL.2
Accessible Restroom



BL.3 Women



BL.4Accessible Women



BL.5 Men



BL.6Accessible Men



BL.7 AED Device



BL.8Fire Extinguisher



BL.9 Water Fountain



BL.10Changing Room



BL.11 Trash Receptacle



BL.12
Recycling Receptacle



BL.13 Stairs



BL.14 Elevator



BL.15 Escalator



BL.16Accessibility Ramp



BL.17 Caregiver Room



BL.18 Shower



BL.19 Accessible Women & Shower



BL.20 Accessible Men & Shower



BL.21 Accessible Restroom & Shower



BL.22 Accessible Changing Room



BL.23 Accessible Shower



BL.24Alphanumeric 1



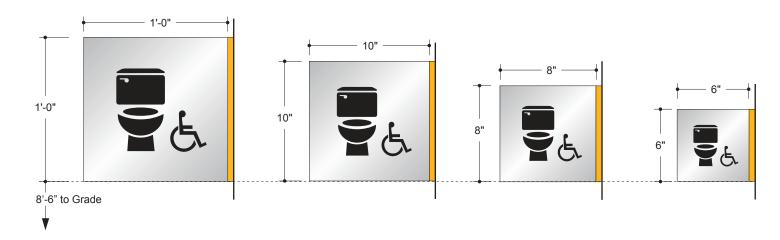
BL.25Alphanumeric 2

SIGN SIZES

The size of the Blade signs should correspond to the amount of height to the ceiling of a space and intended viewing distances.

The standard Blade size is 8"x8" as this is best suited for typical corridor heights. The 6"x6" size should only be used for low ceiling conditions. The larger sizes are best suited for venues with high ceilings with large quantities of people and farther viewing distances.

The typical mounting the height of a blade sign should be 8'-6" to the bottom of the sign. The minimum distance between the ceiling and the top of the blade sign is 4". The bottom of the blade sign should also align to the bottom of any overhead directional signs.



Dimensional ID Letters

SIGN TYPE: ID.IDD

FUNCTION

Dimensional letters provide confirmation of arrival by identifying the building name, entrances to schools or major public destinations within a building or facility. This sign type is not only functional, but also provides an opportunity for prominent donor or honorific naming recognition.

LOCATION

This sign type is installed on walls in lobbies, above doorways, near school or department entrances, at elevators, or other prominent areas.

CONTENT

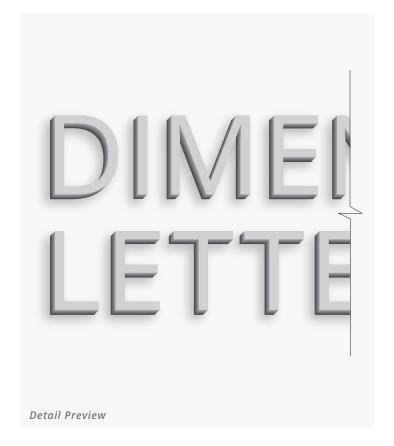
Dimensional letters confirm the destination along the wayfinding journey, so the message must match that which is used on directionals to avoid confusion. The message should be clear and concise (following the approval of the University Environmental Graphics Manager). For more information see the A2 Policy Section. Use dimensional letters over vinyl letters for hierarchy and prominence.

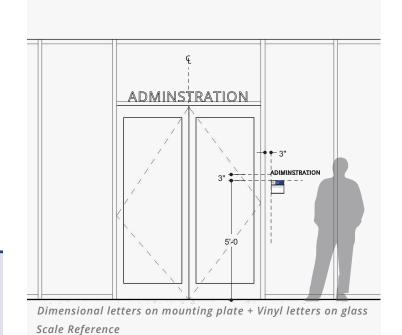
SIZING

Dimensional letters are available in multiple sizes. The letter sizes must be evaluated according to the prominence of the destination, the distance from which they will be viewed, and the space available for signage.

The hierarchy of messages is: School, Department / Center, Institute, Office.

Typically, large letters are reserved for major destinations. However, if the viewing distance is 8'-10' then larger letters will be illegible. Every location needs to be evaluated on a case-by-case basis.





Vinyl letters provide confirmation of arrival by identifying the building name, entrances to schools or major public destinations within a building or facility. This sign type is not only functional, but also provides an opportunity for prominent donor or honorific naming recognition.

LOCATION

This sign type is installed on glass in lobbies, above doorways, on sidelights at school, department or office entrances or other named areas.

CONTENT

Vinyl letters confirm the destination along the wayfinding journey, so the message must match that which is used on directionals to avoid confusion. The message should be clear and concise (following the approval of the University Environmental Graphics Manager). For more information see the A2 Policy Section.

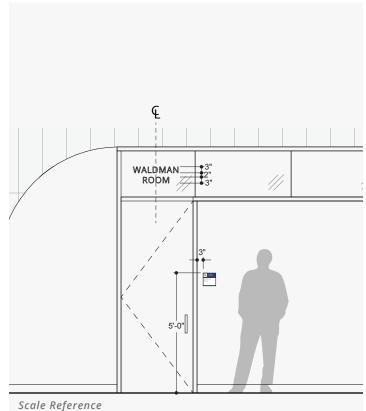
SIZING

Vinyl letters are available in multiple sizes. The letter sizes must be evaluated according to the prominence of the destination, the distance from which they will be viewed, and the space available for signage.

The hierarchy of messages is: School, Department / Center, Institute, Office.

Typically, large letters are reserved for major destinations. However, if the viewing distance is 8'–10' then larger letters will be illegible. Every location needs to be evaluated on a case-by-case basis.





B1

FUNCTION

The modular Room ID system allows for additional modules to be added below, increasing the detail of identification at each room.

Dry erase marker boards allow for a low tech, changeable message area.

LOCATION

Marker Board modules are installed flush, directly underneath ADA Room ID signs.

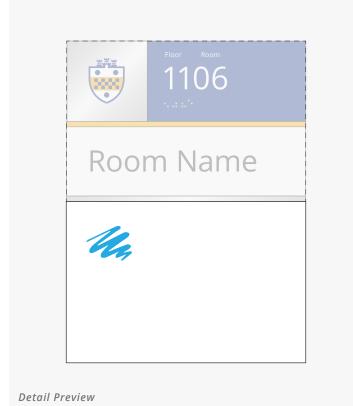
The use of these modules is restricted to private / semi-private offices in suites, low traffic areas / back-of-house, etc., due to the possibility of vandalism or ill-intended misuse. Their use needs to be determined on a project to project basis and needs to be confirm by the University Environmental Graphics Manager.

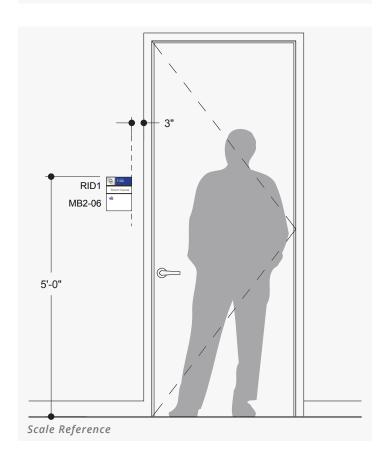
CONTENT

None.

MODULAR SYSTEM

The additional modules can be added to the sign in one (1), two (2) or three (3) module height variations.





The modular Room ID system allows for additional modules to be added below, increasing the detail of identification at each room.

The Message Strip Holder module provides the opportunity for posting a temporary or changeable sheet of paper.

LOCATION

Message Strip Holder modules are installed flush, directly underneath ADA Room ID signs. The use of these modules is restricted to private / semi-private offices in suites, low traffic areas / back-of-house, etc. Their use needs to be determined on a project to project basis and needs to be confirm by the University Environmental Graphics Manager.

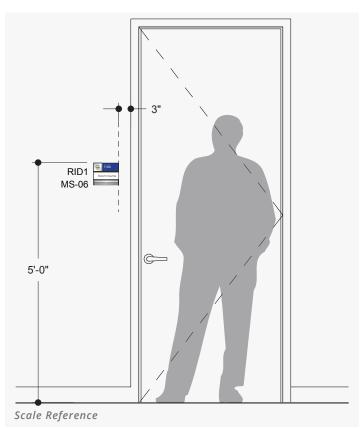
The rooms / spaces that this module can identify include, but are not limited to:

- Multi-purpose rooms
- Classrooms
- · Conference rooms
- Meeting rooms

CONTENT

None.





The modular Room ID system allows for additional modules to be added below, increasing the detail of identification at each room.

An extra insert holder would add an additional opportunity for naming a room.

LOCATION

Insert Holder modules are installed flush, directly underneath ADA Room ID signs. The rooms / spaces that this module can identify include, but are not limited to:

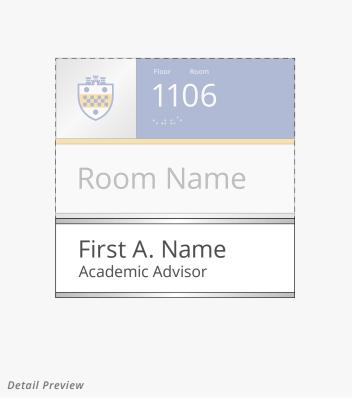
- Offices
- Administration rooms

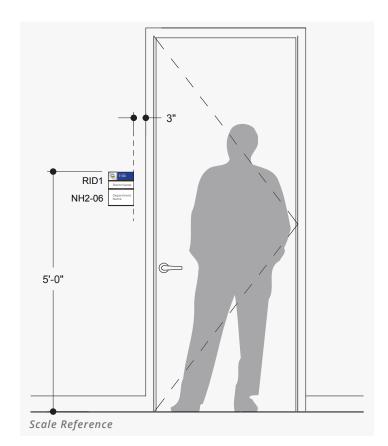
CONTENT

None.

MODULAR SYSTEM

The additional modules can be added to the sign in one (1), two (2) or three (3) module height variations.

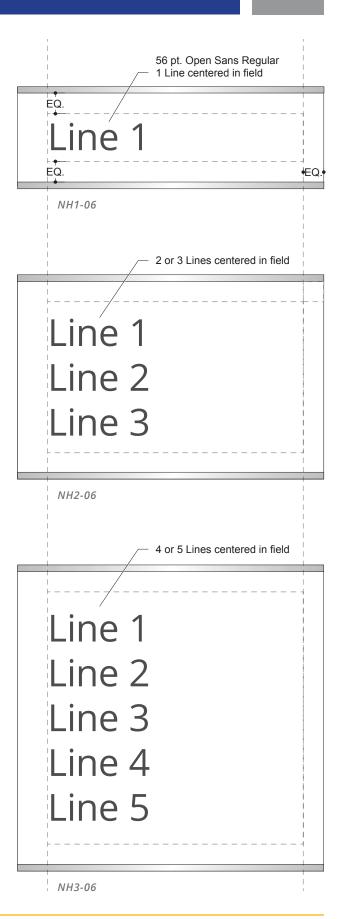




CHARACTER LENGTH

In order to retain a consistent visual, all messages must remain within margins of the sign edges. If a word or name is too long, to fit, the next taller sign shall be used. Never change the text formatting to fit a custom message.

Use the standard insert templates for the appropriate message length and layout.



Room identification signs include tactile letters and Braille that uniquely identifies rooms within campus buildings to provide logical and codecompliant wayfinding. The addition of the three (3) insert module sizes allows a greater ability to add supplementary messages to the identification of the room and it's function.

LOCATION

Room ID signs are posted at every door of a building or facility. The placement at room entrances are determined by the ADA code.

Signs with tactile letters and Braille are located vertically between 48" and 60" from the floor. The sign shall be located alongside the door at the latch side, to the right side of double doors or on the non-functioning door leaf.

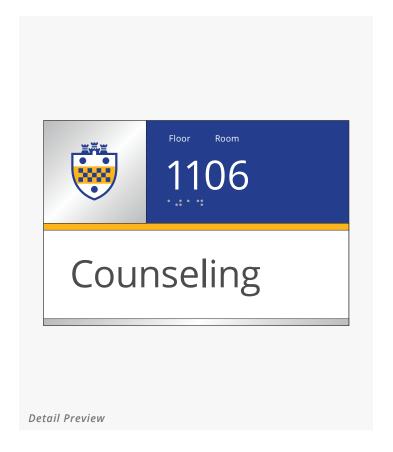
Where there is no wall space at the latch side, signs shall be located on the nearest adjacent wall. When the door swings outward, the sign needs to be placed outside the door swing as specified by the ADA.

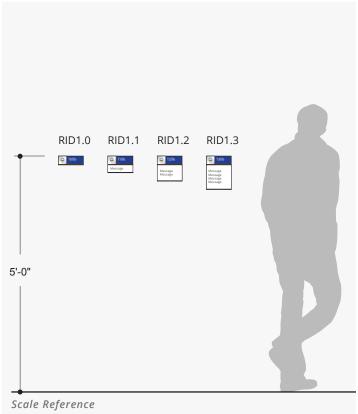
INSERT MESSAGES

The signs with inserts (RID1.1, RID1.2, RID1.3) are intended to meet the needs of rooms that require labeling beyond the basic room numbering.

The insert messages should reflect the purpose of the room, e.g. "classroom", "office", "multipurpose room", etc. This message portion of the sign is designed to be paper inserts, and thus easily changeable.

The recommended paper for all inserts is 100lbs. Premium Color Copy and not less than 28lb. Premium Color Copy paper.





SIGN TYPE: ID.RID1 ADA Room ID (Insert)

MODULAR SYSTEM

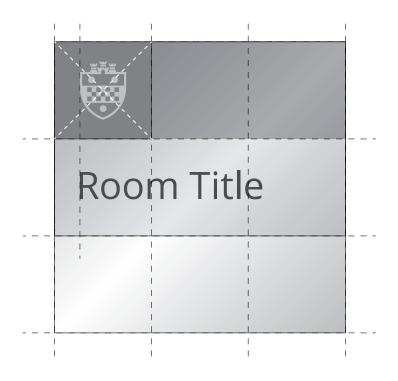
The entire system of signs in these Standards is based on a single square module (as shown by the X in the diagram at right).

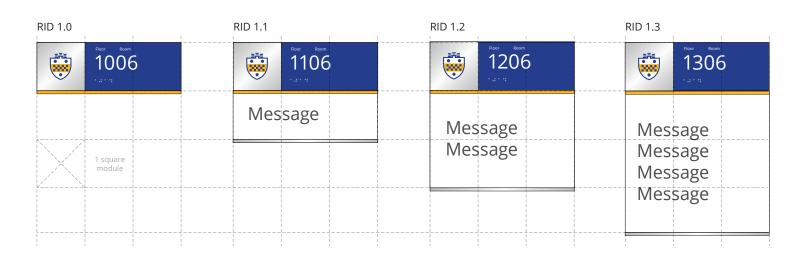
The sample room identification signs shown here and below illustrate this modular structure of units. When a sign increases in width or height, it does so in increments of this square unit. This modularity creates a family of visually related widths, and constrains different sign types to a logical visual proportion.

In the diagram of room identification signs below, the Header Bar contains the logo (square module) and the accent color field which displays the room number code. Below the header module is the message field. Whether as an insert or permanent variation, the message field modules can be one (1), two (2) or three (3) units high.

For Room IDs specifically, the sign type code reflects how many added modules tall the sign is.

- RID 1.0 = 0 added message modules (base Room ID)
- RID 1.1 = RID 1.0 + 1 message module
- RID 1.2 = RID 1.0 + 2 message modules
- **RID 1.3** = RID 1.0 + 3 message modules





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ADA Room ID (Insert)

CONTENT

Featured in the sign header is the architectural room number of each room it signs. This number shall follow the official numbering standard and should be sequential for logical wayfinding purposes.

Rooms are labeled the way that they are verbally directed to, in order to support consistent messaging across the user journey.

Not all rooms, however, require a written label; i.e. the number plate alone (RID1.0) will suffice, as shown in Diagram A. Spaces and capital projects within campus that ONLY require a room number plate and no additional labeling are generally those that have no need for further description, are not public-facing (back-of-house), or need the security and privacy of anonymity. These include, but are not limited to:

- · General use classrooms
- General use laboratories
- · Custodial closets
- · Mechanical rooms
- Utility and Trash Rooms
- · Copy, Mail and Storage Rooms
- Staff Kitchens and Lounge Spaces

All printed messages on RID insert signs must indicate the intended architectural function and/ or name of the room it identifies, as shown in Diagram B. All messages must meet the approved University naming / nomenclature standards.

Sometimes additional messaging is required for adequate identification of rooms, i.e. the name of a specific professor in "Office" or the resident organization in "Multipurpose Room". These supplemental messages must be displayed below the RID sign using the additional insert sign modules (sign type ID.NH), as shown in Diagram C.



Diagram A: Only RID 1.0 needed for "Electrical"



Diagram B: The message module in RID 1.1 displays the room name which reflects only the intended architectural function



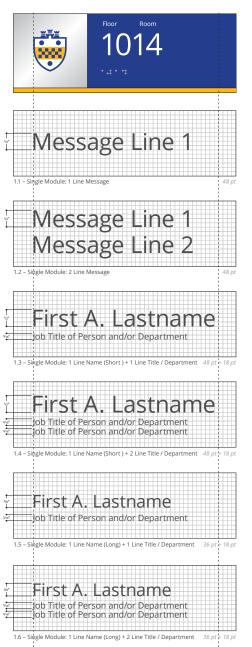
Diagram C: Additional clarifying names and messages can be used only with additional modules (like RID 1.1 + NH 1) The message module in RID 1.1 displays the room name which reflects only the intended architectural function

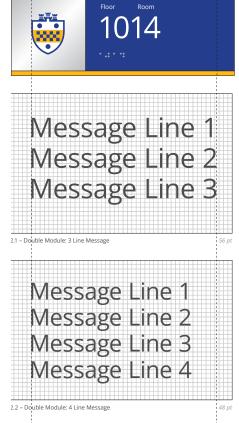
SIGN TYPE: ID.RID1 ADA Room ID (Insert)

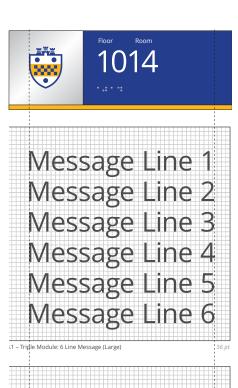
MARGINS & ALIGNMENT

In order to retain a consistent visual, all messages must remain within the predetermined margins of the sign edges. If a word or name is too long to fit, the next taller Room ID shall be used. Do not change the text formatting to fit a custom message; the provided standard insert templates for appropriate message length and layout must be used

The left justification of all messages is aligned to the left edge of the shield logo. All messages







ADA Room ID (Permanent)

FUNCTION

Room identification signs include tactile letters and Braille that uniquely identifies rooms within campus buildings to provide logical and code-compliant wayfinding.

For limited use, the messages on these permanent signs are also in tactile letters and Braille to meet the needs of rooms that require ADA labeling beyond the basic room numbering.

LOCATION

Room ID signs are posted at every door of a building or facility. The placement at room entrances are determined by the ADA code.

Signs with tactile letters and Braille are located vertically between 48" and 60" from the floor. The sign shall be located alongside the door at the latch side, to the right side of double doors or on the non-functioning door leaf.

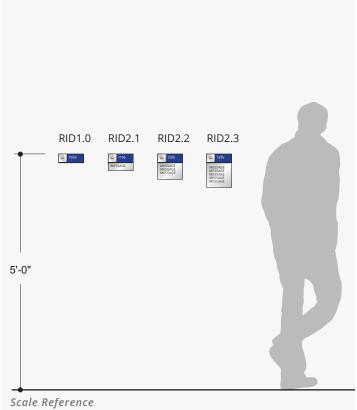
Where there is no wall space at the latch side, signs shall be located on the nearest adjacent wall. When the door swings outward, the sign needs to be placed outside the door swing as specified by the ADA.

PERMANENT MESSAGES

The vast majority of rooms in a public-facing campus building only require the insert style Room ID signs. Some room functions, however—those that are architecturally specific—will never change, and thus warrant the use of a permanent label (e.g. restroom, janitor, electrical).

For the rooms with fixed names, permanent message style Room ID signs (RID2.1, RID2.2, RID2.3) are to be used. These signs are intended to be compliant with ADA standards by providing raised Braille letters in addition to raised alphanumeric letters as well, if that room is verbally directed to using that permanent name (like "Electrical"). This special-use sign permanently communicates the fixed name of rooms that require labeling beyond the basic room numbering.





MODULAR SYSTEM

The entire system of signs in these Standards is based on a single square module (as shown by the X in the diagram at right).

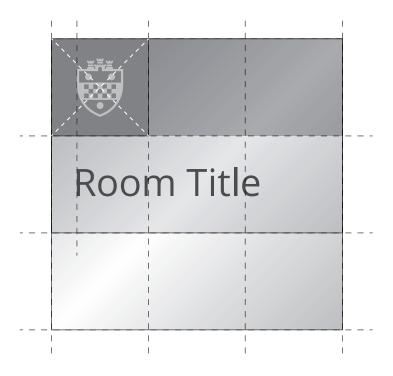
The sample room identification signs shown here and below illustrate this modular structure of units. When a sign increases in width or height, it does so in increments of this square unit. This modularity creates a family of visually related widths, and constrains different sign types to a logical visual proportion.

In the diagram of room identification signs below, the Header Bar contains the logo (square module) and the accent color field which displays the room number code. Below the header module is the message field. Whether as an insert or permanent variation, the message field modules can be one (1), two (2) or three (3) units high.

CONTENT

Featured in the sign header is the architectural room number of each room it signs. This number shall follow the official numbering standard and should be sequential for logical wayfinding purposes.

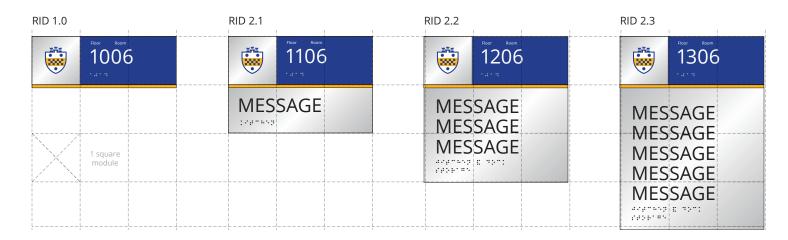
Rooms are labeled the way that they are verbally directed to, in order to support consistent messaging across the user journey. This additional ADA compliant message needs to meet the approved University naming / nomenclature standards.



CHARACTER LENGTH

In order to retain a consistent visual, all messages must remain within margins of the sign edges. If a word or name is too long, to fit, the next taller Room ID shall be used.

Do not change the text formatting to fit a custom message; the provided standard insert templates for appropriate message length and layout must be used



The Court ID is a large, limited use, ADA-compliant sign that identifies sports courts. It includes tactile letters and Braille that uniquely identifies the court number.

LOCATION

The placement of these signs should be near the court identified. Signs with tactile letters and Braille are located vertically between 48" and 60" from the floor. The sign shall be located alongside the door at the latch side, to the right side of double doors or on the non-functioning door leaf. Where there is no wall space at the latch side, signs shall be located on the nearest adjacent wall. When the door swings outward the sign needs to be placed outside the door swing as specified by the ADA.

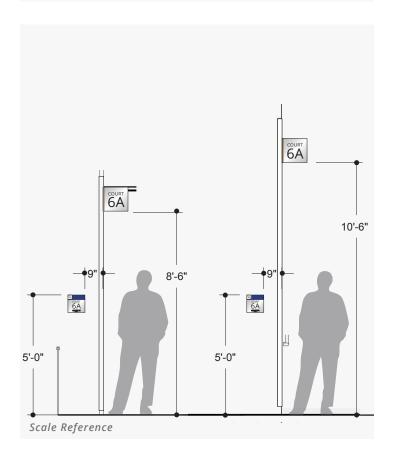
If there is no door (in the case of a large basketball court, this sign must be located as close to the entrance opening as possible.

CONTENT

The court ID number must follow a logical sequence for ease of user wayfinding.

Any room numbers shall reflect the official room numbers and should be sequential for wayfinding purposes and the additional ADA compliant messages need to meet the approved University naming / nomenclature standards.



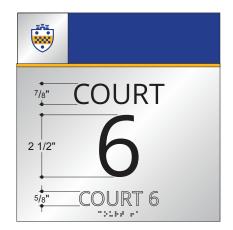


ALPHANUMERIC LAYOUTS

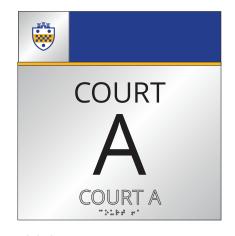
The numbering sequence of the courts may be alphabetical, numerical, or both, as long as they are labeled and presented in a logical order.



Alphanumeric



Numeric



Alphabetic

The Cubicle ID is an occupant identification sign mounted at a cubicle or desk with walls or dividers. The occupant's name is printed on a changeable insert.

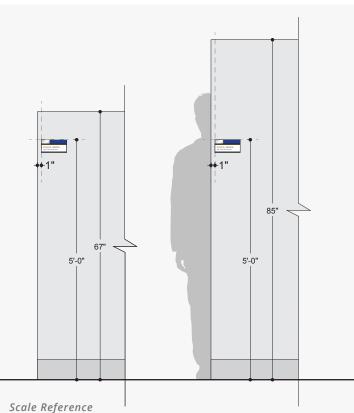
LOCATION

The placement of this ID sign should be near the sitting place of the occupant. If possible, the sign placement should be consistent from cubicle to cubicle.

CONTENT

The inserts will typically be the occupant's name and/or title. All titles should be limited to the approved University title standards.

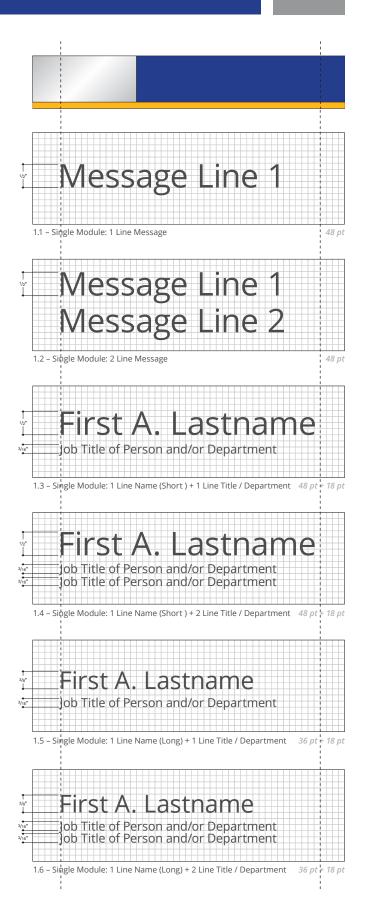




CHARACTER LENGTH

In order to retain a consistent visual, all messages must remain within margins of the sign edges. If a word or name is too long, to fit, the next taller sign shall be used. Never change the text formatting to fit a custom message.

This sign type is restricted to a single module insert for simplicity & consistency. Use the standard insert templates for the appropriate message length and layout.



The Desk ID is an occupant identification sign displayed on the surface of a desk. The occupant's name is printed on a changeable insert.

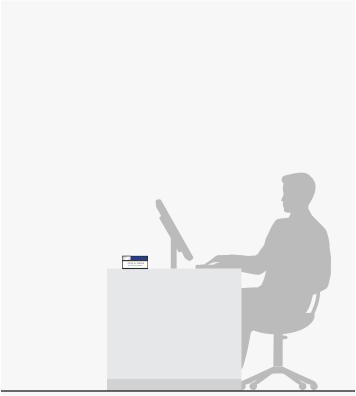
LOCATION

The Desk ID is a propped sign (as opposed to mounted on a vertical surface) and placed on top of a desk.

CONTENT

The inserts will typically be the occupant's name and/or title. All titles should be limited to the approved University title standards.



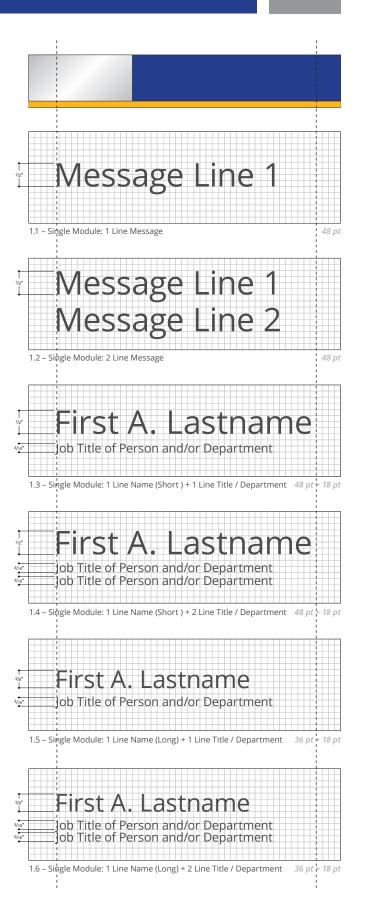


Scale Reference

CHARACTER LENGTH

In order to retain a consistent visual, all messages must remain within margins of the sign edges. If a word or name is too long, to fit, the next taller sign shall be used. Never change the text formatting to fit a custom message.

Use the standard insert templates for the appropriate message length and layout.



ADA Room ID for Digital Scheduler

FUNCTION

Room identification signs include tactile letters and Braille that uniquely identifies rooms within campus buildings to provide logical and code-compliant wayfinding.

For limited use, this sign type is meant to ONLY be paired with Digital Room Schedulers.

LOCATION

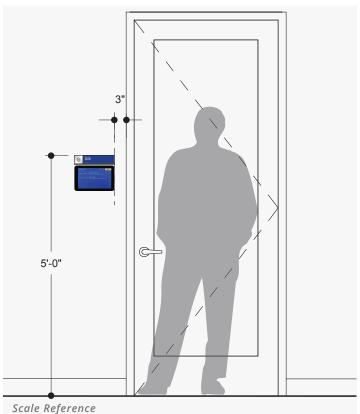
The placement of these signs at room entrances are determined by the ADA code. Signs with tactile letters and Braille are located vertically between 48" and 60" from the floor and immediately above the Digital Room Scheduler screen.

CONTENT

The room numbers shall reflect the official room numbers and should be sequential for wayfinding purposes. Spaces with Digital Room Schedulers can include:

- · Multi-purpose rooms
- Classrooms
- · Conference rooms
- Meeting rooms





To identify all public, private, unisex, and family facilities within campus buildings. These facilities may include, but are not limited to:

- Restrooms
- Shower rooms
- · Changing rooms

LOCATION

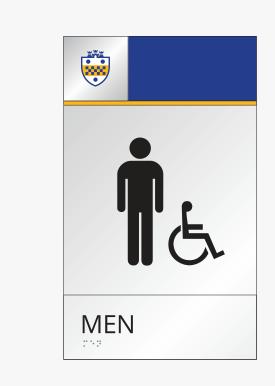
The placement of room identification signs with symbols at room entrances is determined by the applicable accessibility provisions of the Building Code. Signs with raised characters shall be upper case letters only and all raised characters and braille is to be located between 48" and 60" inches from the floor.

Symbol are centered in a field height of 6". Tactile letters and Braille must not be located in the symbol field.

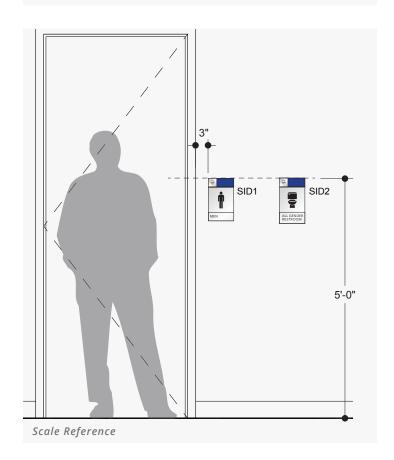
CONTENT

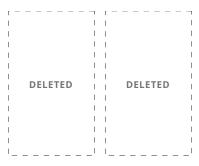
The signs must include the text of the room title such as "MEN", "WOMEN", "RESTROOM", etc. and include the respective symbol. At facilities that are ADA accessible, it is necessary to include the distinguishing wheelchair symbol.





Detail Preview





SID1.1 SID1.2







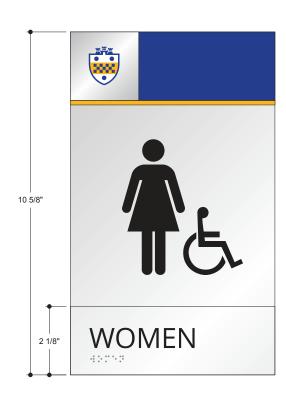


SID1.3

SID1.4

SID1.5

SID1.6







SID2.1

SID2.2









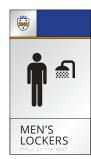
SID2.3

SID2.4

SID2.5

SID2.6









SID2.7

SID2.8

SID2.9

SID2.10







SID2.11

SID2.12

SID2.13

RESTROOM AND SHOWER

ADA Restroom Redirect Sign

FUNCTION

When a restroom is not accessible there, ADA code requires a sign that directs the user to the nearest restroom that is ADA accessible.

LOCATION

The redirect sign is mounted flush, directly underneath the Symbol ID sign for the restroom that is not accessible.

CONTENT

The sign includes the accessibility symbol and gives directional instructions to the accessible restroom, including an arrow.



SID1

SID2

AL SOCIE

MINITERS OF SIDR

SIDR

SIDR

SIDR

SIDR

STORY

STORY

SIDR

STORY

STORY

SIDR

STORY

The modular Room ID system allows for additional modules to be added below, increasing the detail of identification at each room.

A slider adds the ability to display the availability status of an occupied or vacant room.

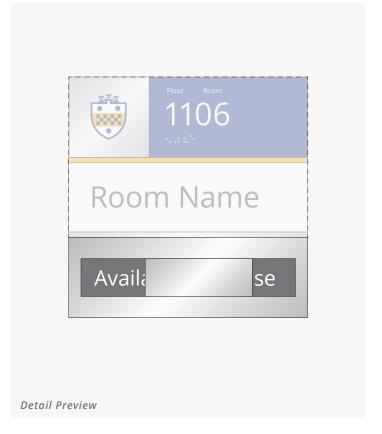
LOCATION

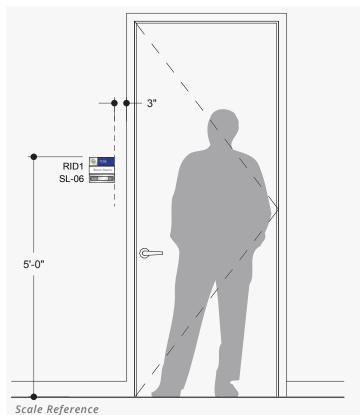
Slider modules are installed flush, directly underneath ADA Room ID signs. The rooms / spaces that this module can identify include, but are not limited to:

- Multi-purpose rooms
- Classrooms
- · Conference rooms
- · Meeting rooms

CONTENT

- "Available"
- "In Use"





Overhead Directional signs are used to indicate the location of a series of rooms, departments, services, etc to be viewed from a distance.

LOCATION

These signs are typically hung from the ceiling in public corridors, at or near viewer decision points. They are either hanging or mounted flush to the ceiling, and are typically placed in locations with ample ceiling height.

CONTENT

These directional signs act as confirmations of destination names along the user journey, and thus need to use consistent messaging to support successful wayfinding.

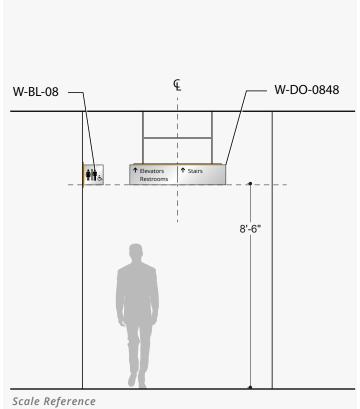
Each message is comprised of succinct lines of text, as well as arrow symbols directing to the listed destination. The use of icons to supplement the text message is also permitted – i.e. in the case of elevators, escalators, or "EMERGENCY".

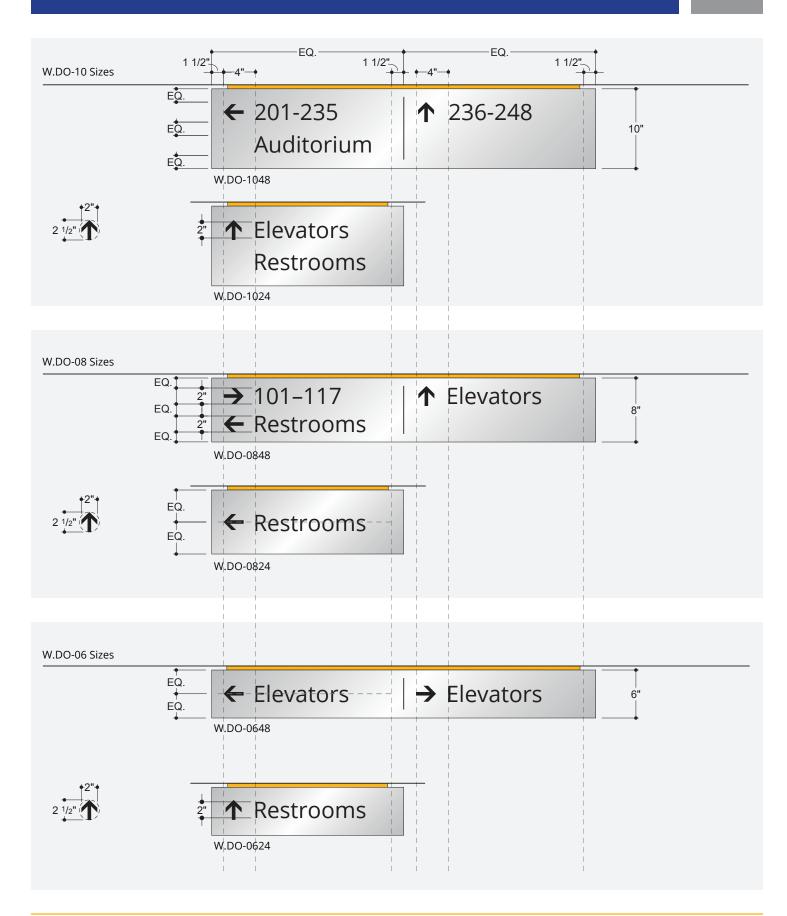
Messages are grouped by arrow (if possible) and the destination closest in proximity is always listed first.

SIGN SIZES

The standard Overhead Directional size is 8"x48". The 6"x48" size should only be used for low ceiling conditions. The larger sizes are best suited for venues with large quantities of people and farther viewing distances; the farther away you need to read it, the higher the sign needs to mounted, the larger the sign needs to be.







SIGN TYPE: W.DW

FUNCTION

Wall-Mounted Directional signs are used to indicate the location of a series of rooms, departments, services, restrooms, etc. to be viewed along a user's path.

Each line item is a distinct panel, and designed in such a way that is removable; in the event of a message change, it is not necessary to replace the entire sign.

LOCATION

These signs are located in public corridors at or near viewer decision points. They are typically used in locations with low ceiling heights, as an alternative to overhead directionals.

CONTENT

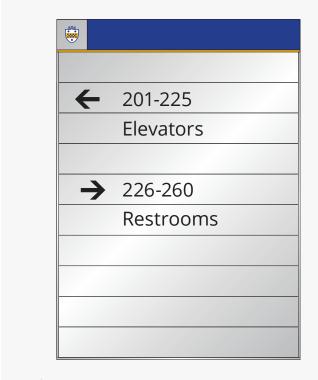
These directional signs act as confirmations of destination names along the user journey, and thus need to use consistent messaging to support successful wayfinding.

Each message is comprised of succinct lines of text, as well as arrow symbols directing to the listed destination. The use of icons to supplement the text message is also permitted – i.e. in the case of elevators, escalators, etc.

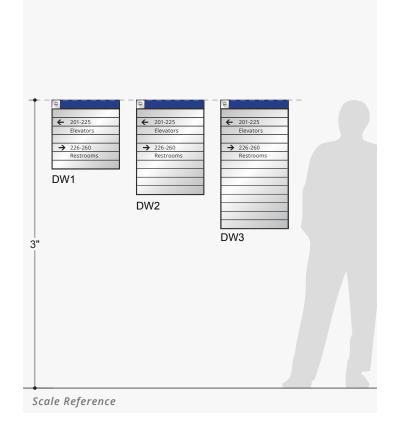
Messages are grouped by arrow (straight ahead destination messages, then right, then left messages) and the destination of most importance, in each direction, is always listed first followed by lesser messages.

USAGE

The University should maintain a number of "blank" panels that can be used / changedout for new or changed messages. The panels can be removed with a simple suction cup.



Detail Preview

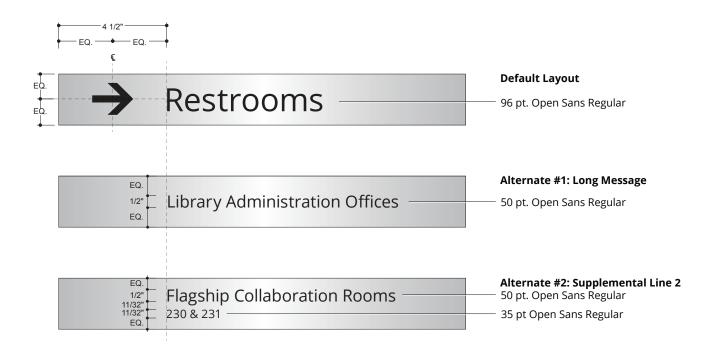


PANEL LAYOUT

Each panel is a separate piece, and is easily removable in the event of a message change.

Each message is comprised of the main destination message, an arrow pointing in its direction, and an (optional) smaller line of sub-text.

Never change the text formatting to fit a custom message. Use the standard insert templates for the appropriate message length and layout. All messages and names should be limited to the approved University standards.



SIGN TYPE: R.AR1

FUNCTION

This Area of Refuge sign is an IFC (International Fire Code) and IBC (International Building Code) required identification sign. They identify areas "where persons unable to use stairways can remain temporarily to await instructions or assistance during an emergency evacuation."

Additionally, these signs are ADA compliant, featuring tactile letters and Braille.

LOCATION

These signs are typically mounted flush, directly underneath the Stair Identification signs, which are required to be located outside of a stairwell.

CONTENT

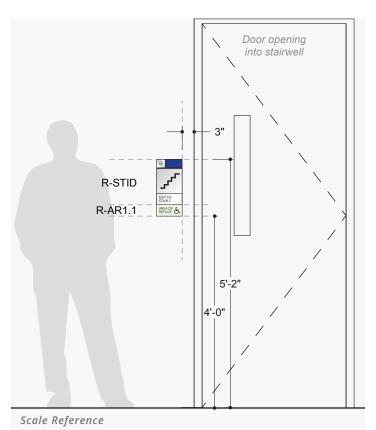
The content is specified by the IFC and IBC and cannot be customized.



Refer to Section C: Installation Methods for standard mounting heights and **Section D**: **Detail Drawings** for detailed specifications.

Photoluminescence & Building Code

These signs utilize photoluminescent / glow-in-thedark paints or materials to increase visibility in low light or complete darkness, in times of emergency.



ADA Area of Rescue Assistance ID

FUNCTION

This Area of Rescue sign is an IFC (International Fire Code) and IBC (International Building Code) required identification sign. They identify areas in a building "designed to hold occupants during a fire or other emergency when evacuation may not be safe or possible."

Additionally, these signs are ADA compliant, featuring tactile letters and Braille.

LOCATION

These signs are typically mounted on a wall near the designated assistance communication device. These devices are typically located inside stairwells but not always.

AR2.1 is a plain sign used outside stairwells, and AR2.2 is its photoluminescent counterpart used inside stairwells.

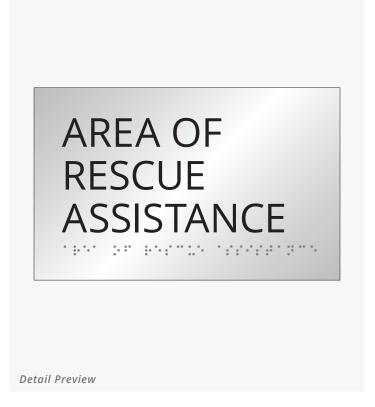
CONTENT

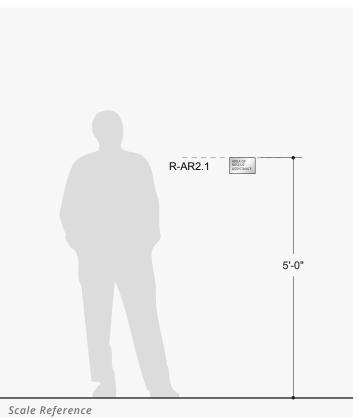
The content is specified by the IFC and IBC and cannot be customized.

Refer to Section C: Installation Methods for standard mounting heights and Section D: Detail Drawings for detailed specifications.

Photoluminescence & Building Code

These signs utilize photoluminescent / glow-in-the-dark paints or materials to increase visibility in low light or complete darkness, in times of emergency.





ADA Exterior Area of Rescue Assistance ID

FUNCTION

This Area of Rescue Assistance sign is an IFC (International Fire Code) and IBC (International Building Code) required identification sign. They identify areas "for assisted rescue that must be separated from the interior of the building" in the event of an emergency evacuation.

Additionally, these signs are ADA compliant, featuring tactile letters and Braille.

LOCATION

This identification sign is typically mounted on a wall outside of the building, such as a platform on an exterior stairs, and near the exit door.

CONTENT

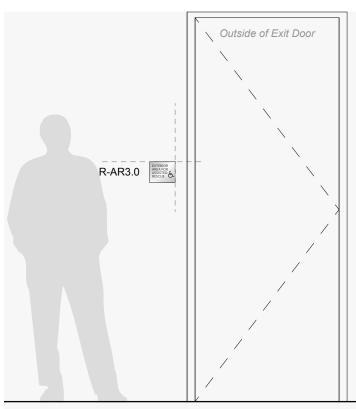
The content is specified by the IFC and IBC and cannot be customized.



Refer to **Section C: Installation Methods** for standard mounting heights and **Section D: Detail Drawings** for detailed specifications.

Photoluminescence & Building Code

These signs utilize photoluminescent / glow-in-the-dark paints or materials to increase visibility in low light or complete darkness, in times of emergency.



Scale Reference

This Area of Refuge sign is an IFC (International Fire Code) and IBC (International Building Code) required identification sign. They provide directions to areas of refuge "where persons unable to use stairways can remain temporarily to await instructions or assistance during an emergency evacuation."

Additionally, these signs are ADA compliant, featuring tactile letters and Braille.

LOCATION

These signs are typically mounted under the Stair Identification signs, which are located outside of a stairwell.

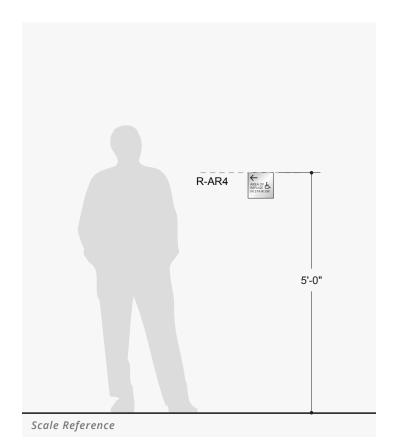
CONTENT

The content utilizes the accessible wheelchair icon, as well as a large arrow.

The text message is dependent on the directions to the nearest Area of Refuge destination.



Detail Preview



Area of Refuge Instructions (PhL)

FUNCTION

This Area of Refuge sign is an IFC (International Fire Code) and IBC (International Building Code) required identification sign. It provides instructions to the people waiting in areas of refuge.

LOCATION

These signs are placed near the assistance communication device, in designated Areas of Refuge. More often than not, Areas of Refuge are located in stairwells, thus AR5.1 is photoluminescent.

CONTENT

The content is specified by the IFC and IBC and cannot be customized.

AREA OF REFUGE

INSTRUCTIONS

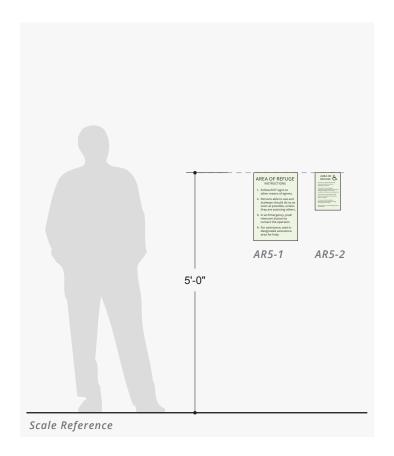
- 1. Follow EXIT signs to other means of egress.
- 2. Persons able to use exit stairways should do so as soon as possible, unless they are assisting others.
- 3. In an Emergency, push intercom button to contact the operator.
- 4. For assistance, wait in designated assistance area for help.

Detail Preview

Refer to **Section C: Installation Methods** for standard mounting heights and **Section D: Detail Drawings** for detailed specifications.

Photoluminescence & Building Code

These signs utilize photoluminescent / glow-in-the-dark paints or materials to increase visibility in low light or complete darkness, in times of emergency.



Area of Refuge ID (PhL)

FUNCTION

This Area of Refuge sign serves as a posted explanation or description for the users of the designated Area of Refuge. It is photoluminescent in the event of darkness in an emergency.

LOCATION

These signs are placed near the assistance communication device, in designated Areas of Refuge.

CONTENT

The content varies per building.



This area is a safe haven for those requiring assistance during an emergency evacuation.

In the event of an emergency evacuation, persons able to use the exit stairway should do so as soon as possible unless they are assisting others.

Exits stairways are provided at both ends of the cooridor and outside the elevator vestibule.

In the event of an emergency evacuation, please call 911 to notify Security of your location.

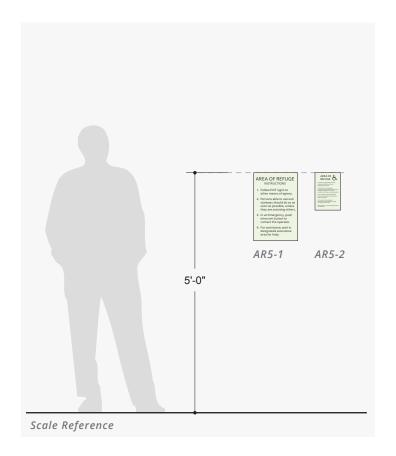
Please dial 911 on the Emergency Phone for assistance.

Detail Preview

Refer to Section C: Installation Methods for standard mounting heights and Section D: Detail Drawings for detailed specifications.

Photoluminescence & Building Code

These signs utilize photoluminescent / glow-in-the-dark paints or materials to increase visibility in low light or complete darkness, in times of emergency.



SIGN TYPE: R.EES **Emergency Exit Symbol**

FUNCTION

The Emergency Exit Symbol sign directs to the building exit for people inside a stairwell. It is photoluminescent in the event of darkness in an emergency.

LOCATION

These signs are placed on the stairwell exit doors, leading to an exit pathway.

Because heat rises, these signs are mounted near the floor so that they can be seen when crawling to escape smoke.

CONTENT

The graphic content (the Emergency Exit Symbol) of a running person and directional arrow is specified by the IFC and IBC, see section IFC [BE] 1025.2.6.1 and matches the industry's graphic / life safety standards.

ICON LAYOUT

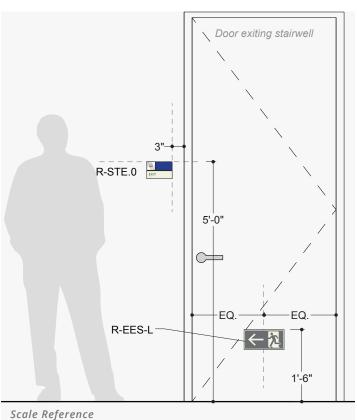
Based on a building's unique exit pathway from interior stairwells, left arrow and right arrow variations are permitted.



Photoluminescence & Building Code

These signs utilize photoluminescent / glow-in-thedark paints or materials to increase visibility in low light or complete darkness, in times of emergency.





Elevator Lobby signs identify the exit doors from inside a stairwell. It is photoluminescent in the event of darkness in an emergency.

LOCATION

These signs are placed on the stairwell doors exiting directly into an elevator lobby.

CONTENT

The sign message content (Elevator Lobby) and placement is specified by the IFC and IBC, see section IFC [BE] 1023.10 for more information. The IFC and IBC codes do not require this sign to have tactile letters and Braille.

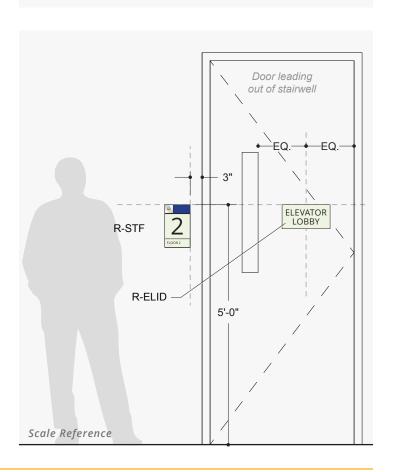


Detail Preview

Refer to Section C: Installation Methods for standard mounting heights and Section D: Detail Drawings for detailed specifications.

Photoluminescence & Building Code

These signs utilize photoluminescent / glow-in-the-dark paints or materials to increase visibility in low light or complete darkness, in times of emergency.



Fire Egress ID signs remind users to not use the elevators in the case of a fire. These signs should only be used when the sign message is not already incorporated in the elevator call plate.

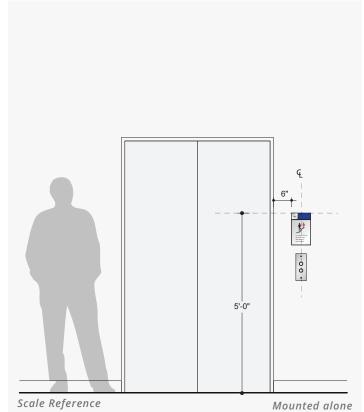
LOCATION

These signs are placed at or near elevators.

CONTENT

The universal icons for fire and stairs accompany the short message of instructions.





The insert holder is a generic sign holder used to display a standard sheet (8.5"x11" or 11"x17") of paper or cardstock. This sign is to display public postings for general knowledge or required by code.

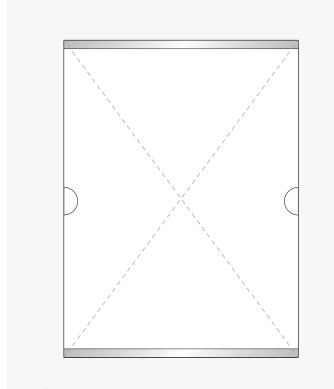
LOCATION

Their location varies per insert content, but generally these signs are found at or near elevators, or inside or outside of room entrances.

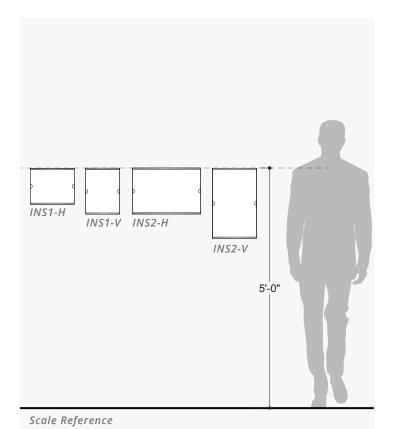
CONTENT

Insert content must conform to the branding and nomenclature standards. Inserts may be, but are not limited to:

- Evacuation map (unique to each building and floor)
- Maximum occupancy sheet (unique to room size)
- Operation hours
- Information posting



Detail Preview



Refer to **Section C: Installation Methods** for standard mounting heights and **Section D: Detail Drawings** for detailed specifications.

These Exit signs are IFC (International Fire Code) and IBC (International Building Code) required identification signs. They identify and provide directions to exit doors from the inside of a building.

Additionally, these signs are ADA compliant, featuring tactile letters and Braille.

LOCATION

STE.0 is the identification of the exit itself, and must be mounted next to the specific exterior door.

STE.1 also directs to the exit door, and is mounted on the walls along the pathway. A sign is required at each turn along the exit passageway to the emergency exit from the building where an STE.0 is by the exit door.

STE.2 is used to indicated the exit pathway through a closed door then followed by STE.1 and then STE.0.

CONTENT

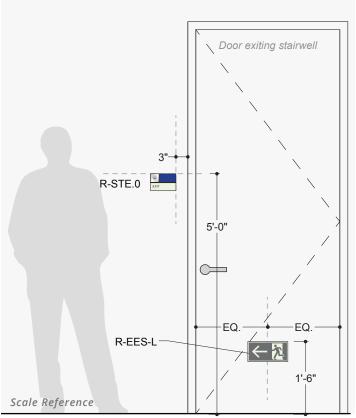
The sign message / content is specified by the IFC and IBC and cannot be customized.



Photoluminescence & Building Code

These signs utilize photoluminescent / glow-in-the-dark paints or materials to increase visibility in low light or complete darkness, in times of emergency.





The Floor ID is an IFC (International Fire Code) and IBC (International Building Code) required identification sign. They identify the floor number inside of a stairwell.

Additionally, these signs are ADA compliant, featuring tactile letters and Braille.

LOCATION

These signs are placed inside the stairwell, next to the doors exiting the stairwell.

CONTENT

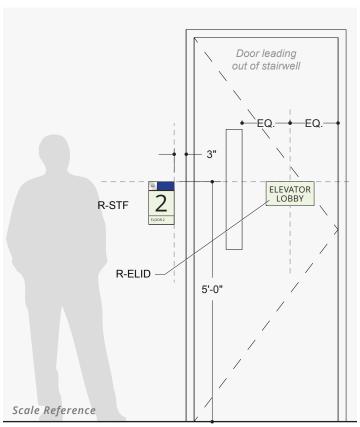
The large identification number is dictated by the architectural floor number / letter / name of the building.



Refer to **Section C: Installation Methods** for standard mounting heights and **Section D: Detail Drawings** for detailed specifications.

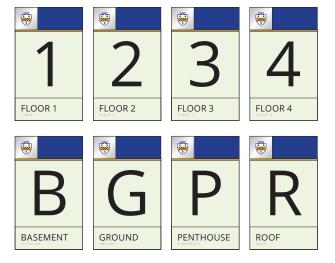
Photoluminescence & Building Code

These signs utilize photoluminescent / glow-in-the-dark paints or materials to increase visibility in low light or complete darkness, in times of emergency.



NUMERIC LAYOUT

The numeric symbol is centered in a field height of about 8". Tactile letters and Braille must not be located in the symbol field.





The Stair ID is an IFC (International Fire Code) and IBC (International Building Code) required identification sign. They identify the stairwell and its exit.

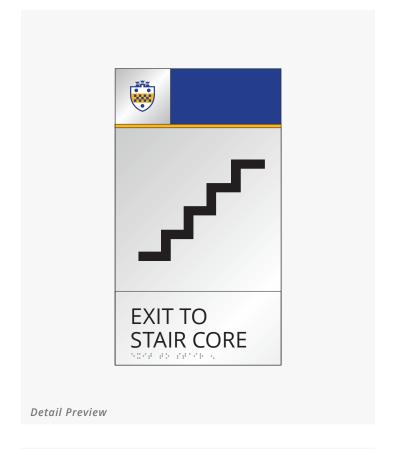
Additionally, these signs are ADA compliant, featuring tactile letters and Braille.

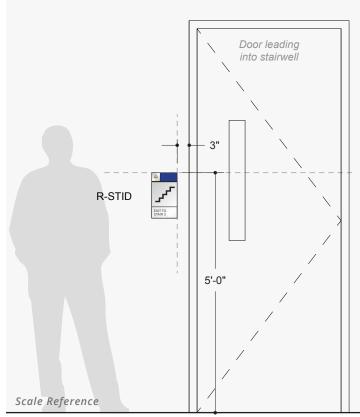
LOCATION

These signs are placed next to the stairwell doors outside the stairwell.

CONTENT

In addition to the stair icon, the tactile message is dictated by the architectural stairwell number / letter / name used in the building.





SIGN TYPE: R.STL Stairwell Floor ID (PhL)

FUNCTION

The Stairwell Floor ID is an IFC (International Fire Code) and IBC (International Building Code) required identification sign. It is required for buildings three floors and higher. It identifies the following information for use by professional personnel in the event of an emergency:

- Stairwell name / number
- Whether or not the current stair has roof access.
- · Current floor number
- Which floor in the current stair that someone can find exit egress, and instructions to get there

LOCATION

These signs are used in stairwells, mounted on the stairwell landing at each floor. They must be placed in such a way that they are visible from the stairs and also visible if the stairwell door is open or closed.

CONTENT

The particular messages are dictated by the architectural stairwell number / letter / name and the architectural floor number / letter / name used by the building.

Refer to Section C: Installation Methods for standard mounting heights and **Section D**: **Detail Drawings** for detailed specifications.

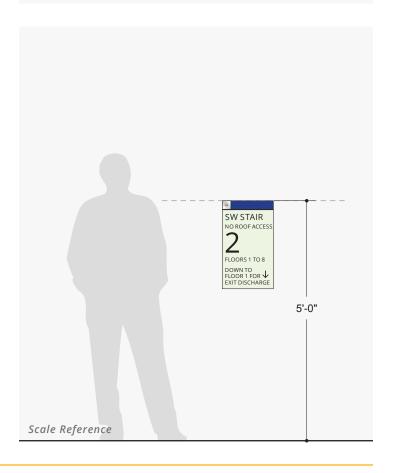
Photoluminescence & Building Code

These signs utilize photoluminescent / glow-in-thedark paints or materials to increase visibility in low light or complete darkness, in times of emergency.

Please refer to the Design Criteria section in Chapter A3 for a full explanation of building code requirements.



Detail Preview





Exit Floor



Non-Exit Floor

CHAPTER B3Parking Signage Design

The purpose of this sign type is to identify the parking lot and provide legal regulatory messages.

LOCATION

This sign type is typically installed on freestanding poles but can also be mounted to walls. For best visibility, the signs / pole should be perpendicular to the flow of traffic.

CONTENT

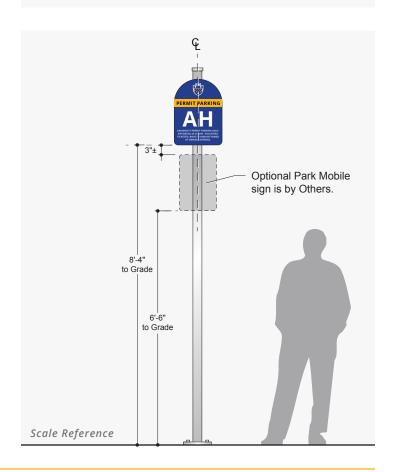
The parking lots are identified with a single or double letter abbreviation code; the name is not spelled out. The regulatory legal message at the bottom of the sign is subject to revision by the University.

QUANTITY

One or two of the signs may be installed on one pole at each location. The size of a parking lot and number of entrances may necessitate multiple sign poles locations throughout a single lot.



Detail Preview



The purpose of this sign type is to identify special or specific parking spaces and provide legal regulatory messages.

LOCATION

This sign type is typically installed on freestanding poles, but can also be mounted to walls. These signs are installed at the head of each parking space.

CONTENT

Parking spaces are identified with a written description. The message can be (1) or (2) lines of text. The regulatory legal information at the bottom of the sign is subject to revision by the University.

QUANTITY

This sign type varies per lot based on the special needs of the parking spaces, and thus necessary quantities may differ. However for the most part, each space is typically identified by just one sign. There may be multiple message variations of this sign type in each lot.





The purpose of this sign type is to identify special or specific parking spaces and provide legal regulatory messages.

LOCATION

This sign type is typically installed on freestanding poles, but can also be mounted to walls. These signs are installed at the head of each parking space.

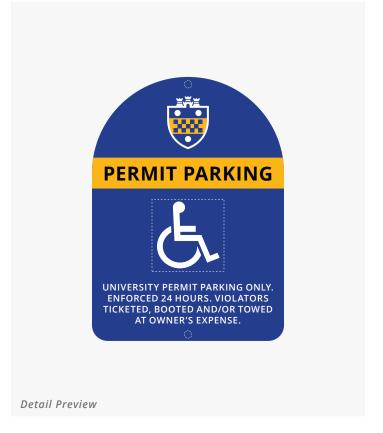
NOTE: For accessible / handicap parking spaces, ADA Standards require the minimum height of 60" to the bottom of the sign.

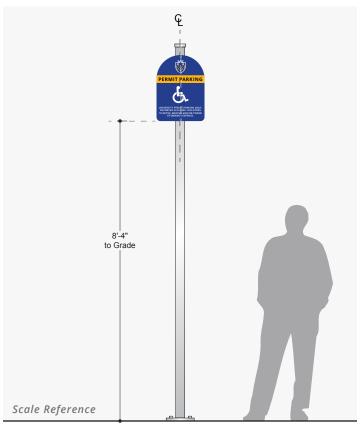
CONTENT

Parking spaces are identified with an icon, pictogram, or other simple graphic instead of a written description. The regulatory legal message at the bottom of the sign is subject to revision by the University.

QUANTITY

This sign type varies per lot based on the special needs of the parking spaces, and thus necessary quantities may differ. However for the most part, each space is typically identified by just one sign. There may be multiple message variations of this sign type in each lot.





Parking Pay Station ID, Primary

FUNCTION

The purpose of this sign type is to visually identify the payment stations in parking lots that are available to the public, and to provide legal regulatory messages.

LOCATION

This sign type is typically installed on freestanding poles, but can also be mounted to walls. For best visibility, the signs / pole should be perpendicular to the flow of traffic.

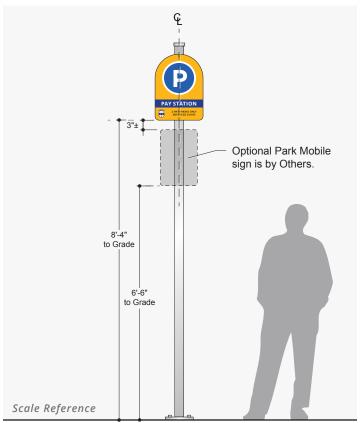
CONTENT

The parking lots available to the public are identified with the universally recognized parking icon: a large "P" in a blue circle field. The regulatory legal message at the bottom of the sign is subject to revision by the University.

QUANTITY

One or two of the signs may be installed on one pole at each location.





Parking Pay Station ID, Secondary

FUNCTION

The purpose of this sign type is to identify the parking lot and provide a emergency message.

LOCATION

This sign type is installed on the pay station kiosk / housing.

CONTENT

The parking lots are identified with a single or double letter abbreviation code; the name is not spelled out. The emergency message at the bottom of the sign is subject to revision by the University

QUANTITY

Limited to one sign per pay station.

