INTERIOR SIGNAGE
MANUAL

*Contact the office of the University Architect for approval to use*
**Refer to Appendix: 2001 Interior Sign Manual - Updated 2019**
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Appendix: 2001 Interior Signage Manual - Updated 2019

NC STATE UNIVERSITY
SECTION 1: GENERAL
The signage standards included in this document are guidelines to facilitate a clearer and more effective means of understanding and using interior spaces on the campus at NC State University. The campus has many diverse building types and space uses so an absolute set of standards is impractical in application. These signage standards represent a means of addressing the most prevalent conditions which will be encountered on campus both in retrofitting existing buildings and in new construction.

The primary needs of information, direction and identification are described and recommendations are made as to the application of the standards. Realizing that many conditions will occur that do not neatly fit into the applications described herein, these standards represent an approach which can be extended to the many exceptions which are inevitable in an institution as diverse and complex as NC State University.

The interior sign system shall be designed to comply with all applicable local, state and federal codes and regulations. It shall be the primary objective of the interior sign system to provide people with the necessary information to assist them in finding their way to destinations along their chosen routes through buildings. The information provided may be text (typographic) or image (pictographic) based.

Interior signs shall include braille as required by ADA. All signs with a raised room number shall have corresponding braille, unless otherwise noted.

The interior sign system components of signs such as identification, wayfinding, and simple informational signs may be manufactured using materials and equipment owned and maintained by NC State Facilities Operations personnel. Larger wayfinding shall be submitted to outside contractors with the requirements for colors and graphics to match standards established by internally-produced signs.

The interior sign system shall be designed with a wayfinding approach and it shall be congruent with the following building characteristics: layout, spatial content, form, organization and circulation. The interior sign system shall provide for uniformity throughout all buildings on campus.

Identification signs provide room numbers, department names, space uses, personnel names and other information.

Informational signs provide specific information, situational warnings, and/or obligatory directions.

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

Wall sign with a printed insert showing a list of room numbers and room functions within a building, with college or departmental location information. Building directories shall be placed in building lobbies and primary entrance points.

Commemorative signs provide recognition to those who have donated to a space, area, feature, or building.
The Interior Sign System is designed to meet the following criteria:

- The system should provide uniformity throughout all buildings on campus and the sign types should use a common visual language to provide consistency and to aid in the recognition of sign information.
- In addition to meeting accessibility-related standards (including those governed by ADA, as well as state regulations and local codes) it is our belief that public institutions, like NC State University, have a responsibility to go beyond compliance and make wayfinding as easy as possible for all users, including people with physical, sensory, and brain-based functional limitations, and older people, who often experience one or more types of functional limitations.
- Message legibility should be considered from the perspective of a variety of users: visitors, university community, vendors and service people, vision and mobility impaired people, and other users.
- The room numbering sign system shall comply with university room numbering system.
- The system is built on a color scheme of red, gray, and white. Additional colors may be used to assist with wayfinding at the discretion of the Office of the University Architect (OUA).
- This manual was designed using the 2010 ADA Standards for Accessible Design, and the components herein reflect those requirements.
- Message design, nomenclature and application shall be standardized per the sign types in this document.
- It is the responsibility of the project sign designer to refer to the current version of the Accessibility Code and adjust their design accordingly.

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Permanent room identification will occur at every room and may include room function. An individual’s name may be added to the room identification sign of their office using a name plate. If two people share a private office, both names may be on the sign using 2 separate name plates. Where several rooms are accessed off of a common room, there will be a sign at the door or entrance to the shared space indicating room numbers within the common space. Note that individuals within the common space are not indicated here.

Permanent identification signs shall be installed such that the placement and height are compliant with the current ADA code requirements. This manual was designed using the 2010 ADA Standards for Accessible Design, and the components herein reflect those requirements. It is the responsibility of the project sign designer to refer to the current version of the Accessibility Code and adjust their design accordingly.

When to implement these standards:
When a small portion of an existing building is renovated, the signage shall match existing. When a large portion of a building is renovated, the renovated portion will follow the 2019 Standards. New buildings and additions will follow the 2019 Standards.

Methods of attachment for interior signs:
The primary means of attaching wall-mounted interior signs will be double sided foam tape. This adhesive tape is the appropriate attachment for substrates as follows:

- Painted gypsum board
- Concrete masonry units, painted and unpainted
- Brick, painted and unpainted
- Wood
- Glass

Where vandalism requires other means of attachment, tamper-proof screws set 9/32” from side will be employed. Screws will be set into expansion anchors suitable for gypsum board substrates. Avoid mechanical attachment for masonry or concrete substrates.

Signs mounted on glass will have a backer plate of equal size. Backer plate to be matte white 0.080” 1-Ply ADA Alternative by Rowmark, color 311201.

Perpendicular signs will be mounted to wall with an aluminum channel extrusion with hidden fasteners. Overhead signs are to be attached to ceiling grid by clips screwed into signs.

See individual sign types for specific mounting heights.
SECTION 2: ELEMENTS
The interior sign system will be comprised of the following four components:

1. ROOM IDENTIFICATION
2. INFORMATIONAL
3. WAYFINDING
4. DIRECTORIES
5. COMMEMORATIVE

This section outlines multiple examples of where and how to use each sign type.

**1. ROOM IDENTIFICATION SIGNS:** Identification signs provide room numbers, department names, space uses, personnel names and other information. Identification signs shall be uniform throughout buildings on campus. Each building must be carefully evaluated to determine specific identification sign elements appropriate for the building setting. Identification signs include the following type of signs:

- **Permanent Room Identification**
  - Building room numbers
  - Restrooms
  - Exits
  - Stairs
  - Mechanical, Electrical, Custodial, Elevator

- **Room Function Identification**
  - Departmental offices
  - Conference
  - Information
  - Vending
  - Lounge
  - Other building specific room functions

**Room Occupant Identification**
- Faculty, staff, and post doc / graduate student employees. Where employees, such as graduate students, may change regularly, an insert sign type may be used to list individual names.
- Student and other associations

**Informational**
These signs may be either add-ons to identification signs or stand-alone signs that provide information or procedures:
- Office hours
- Accessible work space
- Telephone Device for the Deaf (TDD) directional signage
- Assistive listening systems in assembly areas

*Note that some types of rooms, such as data centers, security panel rooms, etc., will not be identified for security reasons.

**2. INFORMATIONAL SIGNS:**
Informational signs provide specific information, situational warnings, and/or obligatory directions.

Regulatory signs shall be uniform throughout buildings on campus. Each building must be carefully evaluated to determine specific informational signs elements appropriate for the building setting. Regulatory signs may be related to:
- Eating
- Smoking
- Environmental Health
- Area of Rescue Assistance
- Accessible exits directional signs
- National Electric Code
- National Fire Protection Association
- Emergency procedures

Lab safety signs shall use Sign Type 4B with the printed Hazardous Materials insert.

**3. WAYFINDING SIGNS:**
Wayfinding signs provide directional or building layout information for guidance to a destination.

Wayfinding is a multi-level process. It starts with finding the building address via electronic means, such as a website, phone app, and/or GPS, or via other means, such as paper maps or instructions.

The exterior building sign with the street address and building name confirms the building destination. The directories, placed at the entrance(s), elevator(s) and / or stairs indicate on which floor to find the suite or room. Typically, the leading digit(s) of the room number will indicate the floor and / or wing. The room numbering methodology provides an intuitive wayfinding system, with odd / even and ascending / descending numbers indicating building general layout.

Directional wayfinding signs indicate locations for elevators, public areas, meeting rooms, room number ranges, restrooms, etc. The department and room signs will confirm the final destination.

Wayfinding signs shall be uniform throughout buildings on campus. Each building must be carefully evaluated to determine specific wayfinding elements appropriate for the building setting.

Wayfinding signs may include:*  
- Building Orientation Maps  
- Building Directory  
- Directional Information

*See Glossary of Terms for more definitions

**4. BUILDING DIRECTORIES:**
Building directories provide a list of room numbers and room functions within a building, with college or departmental location information. Building directories shall be placed in building lobbies and primary entrance points.

**5. DIGITAL SIGNAGE:**
NC State University is currently assessing the campus needs in regards to digital signage and digital wayfinding. For more information please contact the Office of the University Architect.
6. COMMEMORATIVE SIGNS:
All rooms at NC State have permanent room identification signage according to NC State Interior Signage Standards’ room identification signs. The room function on NC State’s permanent room identification signage may include the donor’s name (example: Progress Energy Conference, Ron Jones Faculty Lounge) as well as other sign requirements.

On the wall outside the commemorative room and in addition to the permanent room identification sign, the donor’s name, room function (i.e., Auditorium, Conference, Classroom, etc.) may appear collectively in one field not to exceed 100 square inches (example: 4” x 25”, 10” x 10”, etc.). Logos are not permitted.

All recognition signage outside the room must be mounted at the same height as the standard permanent room identification signage and preferably on the wall adjacent to the permanent room signage.

All letters naming the room function and donor (individual or corporate name) must be found within the 100 square inch field and must be one of the following materials:

- Raised metal letters (brushed aluminum or brushed stainless steel finish) mounted directly onto the finished wall material
- Raised metal letters (brushed aluminum or brushed stainless steel finish) applied to a clear acrylic panel not to exceed 100 square inches mounted onto the finished wall
- Vinyl cutout or silk screened letters (white, black or 50% gray) applied directly to the finished wall
- Vinyl cutout or silk screened letters (white, black or 50% gray) applied to a clear acrylic panel not to exceed 100 square inches mounted onto the finished wall
- Raised metal letters to be between 0.25” and 0.5” thick.
- Clear acrylic panel shall not protrude more than 1” from the wall, accounting for the thickness of the panel and the offset from the wall. The 1” limit does not include the thickness of the applied raised letters.

The standards for room recognition inside the room are the same as the standards for outside recognition with the exception that the field for the recognition signage inside the room may be 250 square inches maximum found in one location. In addition, donor plaques of various materials such as wood, bronze, Plexiglas or any solid material may be used not to exceed 250 square inches.

DONOR RECOGNITION WALLS AND PLAQUES:
The background of the donor wall shall be rectangular and uniform, to be mounted on a wall as a single unit. The background may be any material; natural materials (i.e., marble, granite, metal, wood) are preferred. There is no limit to the size of the background, as it will vary according to the number of listings.

Donor listings may be mounted or engraved directly onto the donor wall background. Letters may be any material with a non-glare, semi-matte or matte finish and must be black, white or shades of gray. If the background is constructed of a natural material, the letters may also be constructed of the same material or may be the same color as that material. Typeface of donor listings shall be Univers with a maximum height of 5/8” and may be raised.

Titles and subtitles may be used to recognize the donor lists. Typeface of titles and subtitles may be any font and shall not exceed 1 ½” in height.

Corporate logos shall not be used in donor listings.

Back lighting of the donor wall or its components is prohibited.

Standard donor recognition products that meet all of the specifications listed in this document may be used. It is recommended that an architect or independent specialty signage designer design large installations.

University Advancement will not support language requests on donor signs that is not verifiable (such as secret codes, Klingon, Elvish, etc.)
TYPOGRAPHY
CHARACTER SYSTEM

CHARACTER FONT:
The type font shall be UNIVERS. Raised lettering for the visually impaired shall be case sensitive, and must comply with current ADA code requirements.

CHARACTER PROPORTION:
Letters and numbers on signs shall have a width-to-height ratio between 3.5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10.

This manual uses 3 styles within the UNIVERS font family to establish hierarchy: Roman, Condensed, and Bold Condensed. Other font styles, such as Expanded, Extra Bold, Oblique, light, and condensed light are not acceptable.

Different fabrication techniques may require adjusting the weight of the characters to compensate for errors incurred in fabrication. The final sign characters must comply with the above stated proportions and should match the UNIVERS typeface. The size of characters should be tested based upon the intended viewing distance.

CHARACTER HEIGHT:
The minimum height is measured using an upper case X.

Lettering for signage suspended or projected overhead shall be 1.5 inches minimum cap height. The intended viewing distance for this character height is 75-100 feet.

Larger signs in buildings with longer intended viewing distances (i.e. stadium, arena, or conference center) will require larger signs with larger type. It is recommended that an architect or independent specialty signage designer design large signs, with approval by the Office of the University Architect. Other lettering should be sized according to the viewing distance from which they are to be read. The guideline of one inch cap-height for 50 feet viewing distance is recommended. If possible, lettering for maps should have a minimum height of 0.625 inches.

FONT FAMILY:

0123456789

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz0123456789

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz0123456789

0123456789

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz0123456789

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz0123456789

Woodward Student X Cap height
HIERARCHY:
A clear informational hierarchy shall be followed for identification and regulatory signs. The hierarchy is as follows:

1. Room Number
2. Department Name
3. Room Function
4. Room Information (i.e., office hours)
5. Room Occupant
6. Room Regulation

MESSAGE BREAKS:
Messages are to be laid out on the sign panels so the words break onto the next line of type in a way that communicates most easily.

An example of an inappropriate message break which can miscommunicate is as follows: Department of Pest Control

For multi-line, avoid widows by evenly distributing text over 2 lines.

For a horizontal break within a line of text use 6 spaces.

RAISED AND BRAILLE CHARACTERS:
Raised lettering and numerals shall be raised 1/32 inch, upper case, UNIVERS and shall be accompanied with Grade 2 Braille with clear finish. Raised characters shall be at least 5/8 inches height, but no higher than two inches. The standard dimensions* for literary Braille are as follows:

- Dot base diameter: 0.059 – 0.063 inches
- Inter-dot spacing: 0.090 – 0.100 inches
- Vertical separation between cells: 0.241 – 0.300 inches
- Horizontal separation between cells: 0.395 – 0.400 inches

Room numbers and characters that are raised shall be represented in Braille.

*Determine to current ADA code requirements

TYPOGRAPHY DESIGN CRITERIA

DISTRIBUTION:

Mon - Fri  9AM - 7PM

HORIZONTAL BREAK:
6 Spaces

NC STATE UNIVERSITY
FINISH:
The characters and background of signs shall be eggshell, matte, or other non-glare finish. An eggshell finish (11 to 19 degree gloss on 60 degree glossimeter) is recommended per ADA requirements. The products listed in these signage standards meet these requirements.

COLOR AND CONTRAST:
Characters and symbols are to be a dark color shown against a light background. The colors within the manual, dark gray and white, comply with the established minimum contrast of 70 percent (ADA requirement). Contrast in percent shall be determined by:
Contrast = [(B1 - B2)/B1] x 100 where B1 = light reflectance value (LRV) of the lighter area and B2 = light reflectance value (LRV) of the darker area. Note that in any application both white and black are never absolute; thus, B1 never equals 100 and B2 is always greater than 0.

NOMENCLATURE:
Sign messages should be proposed by the designer and approved by NC State University, prior to fabrication and installation. Message units should use plain and consistent language to describe locations and routes. The information hierarchy is established by the sign types for identification and informational signs. In all instances, text lines should break within the message in ways that make reading sense. Sign messages should be flush left, ragged right aligned. The designer is responsible for specifying line breaks to fabricators on all signs.

With the exception of directories and specified regulatory information and other university approved exceptions, messages on individual signs should not exceed three lines of text with appropriate line spacing for optimum legibility.
Arrows are used on directional signage, and shall adhere to the following rules:

**WALL-MOUNT:**
Text justified left, directional arrows on the left of the sign.

**BLADES:**
Text justified to the wall edge, arrows justified to the open edge

**OVERHEAD:**
Text and arrows justified to the adjacent open edge

Example:
for 2 columns of text, left column is justified left and right column is justified right

for 3 columns of text, left and center column are justified left, right column is justified right

Where several messages are involved, it is recommended to dedicate a complete blade of a sign to the directional function, arrow or plain language description.
PICTORIAL SYMBOL SIGNS:

Pictographs shall be accompanied by the equivalent verbal description placed directly below the pictograph. When pictographs are used to identify permanent rooms or spaces, like restrooms, verbal descriptions shall be in raised letters and in braille.

The total height of the background of the pictograph shall be six inches minimum. This rule does not apply if the pictograph is used as non-essential add-on information to another sign.

Facilities and elements required to be identified as accessible by ADA, Title III Accessibility Guidelines, section 4.1, shall use the international symbol of accessibility. Pictographs required for Volume Control Telephones, Text Telephones, and Assistive Listening Systems shall comply with this section.
The Interior Sign System manufacture, installation and maintenance shall comply with the criteria listed below. Based on research, study and analysis of products, manufacturing equipment and operating software, the following system was recommended by 310 Architecture + Interiors and adopted by NC State University for identification signs and other simple plaque signs to be internally manufactured:

**EQUIPMENT:**
- New Hermes Engraver (existing)
- Vinyl Cutter (existing)
- Computer with Monitor (existing)
- Microsoft Operating System (existing)
- Braille Font Conversion Program (existing)
- Flexi-Sign PRO software (existing)
- New Rotary Cutter bits appropriate for cutting acrylic (described below)

The Flexi-Sign PRO software will generate the graphics and provide the database for the system. It is recommended that a laser cutter be considered for future purchase. The capacity to cut sign blanks with a laser will result in cleaner cuts and a more polished finish product.

**MATERIALS:**

- **White Acrylic** – (basis of design) 0.125” or 0.080” clear acrylic; non-glare P-99 finish; sub-surface applied color, matched to Wolfpack White, with protective back coating; Plaskolite Optix P-99, Evonik Pop Touch, Mitsubishi Non-Glare, or other approved alternate
- **Solid Body Acrylic, Red** - 0.125” or 0.080” 1-Ply ADA Alternative by Rowmark; Color 341601, all parts cut in-house
- **Solid Body Acrylic, White** - 1/32” 1-Ply ADA Alternative by Rowmark; Color 311201; Raised letters and icons cut in-house and adhered through the New Hermes system
- **Solid Body Acrylic, Gray** - 1/32” 1-Ply ADA Alternative by Rowmark; Color Matched to HEX 333333 (90% gray) from manufacturer’s standard colors; Raised letters and icons cut in-house and adhered through the New Hermes system
- **Sheet Vinyl, Gray** – (basis of design) Gray gloss opaque vinyl by 3M Nimbus Gray 97 or other approved alternate, Color Matched to HEX 333333 (90% gray, pantone 7540c) from manufacturer’s standard colors; letter and icons cut, with vinyl cutter, and applied in-house
- **Sheet Vinyl, Frosted** – (basis of design) frosted look translucent vinyl, SX-3140 Dusted Crystal by Solyx or other approved alternate; letter and icons cut, with vinyl cutter, and applied in-house
- **Foam Tape** – (basis of design) 1/2” width x 36 yards. To be used on on solid walls.
- **Sheet Adhesive** – (basis of design) 3M 9088 12” wide x 60 yards. to be used on translucent walls.
- **Magnetic Tape** – (basis of design) 1” width x 100 feet x 0.030” steel tape (on back plate) and 1/2” x 100’ x 0.060” magnetic stripping (on face plate), both by Grimco or approved alternate
- **Sheet Magnet** – (basis of design) 24” x 50’ x 0.030” sheet magnet, color white, by Grimco or approved alternate
- **Larger wayfinding signs shall be constructed of a variety of materials, but all colors and graphics shall comply with these identification sign standards.**

There will be instances of interior signs being required in exterior locations, such as an outdoor-facing mechanical room. In such cases the fabrication shall employ more appropriate materials and methods.

**Exterior Alternates**
- **White Acrylic:** Aluminum Panel with WHITE (Matthews Acrylic polyurethane paint to match 3M Scotchal Vinyl #3470 Matte White) high gloss finish
- **Red Acrylic:** Aluminum Panel with RED (Matthews Acrylic polyurethane paint to match 3M Scotchal Vinyl #7725-63 Geranium Red), satin finish
- **Gray Vinyl:** BLACK vinyl machine-cut letters, 3M Scotchal Vinyl #3475, Matte Black
- **Acrylic Braille:** metal braille, finish to match painted substrate
- **All fasteners are to be stainless steel.**
- **When dissimilar materials are in contact, the contacting surfaces shall be coated with asphaltic paint to prevent oxidation and electrolysis. Aluminum and steel are not to come in contact.**
# ABBREVIATIONS

## STANDARD ABBREVIATIONS

<table>
<thead>
<tr>
<th>Accessible</th>
<th>ACC</th>
<th>Information</th>
<th>INFO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>ADMIN</td>
<td>Management</td>
<td>MGMT</td>
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<tr>
<td>Assistance</td>
<td>ASST</td>
<td>Manufactur(e/ing)</td>
<td>MFR</td>
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<td>STACK</td>
<td>North</td>
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<td>Center</td>
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<td>Reference</td>
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<td>Circulation</td>
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<td>Required</td>
<td>REQD</td>
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<td>Computer</td>
<td>COMP</td>
<td>Restrooms</td>
<td>RTE</td>
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<td>COMMS</td>
<td>Route</td>
<td>SCI</td>
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<td>CONF</td>
<td>Science</td>
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<td>DEL</td>
<td>South</td>
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<td>Department</td>
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<tr>
<td>Graduate</td>
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</tbody>
</table>

**WHEN TO USE:**

If there is limited character allowance, use these abbreviations for consistent destinations.

![Conf 1029 Elevator Restrooms](image)
GLOSSARY

BACK PLATE:
Secondary layer of acrylic, between wall surface and face of sign

BLADES:
Directional signs, mounted perpendicular to the wall face

BRAILLE BAR:
Raised strip of white acrylic, thickness to match adjacent red header, to receive raised braille

BUILDING DIRECTORY:
List of room numbers and room functions within a building, with college or departmental location information

BUILDING ORIENTATION MAP:
Building floor plans showing location of college and department destinations, accessible building elements, special accommodations and restrooms; larger more complex buildings may require color to aid in wayfinding

CHARACTER LIMIT:
The maximum number of letters, spaces, and numbers that will fit in a field of text.

COMMEMORATIVE SIGN:
Commemorative signs provide recognition to those who have donated to a space, area, feature, or building.

DIRECTIONAL SIGN:
List of landmark locations on a single building floor, with directional arrows

EVACUATION MAP:
Building floor plans showing building exits and routes to exit the building in case of an emergency

FIRST SURFACE:
The top or front face of a material, i.e. the side facing the viewer

FOAM TAPE:
Double sided foam tape strips, standard method for mounting signs to wall surface unless otherwise noted. Not to be used for transparent applications.

INFORMATIONAL SIGN:
Informational signs provide specific information, situational warnings, and/or obligatory directions.

INSERT:
Printed information sheet, 8.5” x 11” or 11” x 17”, generated by end users, placed into insert holders by end users; template provided by OUA

MOUNTING LOCATION DIAGRAM:
Diagram of sign as intended to be installed, showing relative scale and installation dimensions

MAGNETIC BACK PLATE:
Secondary layer of acrylic, between wall surface and face of sign, with thin layer of magnetic film on first surface

METAL FASTENERS:
Threaded and tapped metal screws running through multiple layers of material
GLOSSARY

NAME PLATE:
1/8” clear acrylic, non-glare
P-99 finish, subsurface printed
color matched to Wolfpack
White, protective back coating;
gray text is printed on first
surface, with thin layer of
magnetic film on subsurface

OVERHEAD SIGN:
List of landmark locations
within a building, with
directional arrows, to be hung
from the ceiling or structure
above corridor or along a path
of travel

RAISED BRAILLE:
ADA compliant braille
characters, clear, produced
with rotary machine

RAISED ICON:
ADA compliant icons or
pictograms, produced with
rotary machine or laser cutter

RAISED TEXT:
ADA compliant text characters,
produced with rotary machine
or laser cutter

ROOM IDENTIFICATION SIGNS:
Identification signs provide
room numbers, department
names, space uses, personnel
names and other information.

SHEET ADHESIVE:
Double sided sheet adhesive,
run full length and width of
sign, standard method for
laminating layers of acrylic
unless otherwise noted. Utilize
sheet adhesive when installing
on glass.

STICKERS:
Vinyl material adhered to glass,
conveys information like office
hours, no smoking, etc

SUBSURFACE:
The bottom or back face of a
material, i.e. the side facing
the wall, also called second
surface

SUITE DIRECTORY:
List of departments or staff
members located in a suite

T-BAR:
2” deep extruded clear
anodized aluminum T profile,
cut to length as needed. Basis
of design: JRS Combo Ceiling
Bracket

WAYFINDING SIGNS:
Wayfinding signs provide
directional or building layout
information for guidance to a
destination.

WIDOW:
A very short line – usually
one word, or the end of a
hyphenated word – at the end
of a paragraph or column
SECTION 3: SIGN STANDARDS
ROOM IDENTIFICATION

SIGN TYPE 1:
ROOM ID (BRAILLE)

DESCRIPTION:
Wall sign with permanent room number

MATERIAL:
Back Plate: 8” wide x 2” high, white acrylic (0.125” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating), attached to wall with foam tape

Raised Header: 8” wide x 1.5” high, red acrylic (0.080” 1-ply ADA Alternative by Rowmark, Color #341601), attached to back plate with sheet adhesive

Braille Bar: 8” wide x 0.5” high, white acrylic (0.080” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating) attached to back plate with sheet adhesive

TYPOGRAPHY / GRAPHICS:
Room number: UNIVERS 55, 3/4” cap height, raised letters appliquéd, 1/32” 1-ply ADA Alternative by Rowmark, color #311201

Braille: 1/4” height, clear finish appliquéd
**ROOM IDENTIFICATION**

**SIGN TYPE 1A:**

**ROOM ID WITH TEXT (BRAILLE)**

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

**MATERIAL:**
- **Back Plate:** 8" wide x 5" high, white acrylic (0.125" clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating), attached to wall with foam tape.
- **Raised Header:** 8" wide x 1.5" high, red acrylic (0.080" 1-ply ADA Alternative by Rowmark, Color #341601), attached to back plate with sheet adhesive.
- **Braille Bar:** 8" wide x 0.5" high, white acrylic (0.080" clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating), attached to back plate with sheet adhesive.

For signs with less text, the back plate may be reduced to 8" wide x 5" high.

**TYPOGRAPHY / GRAPHICS:**
- **Room number:** UNIVERS 55, 3/4" cap height, raised letters appliqué, 1/32" 1-ply ADA Alternative by Rowmark, color #311201.
- **Braille:** 1/4" height, clear finish appliqué.
- **Information Copy:** UNIVERS 67, 1/2" and 3/8" cap height, gray cut vinyl applied to first surface of back plate.

**Character Limits:**
- Header = 17 characters per line, 51 characters in total.
**Room Identification**

**Sign Type 1B:**

**Description:**
Wall sign with permanent room number and secondary information including room function.

**Material:**
- Back Plate: 8” wide x 7” high, white acrylic (0.125” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating), attached to wall with foam tape.
- For signs with less text, the back plate may be reduced to 8” wide x 5” high.
- Raised Header: 8” wide x 1.5” high, red acrylic (0.080” 1-ply ADA Alternative by Rowmark, Color #341601), attached to back plate with sheet adhesive.
- Braille Bar: 8” wide x 0.5” high, white acrylic (0.080” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating) attached to back plate with sheet adhesive.

**Typography / Graphics:**
- Room number: UNIVERS 55, 3/4” cap height, raised letters appliqué, 1/32” 1-ply ADA Alternative by Rowmark, color #311201.
- Braille: 1/4” height, clear finish appliqué.
- Information Copy: UNIVERS 67, 1/2” and UNIVERS 57 3/8” cap height, gray cut vinyl applied to first surface of back plate.

**Character Limits:*
- Header = 18 characters per line, 72 characters in total.
- Sub-header = 24 characters per line, 48 characters in total.
ROOM IDENTIFICATION

SIGN TYPE 1C: HOTEL WORKSTATIONS

DESCRIPTION:
Grouped workstation identification number. Used for clusters of workstations not individually numbered.

MATERIAL:
Backer: 6” wide x 1.5” high, red acrylic (0.080” 1-ply ADA Alternative by Rowmark, Color #341601), attached directly to workstation with double-sided tape.

TYPOGRAPHY / GRAPHICS:
Room number: UNIVERS 55, 3/4” cap height, raised letters appliqué, 1/32” 1-ply ADA Alternative by Rowmark, color #311201
ROOM IDENTIFICATION

SIGN TYPE 2A:

DESCRIPTION:
Wall sign with permanent room number identification and (1) interchangeable name plate.

MATERIAL:
Back Plate: 8” wide x 5” high, white acrylic (0.125” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating), steel tape for magnetic name plate mounting, attached to wall with foam tape.

Face Plates: 8” wide x 2” high and 8” wide and 2.5” high, white acrylic (0.125” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating), attached to back plate with sheet adhesive.

Name Plate: 8” wide x 3” high, white acrylic (0.125” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating), attached to back plate with subsurface applied magnetic tape.

Raised Header: 8” wide x 1.5” high, red acrylic (0.125” 1-ply ADA Alternative by Rowmark, Color #341601), attached to face plate with sheet adhesive.

Braille Bar: 8” wide x 0.5” high, white acrylic (0.125” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating) attached to back plate with sheet adhesive.

TYPOGRAPHY / GRAPHICS:
Room number: UNIVERS 55, 3/4” cap height, raised letters applique, 1/32” 1-ply ADA Alternative by Rowmark, color #311201.

Braille: 1/4” height, clear finish appliqué.

Information Copy: UNIVERS 67, 1/2” and UNIVERS 57 3/8” and cap height, gray cut vinyl applied to first surface of back plate.

Character Limits:
Header = 18 characters per line, 36 characters in total.
Sub Header = 25 characters per line, 50 characters in total.

NAME PLATES:

Stefany Ferreira
C OSS Administrative Assistant

Samantha Lynn Calabrese
University Program Associate

Zandra Alford
Nutrition Programs Manager

Joseph Rodrigez
Business Services Administrative Support
ROOM IDENTIFICATION

SIGN TYPE 2B: ROOM ID WITH DOUBLE NAME PLATE

DESCRIPTION:
Wall sign with permanent room number identification and (2) interchangeable name plates

MATERIAL:
Back Plate: 8” wide x 8.25” high, white acrylic (0.125” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating), steel tape for magnetic name plate mounting, attached to wall with foam tape

Face Plates: 8” wide x 2” high (Quantity 1) and 8” wide and .25” high (Quantity 2), white acrylic (0.125” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating), attached to back plate with sheet adhesive

Name Plates: 8” wide x 3” high, white acrylic (0.125” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating), attached to back plate with subsurface applied magnetic tape

Raised Header: 8” wide x 1.5” high, red acrylic (0.125” 1-ply ADA Alternative by Rowmark, Color #341601), attached to face plate with sheet adhesive

Braille Bar: 8” wide x 0.5” high, white acrylic (0.125” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating) attached to back plate with sheet adhesive

TYPOGRAPHY / GRAPHICS:
Room number: UNIVERS 55, 3/4” cap height, raised letters appliqué, 1/32” 1-ply ADA Alternative by Rowmark, color #311201

Braille: 1/4” height, clear finish appliqué

Information Copy: UNIVERS 67, 1/2” and UNIVERS 57 3/8” cap height, gray cut vinyl applied to first surface of back plate

Character Limits:
Header = 18 characters per line, 36 characters in total
Sub Header = 25 characters per line, 50 characters in total
**ROOM IDENTIFICATION**

**SIGN TYPE 3A:**

**DESCRIPTION:**
Wall sign with permanent room number and restroom information, 1 text line

**MATERIAL:**
Back Plate: 8” wide x 9.5” high, white acrylic (0.125” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating), attached to wall with foam tape

Raised Header: 8” wide x 1.5” high, red acrylic (0.080” 1-ply ADA Alternative by Rowmark, Color #341601), attached to back plate with sheet adhesive

Braille Bar: 8” wide x 0.5” high, white acrylic (0.080” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating) attached to back plate with sheet adhesive

**TYPOGRAPHY / GRAPHICS:**
Room number: UNIVERS 55, 3/4” cap height, raised letters appliqué, 1/32” 1-ply ADA Alternative by Rowmark, color #311201

Braille: 1/4” height, clear finish appliqué

Information Copy: UNIVERS 57, 3/4” cap height, raised letters appliqué, 1/32” 1-ply ADA Alternative by Rowmark, Color Matched to HEX 333333 (90% gray) from manufacturer’s standard colors

Character Limits: 13 characters
**ROOM IDENTIFICATION**

**SIGN TYPE 3B:**
**ROOM ID WITH ICON: MULTI-LINE**

**DESCRIPTION:**
Wall sign with permanent room number and restroom information, 3 text lines

**MATERIAL:**
- Back Plate: 8” wide x 9” high, white acrylic (0.125” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating), attached to wall with foam tape
- Raised Header: 8” wide x 1.5” high, red acrylic (0.080” 1-ply ADA Alternative by Rowmark, Color #341601), attached to back plate with sheet adhesive
- Braille Bar: 8” wide x 0.5” high, white acrylic (0.080” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating) attached to back plate with sheet adhesive

**TYPOGRAPHY / GRAPHICS:**
- Room number: UNIVERS 55, 3/4” cap height, raised letters appliqué, 1/32” 1-ply ADA Alternative by Rowmark, color #311201
- Information Copy: UNIVERS 57, 3/4” cap height, raised letters appliqué, 1/32” 1-ply ADA Alternative by Rowmark, Color Matched to HEX 333333 (90% gray) from manufacturer’s standard colors
- Character Limits: 13 characters per line, 39 characters in total

**ICONS:**
- 4” high appliqué, 1/32” 1-ply ADA Alternative by Rowmark, Color Matched to HEX 333333 (90% gray) from manufacturer’s standard colors

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**NC STATE UNIVERSITY**

JANUARY 9, 2020
ROOM IDENTIFICATION

SIGN TYPE 3C: ROOM ID WITH ICON: MULTI-LINE

DESCRIPTION:
Wall sign with permanent room number and secondary information

MATERIAL:
Back Plate: 8” wide x 11-1/2” high, white acrylic (0.125” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating), attached to wall with foam tape

Raised Header: 8” wide x 1.5” high, red acrylic (0.080” 1-ply ADA Alternative by Rowmark, Color #341601), attached to back plate with sheet adhesive

Braille Bar: 8” wide x 0.5” high, white acrylic (0.080” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating) attached to back plate with sheet adhesive

TYPOGRAPHY / GRAPHICS:
Room number: UNIVERS 55, 3/4” cap height, raised letters appliqué, 1/32” 1-ply ADA Alternative by Rowmark, color #311201

Braille: 1/4” height, clear finish appliqué

Information Copy: UNIVERS 57, 1/2” cap height, gray cut vinyl applied to first surface of back plate

Character Limits:
20 characters per line, 100 characters in total

ICONS:
5” high appliqué, gray cut vinyl applied to first surface of back plate

INFRARED ASSISTIVE LISTENING SYSTEM OPERATING AT A FREQUENCY OF 2.8 MHZ
SIGN IDENTIFICATION

INSERT HOLDERS: 8.5” x 11” PORTRAIT

DESCRIPTION:
Wall sign with optional room number and clear acrylic frame to hold short-term printed information inserts, 8.5 x 11 portrait, information to include program schedule, floor/suite directory, or evacuation map

MATERIAL:
- Back Plate: 9” wide x 13.5” high, white acrylic (0.125” clear acrylic, non-glare P-99 finish), subsurface printed color matched to Wolfpack White, protective back coating, steel tape for magnetic insert plate mounting, attached to wall with foam tape
- Face Plates: 9” wide x 2” high and 9” wide x 0.5” high, white acrylic (0.125” clear acrylic, non-glare P-99 finish), subsurface printed color matched to Wolfpack White, protective back coating, attached to back plate with sheet adhesive
- Insert Plate: 9” wide x 11” high, clear acrylic (0.125” clear acrylic, non-glare P-99 finish), white frame (0.5” border subsurface printed color matched to Wolfpack White, protective back coating at border) attached to back plate with subsurface applied magnetic tape
- Raised Header: 9” wide x 1.5” high, red acrylic (0.125” 1-ply ADA Alternative by Rowmark, Color #341601), attached to face plate with sheet adhesive
- Braille Bar: 9” wide x 0.5” high, white acrylic (0.125” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating) attached to back plate with sheet adhesive

TYPOGRAPHY / GRAPHICS:
- Optional Room number: UNIVERS 55, 3/4” cap height, raised letters appliqué, 1/32” 1-ply ADA Alternative by Rowmark, color #311201
- Optional Braille: 1/4” height, clear finish appliqué
- Information Copy: none
**SIGN TYPE 4B:**
**INSERT HOLDERS: 8.5” x 11” PORTRAIT**

**DESCRIPTION:**
Wall sign with optional room number, secondary information, and clear acrylic frame to hold short-term printed information inserts, 8.5 x 11 portrait, information to include program schedule, floor/suite directory, or evacuation map.  

**MATERIAL:**
Back Plate: 9” wide x 16” high, white acrylic (0.125” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating), steel tape for magnetic insert plate mounting, attached to wall with foam tape.  
Face Plates: 9” wide x 4.5” high and 9” wide x 0.5” high, white acrylic (0.125” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating), attached to back plate with sheet adhesive.  
Insert Plate: 9” wide x 11” high, clear acrylic (0.125” clear acrylic, non-glare P-99 finish), white frame (0.5” border subsurface printed color matched to Wolfpack White, protective back coating at border), attached to back plate with subsurface applied magnetic tape.  
Raised Header: 9” wide x 1.5” high, red acrylic (0.125” 1-ply ADA Alternative by Rowmark, Color #341601), attached to face plate with sheet adhesive.  
Braille Bar: 9” wide x 0.5” high, white acrylic (0.125” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating), attached to back plate with sheet adhesive.  

**TYPOGRAPHY / GRAPHICS:**
- Room number: UNIVERS 55, 3/4” cap height, raised letters appliqué, 1/32” 1-ply ADA Alternative by Rowmark, color #311201.  
- Braille: 1/4” height, clear finish appliqué.  
- Information Copy: UNIVERS 67, 1/2” cap height, gray cut vinyl applied to first surface of back plate.  

**Character Limits:**
- 20 characters per line, 40 characters in total.
**SIGN IDENTIFICATION**

**SIGN TYPE 4C:**
**INSERT HOLDERS: 8.5” x 11” LANDSCAPE**

**DESCRIPTION:**
Wall sign with optional room number, secondary information, and clear acrylic frame to hold short-term printed information inserts, 8.5 x 11 landscape, information to include program schedule, floor/suite directory, or evacuation map attached to back plate with subsurface applied magnetic tape.

**MATERIAL:**
Back Plate: 11.5” wide x 13.5” high, white acrylic (0.125” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating), steel tape for magnetic insert plate mounting, attached to wall with foam tape.

Face Plates: 11.5” wide x 4.5” high and 11.5” wide x 0.5” high, white acrylic (0.125” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating), attached to back plate with sheet adhesive.

Insert Plate: 11.5” wide x 8.5” high, clear acrylic (0.125” clear acrylic, non-glare P-99 finish), white frame (0.5” border subsurface printed color matched to Wolfpack White, protective back coating at border) attached to back plate with subsurface applied magnetic tape.

**Braille Bar:** 11.5” wide x 0.5” high, white acrylic (0.125” clear acrylic, subsurface printed color matched to Wolfpack White, protective back coating), attached to back plate with sheet adhesive.

**TYPOGRAPHY / GRAPHICS:**
Optional Room number: UNIVERS 55, 3/4” cap height, raised letters appliqué, 1/32” 1-ply ADA Alternative by Rowmark, color #311201

Braille: 1/4” height, clear finish appliqué

Information Copy: UNIVERS 67, 1/2” cap height, gray cut vinyl applied to first surface of back plate

Character Limits: 27 characters per line, 54 in total

**IT Help Desk Hours**
Mon - Fri 8AM - 5PM
Sat - Sun Closed

**Lab Hours**
Mon - Fri 8AM - 10PM
Sat - Sun 8AM - 7PM
ROOM IDENTIFICATION

SIGN TYPE 4D:
INSERT HOLDERS: 11” x 17” PORTRAIT

DESCRIPTION:
Wall sign with optional room number, secondary information, and clear acrylic frame to hold short-term printed information inserts, 11 x 17 portrait, information to include program schedule, floor/suite directory, or evacuation map

MATERIAL:
Back Plate: 11.5” wide x 22” high, white acrylic (0.125” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating), steel tape for magnetic insert plate mounting, attached to wall with foam tape

Face Plates: 11.5” wide x 4.5” high and 11.5” wide x 0.5” high, white acrylic (0.125” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating), attached to back plate with sheet adhesive

Insert Plate: 11.5” wide x 17” high, clear acrylic (0.125” clear acrylic, non-glare P-99 finish), white frame (0.5” border subsurface printed color matched to Wolfpack White, protective back coating at border) attached to back plate with subsurface applied magnetic tape

Raised Header: 11.5” wide x 1.5” high, red acrylic (0.125” 1-ply ADA Alternative by Rowmark, Color #341601), attached to face plate with sheet adhesive

Braille Bar: 11.5” wide x 0.5” high, white acrylic (0.125” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating) attached to back plate with sheet adhesive

TYPOGRAPHY / GRAPHICS:
Room number: UNIVERS 55, 3/4” cap height, raised letters appliqué, 1/32” 1-ply ADA Alternative by Rowmark, color #311201

Braille: 1/4” height, clear finish appliqué

Information Copy: UNIVERS 67, 1/2” cap height, gray cut vinyl applied to first surface of back plate

Character Limits:
27 characters per line, 54 characters in total
**ROOM IDENTIFICATION**

**SIGN TYPE 4E:**
**INSERT HOLDERS: 11” x 17” LANDSCAPE**

**DESCRIPTION:**
Wall sign with optional room number, secondary information, and clear acrylic frame to hold long-term printed information inserts, 11 x 17 landscape, information to include program schedule, floor/suite directory, or evacuation map

**MATERIAL:**
Back Plate: 17.5” wide x 15” high, white acrylic (1/8” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating), tapped and threaded holes to receive mechanical fasteners, attached to wall with foam tape

Face Plates: 17.5” wide x 3.5” high and 17.5” wide x 1/2” high, white acrylic (1/8” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating), attached to back plate with sheet adhesive

Insert Plate: 17-1/2” wide x 11” high, clear acrylic (1/8” clear acrylic, non-glare P-99 finish), white frame (1/2” border subsurface printed color matched to Wolfpack White, protective back coating at border) attached to back plate with threaded mechanical fasteners

Raised Header: 17.5” wide x 1.75” high, red acrylic (0.125” 1-ply ADA Alternative by Rowmark, Color #341601), attached to face plate with sheet adhesive

Braille: none

Information Copy: UNIVERS 57, 1/2” cap height, gray cut vinyl applied to first surface of back plate

 Phát triển nội dung: "In case of emergency non-ambulatory persons use elevators. All other persons must use stairs."

**TYPOGRAPHY / GRAPHICS:**
Header: UNIVERS 55, 3/4” cap height, raised letters appliqué, 1/32” 1-ply ADA Alternative by Rowmark, color #311201

**Alternate wording to be used at discretion of the Office of the University Architect**

**EVACUATION MAP**
IN FIRE EMERGENCY, DO NOT USE ELEVATOR, USE STAIRS

**Witherspoon Student Center Ground Floor**
SIGN TYPE 4T:

DESCRIPTION:
Template files for Type 4 insert holders

MATERIAL:
Digital file, to be edited and printed as needed by the end user.
Microsoft Word and Adobe Illustrator file formats.

TYPOGRAPHY / GRAPHICS:
Information Copy: Varies

ROOM IDENTIFICATION

Conference Room

LOGO

11" 8 1/2"

17" 5 1/2"

11"

8 1/2"

6 1/2"

Room Name

CONFERENCE ROOM

LOGO

11" 8 1/2"

17" 5 1/2"

11"

8 1/2"

6 1/2"

Hours of Operation

Monday - Friday 8AM - 8PM
Saturday 9AM - 5PM
Sunday 12PM - 5PM
SIGN TYPE 5A:
TEXT ADD ONS/DONOR RM NAMINGS

DESCRIPTION:
Additional plate, placed below existing wall sign, with additional information

MATERIAL:
Back Plate: 8” wide x 2.5” high, white acrylic (0.125” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating), 1/8” high rabbet at top edge, attached to wall with foam tape

TYPOGRAPHY / GRAPHICS:
Room number: none
Braille: none
Information Copy: UNIVERS 57, 1/2” cap height, gray cut vinyl applied to first surface of back plate
Character Limits: 18 characters per line, 36 characters in total

DESCRIPTION:
Additional plate, placed below existing wall sign, with additional information for Donor naming, specialty titles and award information

MATERIAL:
Back Plate: 8” wide x 2.5” high, brushed metal aluminum, attached to wall with foam tape

TYPOGRAPHY / GRAPHICS:
Room number: none
Braille: none
Information Copy: UNIVERS 57, 1/2” cap height, screen printed
Character Limits: 18 characters per line, 36 characters in total

Accessible Restroom
Located in Room 275
ROOM IDENTIFICATION

SIGN TYPE 5B:

DESCRIPTION:
Additional plate, placed below existing wall sign, with additional information

MATERIAL:
Back Plate: 8” wide x 2.5” high, white acrylic (0.125” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating), 1/8” high rabbet at top edge, attached to wall with foam tape

TYPOGRAPHY / GRAPHICS:
Room number: none
Braille: none
Information Copy: None

ICONS:
1.375” high appliqué, 1/32” 1-ply ADA Alternative by Rowmark, Color Matched to HEX 333333 (90% gray) from manufacturer’s standard colors

NC STATE UNIVERSITY
INFORMATIONAL

SIGN TYPE 6A:

DESCRIPTION: Wall sign with emergency information, 2-3 lines of text

MATERIAL: Back Plate: 8” wide x 5” high, white acrylic (0.125” clear acrylic, non-glare P-98 finish, subsurface printed color matched to Wolfpack White, protective back coating), attached to well with foam tape

Raised Header: 8” wide x 1.5” high, red acrylic (0.080” 1-ply ADA Alternative by Rowmark, Color #341601), attached to face plate with sheet adhesive, attached to back plate with sheet adhesive

TYPOGRAPHY / GRAPHICS:

Room number: none

Braille: 1/4” height, clear finish appliqué *

Information Copy: UNIVERS 67, 1/2” cap height, raised letters appliqué, 1/32” 1-ply ADA Alternative by Rowmark, Color Matched to HEX 333333 (90% gray) from manufacturer’s standard colors

Character Limits: 18 characters per line, 54 characters in total

*NOTE: At time of publication, Accessibility Code does not require informational signs to include raised braille or raised letters. This sign type is included to provide basis of design should code requirements change in the future.

**FIRE DOOR KEEP CLOSED**

**EMERGENCY EXIT ONLY**

**AUTHORIZED PERSONNEL ONLY**

NC STATE UNIVERSITY
INFORMATIONAL

SIGN TYPE 6B:

DESCRIPTION:
Wall sign with emergency information and secondary information, 2-3 lines of text

MATERIAL:
Back Plate: 8” wide x 5” high, white acrylic (0.125” clear acrylic, non-glare P-98 finish, subsurface printed color matched to Wolfpack White, protective back coating), attached to wall with foam tape

Raised Header: 8” wide x 1.5” high, red acrylic (0.080” 1-ply ADA Alternative by Rowmark, Color #341601), attached to back plate with sheet adhesive

TYPOGRAPHY / GRAPHICS:
Room number: none

Braille: 1/4” height, clear finish appliqué

Information Copy: UNIVERS 67, 1/2” and UNIVERS 57 3/8” cap height, raised letters appliqué, 1/32” 1-ply ADA Alternative by Rowmark, Color Matched to HEX 333333 (90% gray) from manufacturer’s standard colors and 5/16” cap height, gray cut vinyl applied to first surface of back plate

EXERCISE CAUTION WHEN USING STAIRS
HOLD HANDRAILS AT ALL TIMES

*NOTE: At time of publication, Accessibility Code does not require informational signs to include raised braille or raised letters. This sign type is included to provide basis of design should code requirements change in the future.
INFORMATIONAL

SIGN TYPE 6C:

DESCRIPTION:
Wall sign with emergency information and secondary information, 4-5 lines of text

MATERIAL:
Back Plate: 8” wide x 7” high, white acrylic (0.125” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating), attached to wall with foam tape

Raised Header: 8” wide x 1.5” high, red acrylic (0.080” 1-ply ADA Alternative by Rowmark, Color #341601), attached to back plate with sheet adhesive

TYPOGRAPHY / GRAPHICS:
Room number: none

Braille: 1/4” height, clear finish appliqué

Information Copy: UNIVERS 67, 1/2” and UNIVERS 57 3/8”, raised letters appliqué, 1/32” 1-ply ADA Alternative by Rowmark, Color Matched to HEX 333333 (90% gray) from manufacturer’s standard colors and 3/8” cap height, gray cut vinyl applied to first surface of back plate

*NOTE: At time of publication, Accessibility Code does not require informational signs to include raised braille or raised letters. This sign type is included to provide basis of design should code requirements change in the future.

EMERGENCY EXIT ONLY
PUSH UNTIL ALARM SOUNDS
DOOR CAN BE OPENED WITHIN 30 SECONDS

FLOOR 2
FOR INFORMATION LIFT RECIEVER AND PUSH RED BUTTON TWO LONG TIMES TO REACH MAIN CIRCULATION DESK
INFORMATIONAL

SIGN TYPE 7:

DESCRIPTION:
Cut vinyl on glass with information including room function, office hours, and safety restrictions

MATERIAL:
Second Surface: frosted vinyl film rectangular background, to be no shorter than 3” and no narrower than 6”
First Surface: black cut vinyl applied to first surface

TYPOGRAPHY / GRAPHICS:
Room number: none
Braille: none
Information Copy: UNIVERS 55, cap height to be between 3/8” and 1-1/2”, text should follow sign standards for typography, maintain 2” minimum margin at top, bottom, and sides
**WAYFINDING**

**SIGN TYPE 8: FLOOR SIGN: 5 FLOORS**

**DESCRIPTION:**
Wall sign with list of up to 5 floors within a building and landmark locations for each floor, includes gray accent stripe to indicate current floor, to be placed next to stairs, elevator, or escalator.

**MATERIAL:**
Back Plate: 16.5" wide, white acrylic with 4" gray accent stripe (0.125" clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White and 25% gray, protective back coating), attached to wall with foam tape.

Indicate height of sign and number of floors in sign schedule.

Raised Header: 16.5" wide x 1.5" high, red acrylic (0.080" 1-ply ADA Alternative by Rowmark, Color #341601), attached to back plate with sheet adhesive.

**TYPOGRAPHY / GRAPHICS:**
Room number: none
Braille: none
Information Copy: UNIVERS varying cap height, gray cut vinyl applied to first surface of back plate, first surface first surface gray vinyl line between floors
Character Limits:
Floor number = 2 character
Floor name = 27 characters
Landmark floor locations = 25 characters per line, Up to 8 floor landmark locations

Color: Additional colors may be used to assist with wayfinding at the discretion of the Office of the University Architect.

**FLOOR 5**
- Auditorium
  - Faculty Research Commons
  - Faculty Senate
  - Terrace
  - Virtual Reality

**FLOOR 4**
- Main Directory
  - Assembly Room
  - Copyright & Digital Center
  - Digital Library Initiatives
  - External Relations
  - Information Technology
  - ITTC Labs

**FLOOR 3**
- Circulation Desk
  - Access Services
  - Collections & Res. Strategy
  - Interlibrary Loan/Tripsaver

**FLOOR 2**
- Engineering Lab
  - Unity Lab
  - Visualization Studio
  - Scanning Studios
  - The Creamery
  - The Library
  - NC Live
  - Preservation
  - Research Engagement
  - Special Collections Office

**FLOOR 1**
- Ask Us
  - Technology Lending
  - Game Space
  - Makerspace
  - Quick Print

*NOTE: For buildings with more than 5 floors, it is recommended that an architect or independent specialty signage designer create a different solution for suitable larger or more complex buildings.*
WAYFINDING

SIGN TYPE 8:
FLOOR SIGN: FLOOR VARIATIONS

DESCRIPTION:
Wall sign with list of up to 5 floors within a building and landmark locations for each floor, includes gray accent stripe to indicate current floor, to be placed next to stairs, elevator, or escalator. Height can vary based on number of floors.
**SIGN TYPE 9:**

**DESCRIPTION:**
Directional sign, mounted perpendicular to the wall face, with identification icon (if at location) or directional arrow (if directing to location)

**MATERIAL:**
- **Center Plate:** 16” wide x 7” high, 0.125” aluminum, inserted into T-Bar and secured with mechanical fasteners
- **Face Plates:** 14” wide x 7” high, white acrylic (0.125” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating), attached to center plate with sheet adhesive
- **Raised Header:** 16” wide x 1.5” high, red acrylic (0.080” 1-ply ADA Alternative by Rowmark, Color #341601), attached to face plates with sheet adhesive
- **Hardware:** T-bar (2” deep extruded clear anodized aluminum T profile), cut to 4”, attached to wall with mechanical fasteners appropriate for the substrate

**TYPOGRAPHY / GRAPHICS:**
- **Room number:** none
- **Braille:** none
- **Information Copy:** UNIVERS 67, 1.5” cap height gray cut vinyl applied to first surface of each back plate, copy shall be the same on both faces
- **Character Limits:** 12 characters per line, 24 characters in total
- **Color:** Additional colors may be used to assist with wayfinding at the discretion of the Office of the University Architect

**ICONS:**
- 2” high identification icon or directional arrow, gray cut vinyl applied to first surface of back plate
**DESCRIPTION:**
Wall sign with wayfinding information and directional arrows.

**MATERIAL:**
- Back Plate: 8" wide x 7" high, white acrylic (0.125" clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating), attached to wall with foam tape.
- Raised Header: 8" wide x 1.5" high, red acrylic (0.080" 1-ply ADA Alternative by Rowmark, Color #341601), justified to wall edge and attached to back plate with sheet adhesive.

**TYPOGRAPHY / GRAPHICS:**
- Room number: none
- Braille: none
- Information Copy: UNIVERS 67, 1/2" and UNIVERS 57 3/8" cap height, gray cut vinyl applied to first surface of back plate, text justified to the wall edge.

Character Limits:
- Header = 13 characters per line, 52 characters in total
- Sub Header = 24 per line, 48 characters in total

**ICONS:**
1/2" high directional arrow, gray cut vinyl applied to first surface of back plate, justified to open edge and vertically aligned with information copy.
SIGN TYPE 11A:

DESCRIPTION:
Wall sign with list of up to 5 landmark locations on a single building floor, with directional arrows

MATERIAL:
Back Plate: 16.5" wide, white acrylic (0.125" clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating), attached to wall with foam tape

Indicate height of sign and number of locations in sign schedule

Raised Header: 16.5" wide x 1.5" high, red acrylic (0.080" 1-ply ADA Alternative by Rowmark, Color #341601), attached to back plate with sheet adhesive

TYPOGRAPHY / GRAPHICS:
Room number: none
Braille: none

Character Limits:
22 characters per line, 44 characters in total

Information Copy: UNIVERS 67, 3/4" cap height, gray cut vinyl applied to first surface of back plate, first surface gray vinyl line between locations

ICONS:
2" high directional arrow, gray cut vinyl applied to first surface of back plate, vertically aligned with corresponding floor information copy, left justified and rotated to point toward location

*NOTE: For buildings with more than 5 floors, it is recommended that an architect or independent specialty signage designer create a different solution for suitable larger or more complex buildings.
WAYFINDING

SIGN TYPE 11A:

DESCRIPTION:
Wall sign with list of up to 5 landmark locations on a single building floor, with directional arrows. Height can vary based on number of locations.
SIGN TYPE 11B: 
CORNER INSTALLATION VARIATION

DESCRIPTION:
2-sided wall sign with landmark locations and with directional arrows, used in major building intersections. Any of the Type 11A configurations can be modified as described below.

MATERIAL:
Left panel of the sign shall be Type 11, per the standards

Right panel of the sign shall be reversed, with arrows and text right justified

Install with all arrows pointing away from the corner

Hardware: Provide aluminum corner transition strip (Schluter DIADEC-K, satin anodized) at sign panel joint
WAYFINDING

SIGN TYPE 12A:
OVERHEAD: WALL MOUNT

DESCRIPTION:
Wall sign, mounted over an elevator or stairwell door, with elevator or stair name.

MATERIAL:
Back Plate: 28” wide x 7.5” high, white acrylic (0.125” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating), attached to wall with foam tape.

Raised Header: 28” wide x 1.5” high, red acrylic (0.080” 1-ply ADA Alternative by Rowmark, Color #341601), attached to back plate with sheet adhesive.

TYPOGRAPHY / GRAPHICS:
Room number: none.

Braille: none.

Information Copy: UNIVER 67, 2” cap height gray cut vinyl applied to first surface of back plate.

Character Limits: 18 characters per line, 36 characters in total.

Bookstacks Elevator

2-Line Example:

East Boo Tower El

East Wing Elevator
SIGN TYPE 12B: OVERHEAD: WALL MOUNT

DESCRIPTION:
Wall sign, mounted over an elevator or stairwell door, with elevator or stair name

MATERIAL:
Back Plate: 28” wide x 7.5” high, white acrylic (0.125” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating), attached to wall with foam tape

Raised Header: 28” wide x 1.5” high, red acrylic (0.080” 1-ply ADA Alternative by Rowmark, Color #341601), attached to back plate with sheet adhesive

TYPOGRAPHY / GRAPHICS:
Room number: none
Braille: none
Information Copy: UNIVERS 67, 1.75” and UNIVERS 57 1.5” cap height gray cut vinyl applied to first surface of back plate

Character Limits:
Header = 17 characters in total
Sub Header = 27 characters in total

West Wing Elevator 8
Accessible route to Tower

Central Tower Elevator
Accessible route to Tower

East Wing Elevator 6
Accessible route to Tower
WAYFINDING

SIGN TYPE 13A:
DIRECTIONAL OVERHEAD: CEILING MOUNT

DESCRIPTION:
Double-sided ceiling hung sign with 4 landmark locations (2 rows and 2 columns), with directional arrows

MATERIAL:
Back Plates: 45” wide x 13.5” high, white acrylic (0.080” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating), attach 2 plates back to back with sheet adhesive

Raised Headers: 45” wide x 1.5” high, red acrylic (1/8” 1-ply ADA Alternative by Rowmark, Color #341601), attached to back plates with sheet adhesive

Hardware: Brushed aluminum direct mount (flanged bracket mounted to ceiling) or channel mount (slotted clip inserted into ceiling mounted channel) attached to ceiling with mechanical fasteners appropriate for the substrate, with aircraft suspension cables

TYPOGRAPHY / GRAPHICS:
Room number: none
Braille: none
Information Copy: UNIVERS 67, 1.5” cap height, gray cut vinyl applied to first surface of each back plate, first surface gray vinyl line between locations, text justified to adjacent open edge (left column is justified left and right column is justified right)
Character Limits: 14 characters per line, 28 characters in total

ICONS:
2.5” high directional arrow, gray cut vinyl applied to first surface of back plate, vertically aligned with corresponding information copy, justified to adjacent open edge and rotated to point toward location (left column is justified left and right column is justified right)
**WAYFINDING**

**SIGN TYPE 13B:**
**DIRECTIONAL OVERHEAD: CEILING MOUNT**

**DESCRIPTION:**
Double-sided ceiling hung sign with 2 landmark locations (1 row and 2 columns), with directional arrows

**MATERIAL:**
Back Plates: 45” wide x 7.5” high, white acrylic (0.080” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating), attach 2 plates back to back with sheet adhesive

Raised Headers: 45” wide x 1.5” high, red acrylic (0.080” 1-ply ADA Alternative by Rowmark, Color #341601), attached to back plates with sheet adhesive

Hardware: Brushed aluminum direct mount (flanged bracket mounted to ceiling) or channel mount (slotted clip inserted into ceiling mounted channel) attached to ceiling with mechanical fasteners appropriate for the substrate, with aircraft suspension cables

**TYPOGRAPHY / GRAPHICS:**
Room number: none

Braille: none

Information Copy: UNIVERS 67, 1.5” cap height, gray cut vinyl applied to first surface of each back plate, first surface gray vinyl line between locations, text justified to adjacent open edge (left column is justified left and right column is justified right)

Character Limits: 14 characters per line, 28 characters in total

**ICONS:**
2.5” high directional arrow, gray cut vinyl applied to first surface of back plate, vertically aligned with corresponding information copy, justified to adjacent open edge and rotated to point toward location (left column is justified left and right column is justified right)
WAYFINDING

SIGN TYPE 13C:
DIRECTIONAL OVERHEAD: CEILING MOUNT

DESCRIPTION:
Double-sided ceiling hung sign with 3 landmark locations (1 row and 3 columns), with directional arrows

TYPOGRAPHY / GRAPHICS:
Room number: none
Braille: none
Information Copy: UNIVERS 67, 1.5” cap height, gray cut vinyl applied to first surface of each back plate, first surface gray vinyl line between locations, text justified to adjacent open edge (left column is justified left and right column is justified right)
Character Limits:
8 characters per line, 16 characters in total

MATERIAL:
Back Plates: 45” wide x 7.5” high, white acrylic (0.080” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating), attach 2 plates back to back with sheet adhesive
Raised Headers: 45” wide x 1.5” high, red acrylic (0.080” 1-ply ADA Alternative by Rowmark, Color #341601), attached to back plates with sheet adhesive
Hardware: Brushed aluminum direct mount (flanged bracket mounted to ceiling) or channel mount (slotted clip inserted into ceiling mounted channel) attached to ceiling with mechanical fasteners appropriate for the substrate, with aircraft suspension cables

ICONS:
2.5” high directional arrow, gray cut vinyl applied to first surface of back plate, vertically aligned with corresponding information copy, justified to adjacent open edge and rotated to point toward location (left and center column are justified left, right column is justified right)
WAYFINDING

SIGN TYPE 13D: DIRECTIONAL OVERHEAD: CEILING MOUNT

DESCRIPTION:
Double-sided ceiling hung sign with landmark locations and with directional arrows

MATERIAL:
Back Plates: 34” wide x 13.5” high, white acrylic (0.080” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating), attach 2 plates back to back with sheet adhesive

Raised Headers: 34” wide x 1.5” high, red acrylic (0.080” 1-ply ADA Alternative by Rowmark, Color #341601), attached to back plates with sheet adhesive

Hardware: Brushed aluminum direct mount (flanged bracket mounted to ceiling) or channel mount (slotted clip inserted into ceiling mounted channel) attached to ceiling with mechanical fasteners appropriate for the substrate, with aircraft suspension cables. Each plate to be mounted independently, do not add connection hardware at corners.

TYPOGRAPHY / GRAPHICS:
Room number: none
Braille: none

Information Copy: UNIVERS 67, 1.5” cap height, gray cut vinyl applied to first surface of each back plate, first surface gray vinyl line between locations, text justified to adjacent open edge (left column is justified left and right column is justified right)

Character Limits:
10 characters per line, 20 characters in total

ICONS:
2.5” high directional arrow, gray cut vinyl applied to first surface of back plate, vertically aligned with corresponding information copy, justified to adjacent open edge and rotated to point toward location (left and center column are justified left, right column is justified right)
SIGN TYPE 13E:
INSTALLATION VARIATIONS

DESCRIPTION:
3-sided or 4-sided ceiling hung sign with landmark locations and with directional arrows, used in major building intersections. Any of the Type 13 configurations can be modified as described below.

VARIATIONS:

34” square
- (4) single-sided panels arranged in a square
- Each panel is 34” wide x 13.5” high
- Hardware quantity: 8

34” triangle
- (3) single-sided panels arranged in a triangle
- Each panel is 34” wide x 7.5” or 13.5” high
- Hardware quantity: 6

45” square
- (4) single-sided panels arranged in a square
- Each panel is 45” wide x 7.5” or 13.5” high
- Hardware quantity: 8

45” triangle
- (3) single-sided panels arranged in a triangle
- 45” wide x 7.5” or 13.5” high
- Hardware quantity: 6

Hardware: Direct mount (flanged bracket mounted to ceiling) or channel mount (slotted clip inserted into ceiling mounted channel) attached to ceiling with mechanical fasteners appropriate for the substrate, with aircraft suspension cables.

Each plate to be mounted independently, do not add connection hardware at corners.
SIGN TYPE 14A:

DESCRIPTION:
Wall sign with permanent floor number and secondary information.

MATERIAL:
Back Plate: 12” wide x 19.5” high, white acrylic (0.125” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating), attached to wall with foam tape

Raised Header: 12” wide x 1.5” high, red acrylic (0.080” 1-ply ADA Alternative by Rowmark, Color #341601), attached to back plate with sheet adhesive

TYPOGRAPHY / GRAPHICS:
Floor number: UNIVERS 55, 5” cap height, raised letters appliqué, 1/32” 1-ply ADA Alternative by Rowmark, Color Matched to HEX 333333 (90% gray)

Braille: 1/4” height, clear finish appliqué

Information Copy: UNIVERS 67, 1.5” and UNIVERS 57, 1” cap height, raised letters appliqué, 1/32” 1-ply ADA Alternative by Rowmark, Color Matched to HEX 333333 (90% gray) from manufacturer’s standard colors

Character Limits:
Header = 9 characters per line, 18 characters in total
Sub-header = 12 characters per line, 48 characters in total
INFORMATIONAL

SIGN TYPE 14B:

DESCRIPTION:
Wall sign with permanent floor number and secondary information.

MATERIAL:
Back Plate: 9” wide x 12” high, white acrylic (0.125” clear acrylic, non-glare P-99 finish, subsurface printed color matched to Wolfpack White, protective back coating), attached to wall with foam tape

Raised Header: 9” wide x 1.5” high, red acrylic (0.080” 1-ply ADA Alternative by Rowmark, Color #341601), attached to back plate with sheet adhesive

TYPOGRAPHY / GRAPHICS:
Floor number: UNIVERS 55, 4” cap height, raised letters appliqué, 1/32” 1-ply ADA Alternative by Rowmark, Color Matched to HEX 333333 (90% gray)

Braille: 1/4” height, clear finish appliqué

Information Copy: UNIVERS 67, 1” and UNIVERS 57, 3/4” cap height, raised letters appliqué, 1/32” 1-ply ADA Alternative by Rowmark, Color Matched to HEX 333333 (90% gray)

Character Limits:
Header = 9 characters per line, 18 characters in total
Sub-header = 13 characters per line, 26 characters in total

East Stairs
Floors 1 - 4

West Stairs
Floors 1-10
SIGN TYPE 15: BUILDING DIRECTORY

DESCRIPTION:
Wall sign with a printed insert showing a list of room numbers and room functions within a building, with college or departmental location information. Building directories shall be placed in building lobbies and primary entrance points.

MATERIAL:
Front and Back Plates: 12” wide x 24” high, clear tempered glass with polished edges.
Hardware: 1/2” wide x 1” brushed aluminum offset standoffs, attached to wall with mechanical fasteners appropriate for the substrate.

TYPOGRAPHY / GRAPHICS:
Inserts: Digital files to be edited and printed as needed by the end user. Adobe Illustrator file format.

Character Limits:
17 characters per line, 34 characters in total
Appendix: 2001 Interior Sign Manual - Updated 2019
# Interior Signage

## General

General Methodology

## System Components

Definitions and Domain

Kit of Parts

## Graphic Standards

Graphic Standards

## Mounting

Mounting Locations

## Sign Standards

Sign Type Summary

Sign Type 1: Room Identification

Sign Type 2: Room Identification

Sign Type 2A: Room Identification

Sign Type 2B: Room Identification

Sign Type 3: Room Identification

Sign Type 3A: Room Identification

Sign Type 4: Regulatory Sign

Sign Type 4A: Regulatory Sign

Sign Type 6: Restroom Identification

Sign Type 6A: Restroom Identification

Sign Type 6B: Restroom Identification

Sign Type 6C: Restroom Identification

Sign Type 7: Warning Sign
### Sign Standards

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</thead>
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<tr>
<td>9A</td>
<td>Stair Identification</td>
<td>5.18</td>
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<td>10</td>
<td>Floor Identification</td>
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<td>11</td>
<td>Exit Identification</td>
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<td>11A</td>
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<td>Exit Identification</td>
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<td>16C</td>
<td>Elevator Identification</td>
<td>5.43</td>
</tr>
<tr>
<td>17</td>
<td>Directional sign</td>
<td>5.44</td>
</tr>
<tr>
<td>17A</td>
<td>Directional sign</td>
<td>5.45</td>
</tr>
<tr>
<td>18</td>
<td>Informational sign</td>
<td>5.46</td>
</tr>
<tr>
<td>18A</td>
<td>Informational sign</td>
<td>5.47</td>
</tr>
<tr>
<td>19</td>
<td>Evacuation map Sign</td>
<td>5.48</td>
</tr>
<tr>
<td>20</td>
<td>Orientation Map Sign</td>
<td>5.49</td>
</tr>
</tbody>
</table>
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Sign Type 21: Directory Sign 2.5.50
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GENERAL

Revised August, 2003
Application of Sign Standards

The standards included in this document are guidelines to facilitate a more clear and effective means of understanding and using the campus at North Carolina State University facilities. The campus has many diverse needs and circumstances and an absolute set of standards is impractical in application. These standards represent a means of addressing the most prevalent conditions which will be encountered on campus both in retrofitting existing buildings and in new construction. The primary needs of information, direction and identification are described and recommendations are made as to the application of the standards. Realizing that many conditions will occur that do not neatly fit into the applications described herein, these standards represent an approach which can be extended to the many exceptions which are inevitable in an organization as diverse and complex as North Carolina State University.

The interior sign system shall be designed to comply with all applicable local, state and federal codes and regulations. It shall be the primary objective of the interior sign system to provide people with the necessary information to assist them to find their way to their destinations along their chosen routes through buildings. The information provided may be verbal (typographic) or nonverbal (pictographic). The interior sign system shall be designed with a wayfinding approach and it shall be congruent with the following building characteristics: layout, spatial content, form, organization and circulation. The interior sign system shall provide for uniformity throughout all buildings in campus. The interior sign system components of plaque signs such as identification, warning and simple informational signs shall be manufactured using materials and equipment owned and maintained by NC State Facilities Operations personnel. Larger wayfinding signs that include inserts and interchangeable components shall be submitted to the contractor with the requirements for colors and graphics to match standards established by internally-produced signs.

System Components

The system shall include the following three components:

Identification Signs. Identification signs identify destinations and they provide the user with information about the room use or occupants.

Regulatory Signs. Regulatory signs inform people of both prohibitions and obligations about a destination or a space. Where applicable, these signs serve as a warning to the user of both eminent and potential hazards in the space.

Wayfinding Signs. Wayfinding signs provide people with an overview of the shape of the building and the organization of rooms and they guide people along their chosen routes to their destination.
System Design Criteria

The Interior Sign System is designed to meet the following criteria:

The system should provide uniformity throughout all buildings on campus. The sign types are modular to provide consistency and to aid in the recognition of sign information. The sign types indicated in this document describe the modules and information included on each sign module.

Message design, nomenclature and application shall be standardized per the sign types in this document. Message legibility should be considered from the perspective of a variety of users: visitors, university community, vendors and service people, vision and mobility impaired people, and other users. Room numbering sign system shall comply with university room numbering system.

System Manufacture, Installation and Maintenance Criteria

The Interior Sign System manufacture, installation and maintenance comply with the following criteria:

Based on research, study and analysis of products, manufacturing equipment and operating software, the following system was recommended by Cherry Huffman Architects, PA and adopted by NCSU for identification signs and other simple plaque signs to be internally manufactured:
- New Hermes 7000 Engraver
- Computer with i486 DX-66 processor, 8MB RAM, 230MB Hard Drive
- Microsoft Windows 3.1 & DOS 6 Operating Environment
- Braille Font Conversion Program
- 14” Color Monitor
- CD-ROM
- Flexi-Sign PRO software

The primary sign materials consist of products supplied by New Hermes. They are propriety plastics designed for face engraving and raised letter applications. The face engraving material is a two ply plastic called Gravoply Decor. The background color is a dark warm gray, Slate. The lower ply that is exposed when engraved will be an off white color, New York White #2P4-224. For raised letter signs where no engraving is required a solid 1/16” plastic material in Slate #277 named Gravo-Tac will be utilized. Raised letters are adhered through the New Hermes system and will be 1/32” Gravo-Tac material in White #200-114. A red accent band occurs on all signs as an identification of the university signage system using Red Gravo-Tac #248-114.

The Flexi-Sign PRO software will generate the graphics and provide the database for the system. This program is expandable to drive fabrication machines other than the New Hermes 7000 Engraver. It is recommended that a vinyl cutter be considered for future purchase. The capacity to produce vinyl signs on campus will complement the use of engraved and raised letter signs. Using the same software to drive the vinyl cutter will assure graphic uniformity.

Larger wayfinding signs with inserts and interchangeable components shall be constructed of a variety of materials, but all colors and graphics shall comply with these identification sign.
SYSTEM COMPONENTS

 Revised February 4, 2019
System Components: Definitions and Domain

The interior sign system will be comprised of the following three components:
- Room Identification
- Regulatory
- Wayfinding
- Commemorative

Room Identification Signs

The purpose of this type of sign is to identify destinations and to provide information about destinations. Identification signs shall be uniform throughout buildings on campus. Each building must be carefully evaluated to determine specific identification sign elements appropriate for the building setting. Identification signs include the following type of signs:

Permanent Room Identification
- Signs indicating permanent room identification:
  - Building room numbers
  - Restrooms
  - Exits
  - Stairs
  - Mechanical, Electrical, Custodial, Elevator

Room Function Identification
- Signs indicating function of room:
  - Departmental offices
  - Conference
  - Information
  - Vending
  - Lounge
  - Other building specific room functions

Room Occupant Identification
- Signs indicating occupant of room:
  - Faculty names
  - Student associations

Informational sign type 12 may be used with sign type 1, 2, or 3 to list individual employee names posted outside an office.
- Office occupant names will not be posted at office suite entrances. Office suite occupant names will only be posted at individual office doors.
- Offices containing less than 4 occupants may use a sign type 12 with one line of copy for each occupant plus a title if requested.
- Offices containing more than 4 occupants may use sign type 12 for every 2 occupants not to exceed 8 names and no titles.
- Faculty and staff members with an office and laboratory office will be permitted a sign type 12 or 12A at their primary office only. No official sign type will be posted listing students by name.

Any variance shall be reviewed by the Office of the University Architect.
2.2 Informational

These signs may be either modules added to identification signs or stand-alone signs that provide information or procedures:
- Office hours
- Accessible work space
- Telephone Device for the Deaf (TDD) directional signage
- Assisted listening systems in assembly areas

Regulatory Signs

The purpose of this type of sign is to inform the user of both prohibitions and obligations about activities in a destination or space. Regulatory signs shall be uniform throughout buildings on campus. Each building must be carefully evaluated to determine specific regulatory signs elements appropriate for the building setting. Regulatory signs may be related to:
- Eating
- Smoking
- Environmental Health
- Area of Rescue Assistance
- Accessible exits directional signs
- National Electric Code
- National Fire Protection Association
- Emergency procedures

Wayfinding Signs

The purpose of wayfinding signs is to provide orientation and general information about the building setting and to guide people along a route to a destination. Wayfinding signs constitute the foundation of the interior sign system. Wayfinding signs shall be uniform throughout buildings on campus. Each building must be carefully evaluated to determine specific wayfinding elements appropriate for the building setting. Wayfinding signs may include:

Building Orientation Maps

Maps and building floor plans showing location of college and department destinations, accessible building elements, and restrooms. Larger, more complex buildings may require zoning to be color-coded to aid in wayfinding.

Building Directory

Directory of room numbers and room functions with college or departmental location information. See sign type 21 for a graphical representation of a building directory.

Directory Listings Grouped by Floor

Each room function and/or departmental listing should be grouped by floor. The floor number is necessary to clarify on which floor a room number is located. For example, room 1020 could be on floor 1 or floor 10. Clarification is also necessary since some buildings have ground, basement, and sub-basement levels.

Alphabetical Directory Listings within a floor

Within the floor listings there are two levels of information. The first level would include all departments, programs, administrative offices, and public spaces found in the building (example: Classroom, Golf, Sociology, University Architect) and the room number(s) for that listing. This level of information is arranged alphabetically and left justified.
The second level of information would include position titles, not individual names with location information. For example, “Director of Snowflake Design.....room 102” could be listed but not “Samatha Jones.....room 102.” This level of information is arranged alphabetically and indented under the level 1 category or departmental name.

If the building has specific spaces that the public utilizes, or visitor destinations such as training rooms, conference rooms, auditoriums, snack bar, accessible bathroom, etc., those special destinations may be listed on the directory with a room number.

**Directional Information**

Signs indicating direction to follow to a particular destination, i.e., departmental office, elevator location, and reception/information area. This type of sign includes Wall-mounted and Overhead Signs. Directional signs include arrows in color modules. In simple buildings these modules shall be red, but in more complex buildings, the building may be zoned in up to four zones with different accent colors assigned to each zone and used in arrow modules to provide a multicuing aid to wayfinding.

**Commemorative Signs**

Room Donor Recognition and Commemorative Signs

All rooms at NC State have permanent room identification signage according to NC State Interior Signage Standards room identification signs. The room function on NC State’s permanent room identification signage may include the donor’s name (example: Progress Energy Conference Room, Ron Jones Faculty Lounge) as well as other sign requirements.

On the wall outside the commemorative room and in addition to the permanent room identification sign, the donor’s name, room function (i.e., Auditorium, Conference, Classroom, etc.) may appear collectively in one field not to exceed 100 square inches (example: 4” x 25”, 10” x 10”, etc.). No logos are permitted. Please refer to the interior signage standards Chapter 2 System Components, page 2.2.1 for appropriate nomenclature of room functions.

All recognition signage outside the room must be mounted at the same height as the standard permanent room identification signage (61 ¼” from the floor) and preferably on the wall adjacent to the permanent room signage.

All letters naming the room function and donor (individual or corporate name) must be found within the 100 square inch field and must be one of the following materials:

- Raised metal letters (brushed aluminum or brushed stainless steel finish) mounted directly into the finished wall material
- Raised metal letters (brushed aluminum or brushed stainless steel finish) applied to a clear Plexiglas panel not to exceed 100 square inches mounted onto the finished wall
- Vinyl cutout or silk screened letters on glass or finished wall. Vinyl or silk-screened letters may be white, black or grey matching Gravo-Tac SLATE # 277 of the standard NC State interior signage system.

The standards for room recognition inside the room are the same as the standards for outside recognition with the exception that the field for the recognition signage inside the room may be 250 square inches maximum found in one location. In addition, donor plaques of various materials such as wood, bronze, Plexiglas or any solid material may be used not to exceed 250 square inches.
Donor Recognition Walls and Plaques

The background of the donor wall shall be rectangular and uniform, to be mounted on a wall as a single unit. The background may be any material; natural materials (i.e., marble, granite, metal, wood) are preferred. There is no limit to the size of the background, as it will vary according to the number of listings.

The donor listings may be mounted or engraved directly onto the donor wall background. Letters may be any material with a non-glare, semi-matte or matte finish and must be black, white or shades of gray. If the background is constructed of a natural material, the letters may also be constructed of the same material or may be the same color as that material. Typeface of donor listings shall be Univers 55 with a maximum height of 5/8” and may be raised.

Titles and subtitles may be used to recognize the donor lists. Typeface of titles and subtitles may be any font and shall not exceed 1½” in height.

Corporate logos shall not be used in donor listings.

Back lighting of the donor wall or its components is prohibited.

Standard donor recognition products that meet all of the specifications listed in this document may be used. It is recommended that an architect or independent specialty signage designer design large installations.

The Office of the University Architect shall review all plans, specifications and locations for donor recognition walls or plaques prior to fabrication or purchase.
This kit-of-parts concept is designed to minimize the number of components, and to simplify the assembly of the sign system. This will allow the use of in-house capability for simple construction, graphics layout, assembly and installation. As a result of the kit-of-part concept the University will be able to economically implement and maintain the complete signage system.

The kit-of-parts consists of these basic components:

**A - RED, #248-114 Gravo-Tac 1/32” and 3/16” thick**

A1 - 3/4” high, 7” wide, 1/32” thick
A2 - 3/4” high, 8” wide, 1/32” thick
A3 - 3/4” high, 24” wide, 1/32” thick
A4 - 3/4” high, 36” wide, 1/32” thick
A5 - 1” high, 11-1/2” wide, 1/32” thick
A6 - 1” high, 18” wide, 3/16” thick
A7 - 1” high, 36” wide, 1/32” thick
A8 - 1” high, 48” wide, 1/32” thick
A9 - 3/4” high, 11-1/2” wide, 1/32” thick
A10 - 1” high, 9” wide, 1/32” thick

**B - SLATE, #277 Gravo-Tac 1/16”, 1/8”, and 3/16” thick**

B1 - 2” high, 7” wide, 1/16” thick
B2 - 4” high, 7” wide, 1/16” thick
B3 - 6” high, 7” wide, 1/16” thick
B4 - 8” high, 7” wide, 1/16” thick
B5 - 9” high, 7” wide, 1/16” thick
B6 - 5” high, 11-1/2” wide, 1/16” thick
B7 - 9” high, 11-1/2” wide, 1/16” thick
B8 - 14” high, 11-1/2” wide, 1/8” thick
B9 - 1/2” high, 18” wide, 3/16” thick
B10 - 2” high, 18” wide, 1/8” thick
B11 - 12” high, 18” wide, 1/8” thick
B12 - 18” high, 18” wide, 1/8” thick
B13 - 9” high, 24” wide, 1/8” thick
B14 - 6” high, 36” wide, 1/8” thick
B15 - 9” high, 36” wide, 1/8” thick
B16 - 10” high, 36” wide, 1/8” thick
B17 - 6” high, 48” wide, 1/8” thick
B18 - 10” high, 48” wide, 1/8” thick
2.2 System Components: kit of parts

B19 - 9" high, 14" wide, 1/8" thick
B20 - 11-1/2" high, 11-1/2" wide, 1/8" thick

C - 1/8" Painted Aluminum, color to match Gravo-Tac #277 SLATE and #248-114 RED
C1 - 2-1/2" high, 10-1/2" wide, 1/8" thick
C2 - 2-1/2" high, 20" wide, 1/8" thick
C3 - 2-1/2" high, 29-1/2" wide, 1/8" thick

D - Painted Aluminum Frame, color to match #277 SLATE
D1 - 16" high, 10-1/2" wide
D2 - 16" high, 20" wide
D3 - 26" high, 20" wide
D4 - 26" high, 29-1/2" wide

E - 1" Expanded Polystyrene Core with Expanded PVC Facing and Reinforcement on edges, color to match Gravo-Tac #277 SLATE and #248-114 RED
E1 - 6" high, 24" wide
E2 - 10" high, 24" wide
E3 - 15" high, 48" wide
E4 - 20" high, 48" wide

F - 1/2" Clear Anodized Aluminum Mating Channel
F1 - 6" high
F2 - 10" high

G - 1/16" thick Clear Acrylic with pocket for Paper Insert
G1 - 4" high, 7" wide
G2 - 5" high, 11-1/2" wide
G3 - 14" high, 11-1/2" wide
G4 - 14" high, 9" wide
G5 - 11-1/2" wide, 11-1/2" high

H1 - 1'-0" high and 9" wide
J1 - Fiberglass bonded to aluminum framing members at every corner, bolted or weighted to the floor
2.3

Revised August, 2003
Graphic Standards

All components of the interior signage shall comply with the following general guidelines:

Character Font

The type font shall be UNIVERS. Raised lettering for the visually impaired shall be upper case. Where raised lettering is not required, messages should be displayed using upper-and-lower case letters. The typeface for interior sign systems shall be Univers 55.

Character Height

The minimum height is measured using an upper case X.

Lettering for signage suspended or projected overhead should be three inches minimum cap-height. The intended viewing distance for this character height is over 150 feet (i.e., stadium, conference center, or arena).

Other lettering should be sized according to the viewing distance from which they are to be read. The guideline of one inch cap-height for 50 feet viewing distance is recommended.

If possible, lettering for maps should have a minimum height of 0.625 inches.
Character Proportion

Letters and numbers on signs shall have a width-to-height ratio between 3.5 and 1:1 and a stroke-width-to-height ratio between 1:5 and 1:10. Condensed, expanded, extra bold or expanded typefaces are not acceptable. Different fabrication techniques may require adjusting the weight of the characters to compensate for errors incurred in fabrication. The final sign characters must comply with the above stated proportions and should match the Univers 55 typeface.

The size of characters should be tested based upon the intended viewing distance.

Raised and Braille Characters

Raised lettering and numerals shall be raised 1/32 inch, upper case, Univers 55 and shall be accompanied with Grade 2 Braille. Raised characters shall be at least 5/8 inches height, but no higher than two inches. The standard dimensions for literary Braille are as follows:

- Dot diameter: 0.059 in.
- Inter-dot spacing: 0.090 in.
- Horizontal separation between cells: 0.241 in.
- Vertical separation between cells: 0.395 in.

Room numbers and characters that are raised shall be represented in Braille.

Finish

The characters and background of signs shall be eggshell, matte, or other non-glare finish. An eggshell finish (11 to 19 degree gloss on 60 degree glossimeter) is recommended per ADA requirements. The New Hermes products indicated in the sign designs comply with these standards.

Color and Contrast

Characters and symbols are to be a light color shown against a dark background. The New Hermes colors New York White and #277 Slate comply with the established minimum contrast of 70 percent (ADA requirement). Contrast in percent shall be determined by:

\[ \text{Contrast} = \left( \frac{B_1 - B_2}{B_1} \right) \times 100 \]

where \( B_1 \) = light reflectance value (LRV) of the lighter area and \( B_2 \) = light reflectance value (LRV) of the darker area. Note that in any application both white and black are never absolute; thus, \( B_1 \) never equals 100 and \( B_2 \) is always greater than 0.
Nomenclature
Sign messages should be proposed by the designer and approved by NCSU, prior to fabrication and installation. Message units should use plain and consistent language to describe locations and routes. The information hierarchy is established by the sign types for identification and regulatory signs. The space between words should be equal to the space occupied by a lower case “r”. In all instances, text lines should break within the message in ways that make reading sense. Sign messages should be flush left, ragged right aligned. The designer is responsible for specifying line breaks to fabricators on all signs.

With the exception of directories and specified regulatory information and other university approved exceptions, messages on individual signs should not exceed three lines of text with appropriated line spacing for optimum legibility.

Word Spacing
Spacing between words will be based on the width of a lower case “r”.

Computer Science

Line Spacing
The vertical space between lines is called leading and is measured from the baseline of one line of type to the next. Individual sign types will identify particular line spacings. The standard for type leading in the absence of other directions will be 160% of the Cap height. For example, if the cap height of the type is 5/16” then the standard vertical line spacing for additional lines of text will be 1/2” measured from baseline to baseline.

Hours of Operation
8am-5pm

Arrows
On directional signage, text should be flush left, and directional arrows should be on the left of the sign. Where several messages are involved, it is recommended to dedicate a complete blade of a sign to the directional function, arrow or plain language description.
Pictorial Symbol Signs (Pictographs)

Pictographs shall be accompanied by the equivalent verbal description placed directly below the pictograph. When pictographs are used to identify permanent room or spaces, like restrooms, verbal descriptions must be in raised letters and in braille.

The total height of the background of the pictograph shall be six inches minimum. This rule does not apply if the pictograph is used as non-essential add-on information to another sign.

Facilities and elements required to be identified as accessible by ADA, Title III Accessibility Guidelines, section 4.1, shall use the international symbol of accessibility. Pictographs required for: Volume Control Telephones, Text Telephones, and Assistive Listening Systems shall comply with this section.

Message Breaks

Messages are to be laid out on the sign panels so the words break onto the next line of type in a way that communicates most easily.

An example of an inappropriate message break which can miscommunicate is as follows:

Department of Pest Control
Symbol of Accessibility

Drinking Fountain

Information

Fire Extinguisher

No Smoking

Stairs
Assistive Listening Device

Directional Arrows
2.4

MOUNTING LOCATIONS

Revised August, 2003
Mounting Location and Hierarchy

A clear informational hierarchy shall be followed for identification and regulatory signs. The hierarchy is as follows:
- Room Number
- Department Name
- Room Function
- Room Information (i.e., office hours)
- Room Occupant
- Room Regulation

Permanent room identification will occur at every room and may include room function. An individual’s name will occur at main building directories and may also be added to the door sign of their office on a separate module (Sign Type 12). If two people share a private office, both names may be on the added sign module. Where several rooms are accessed off of a common room, there should be a sign at the door or entrance to the shared space indicating room numbers within the common space. Note that individuals within the common space are not indicated.

The College in which the department resides is not to be indicated except at the administrative offices of the Dean of the College.

Departmental names are to be included where more than one department resides within a building or where departmental identification will aid in clarity. If a departmental sign indicates a major wayfinding destination and/or requires variable information such as Hours of Operation, a Sign Type 15 may be used.

Movable office partitions will identify the occupant per Sign Type 12. An insert panel will be produced to fit into a hanging plastic fixture which mounts to the top of the panel. The mounting fixture may be purchased through the panel manufacturer. The dimensions and profiles will vary with different manufacturers. Desk signs will be per Sign Type 12 when provided by the University, however individuals may use personal signs for desk signs.

Permanent identification signs shall be installed on the wall adjacent to the latch side of the door. Where there is no wall space to the latch side of the door, including at double leaf doors, or if there is an obstruction on the wall, signs shall be placed on the nearest adjacent wall. If no adjacent wall is available signs shall be installed on the door. Mounting height shall be 60 inches from the finish floor to the center line of the permanent room number. Mounting location for such signs shall be such that a person may approach within three inches of the signs without encountering protruding objects or standing within the swing of a door. These signs are considered the most important element of the sign system hierarchy.
Mounting location for all door signs
All wall mounted identification signs (Type 1, 2, 3, 6, 9, 10, and 15) to be mounted with top of sign 61 1/4" from the finish floor. This height will conform to ADA standards with the centerline of permanent room identification number at 60" above the floor level.

Mounting locations for type 12 signs
Type 12 signs are to be mounted directly under sign types 1, 2, or 3.
Mounting locations for all tackboards.

Tackboards, where required or requested, are to be mounted directly under room sign aligned flush with the side adjacent to the door. See specification 10100 for tackboard product information.

Alternate mounting locations for tackboards.

See specification 10100 for tackboard product information.
Mounting locations for sign type 4, 7, 11, or 13.
Signs are to be mounted either on the wall. The sign may be mounted on the door only if there are no clear walls adjacent to the door, latch side.

Mounting locations for sign type 16, 16A, 16B, and 16C
Signs are to be mounted on upper wall, above door frame, if applicable.
Mounting locations for sign type 17, 18, 19, 20 and 21
Signs to be mounted on wall with center of sign 60 inches above the finished floor.

Mounting locations for sign type 22 and 22A
Signs are to be bracketed perpendicular to the wall.
Mounting locations for Sign Type 14, 23, and 24

Sign type 23 and 24 are to be mounted from the ceiling.

Connection of Sign Type 23 and 24 to ceiling
Methods of attachment of interior signs

The primary means of attaching wall-mounted interior signs will be double sided foam tape as supplied by New Hermes. This adhesive tape is the appropriate attachment for substrates as follows:

- Painted gypsum board
- Painted concrete masonry units
- Concrete masonry units (unpainted)
- Brick, painted and unpainted
- Wood

Where vandalism requires other means of attachment, tamperproof screws set 9/32” from side will be employed. Screws will be set into expansion anchors for gypsum board and masonry substrates.

Signs mounted on glass will have a backer sign of equal size. Backer plate color to be slate gray to match sign color.

Perpendicular signs will be mounted to wall with an aluminum channel extrusion with hidden fasteners.

Overhead signs are to be attached to ceiling grid by brackets screwed into signs. Four-sided overhead signs will require metal supports that rest over grid.

Directories will be screwed into wall in either a surface-mounted or semi-recessed manner.

Kiosk will be either bolted to floor or with weighted bases with glides.

Backlit directory will be either recessed in wall or supported by a custom cabinet.
The following Sign Types are representative examples of some of the most commonly encountered conditions on the North Carolina State University campus. They provide explicit guidance for these particular conditions and as a system suggest design solutions for the many unique conditions which will be encountered in designing signs for university facilities:

<table>
<thead>
<tr>
<th>Sign Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Door sign with permanent room identification.</td>
</tr>
<tr>
<td>2</td>
<td>Door sign with permanent room identification and secondary information including room function.</td>
</tr>
<tr>
<td>2A</td>
<td>Sign with university department and additional information. This sign will be used at doors leading to private corridors where the users cannot see the room numbers beyond the doorway or hallway.</td>
</tr>
<tr>
<td>3</td>
<td>Door sign with permanent room identification and room function requiring three or four lines of copy or other additional information.</td>
</tr>
<tr>
<td>3A</td>
<td>Door sign with permanent room identification and university department with seal.</td>
</tr>
<tr>
<td>4</td>
<td>Regulatory sign. No smoking.</td>
</tr>
<tr>
<td>4A</td>
<td>Regulatory sign. No food or drink.</td>
</tr>
<tr>
<td>5</td>
<td>Not used</td>
</tr>
<tr>
<td>6</td>
<td>Accessible restroom door sign.</td>
</tr>
<tr>
<td>6A</td>
<td>Non-accessible restroom door sign.</td>
</tr>
<tr>
<td>6B</td>
<td>Unisex non-accessible restroom door sign.</td>
</tr>
<tr>
<td>6C</td>
<td>Unisex Accessible restroom door sign.</td>
</tr>
<tr>
<td>7</td>
<td>Warning Sign.</td>
</tr>
<tr>
<td>8</td>
<td>Not Used</td>
</tr>
<tr>
<td>9</td>
<td>Stair identification sign.</td>
</tr>
<tr>
<td>9A</td>
<td>Stair identification sign with stair name.</td>
</tr>
<tr>
<td>10</td>
<td>Floor destination sign located in stairwell.</td>
</tr>
<tr>
<td>11</td>
<td>Emergency exit sign.</td>
</tr>
<tr>
<td>11A</td>
<td>Emergency exit sign with additional copy.</td>
</tr>
<tr>
<td>12</td>
<td>Informational sign to be installed below sign type 1, 2, or 3 with one line of copy including occupants name.</td>
</tr>
<tr>
<td>12A</td>
<td>Informational sign to be installed below sign type 1, 2, or 3 with one line of copy and one symbol or two lines of copy.</td>
</tr>
</tbody>
</table>
Sign Type 12B: Informational sign to be installed below sign type 1, 2, or 3 with a pictogram such as “No smoking”, “No food or drink”, or “International Symbol of Accessible”.

Sign Type 12C: Informational sign to be installed below sign type 1, 2, or 3 with both pictogram and copy.

Sign Type 12D: Informational sign to be installed below Sign Types 1, 2, 3, 6A, or 6B with one line of copy and one symbol or two lines of copy.

Sign Type 12E: Informational sign to be installed below Sign Types 1, 2, or 3 with multiple lines of copy and a symbol such as “No Smoking”, “No Food or Drink”, or “International Symbol of Accessibility” pictogram.

Sign Type 12F: Informational sign with window for paper insert for shorter variable information.

Sign Type 13: Permanent information copy sign.

Sign Type 13A: Permanent information copy sign with two levels of information.

Sign Type 13B: Directional sign with single arrow and message.

Sign Type 13C: Permanent information sign requiring larger letter size or more than four lines of copy.

Sign Type 14: Area of Rescue Assistance.

Sign Type 14A: Overhead Directional Area of Rescue Assistance sign.

Sign Type 14B: Overhead Directional Area of Rescue Assistance sign.

Sign Type 14C: Overhead Directional Area of Rescue Assistance sign.

Sign Type 15: Departmental sign with permanent room identification, name of department and optional paper insert module below for variable information.

Sign Type 16: Area name or elevator identification to be installed on upper wall.

Sign Type 16A: Area name or elevator identification to be installed on upper wall with a second line of informational copy.

Sign Type 16B: Area name or elevator identification to be installed on upper wall when sign type 16 will not fit within architectural restraints.

Sign Type 16C: Area name or elevator identification to be installed on upper wall when sign type 16 will not fit within architectural restraints and copy will not fit within one line.

Sign Type 17: Directional signage to be installed on wall requiring multiple directional messages with arrows and color cues.
<table>
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<tr>
<th>Sign Type 17A:</th>
<th>Directional signage to be installed on wall requiring multiple directional messages with arrows.</th>
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<tbody>
<tr>
<td>Sign Type 18:</td>
<td>Informational sign with window for paper insert for variable information including hours of operation, building policy information, accessible toilet room maps, or maps including diagrammable elements.</td>
</tr>
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<td>Informational sign with window for paper insert for shorter variable information.</td>
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<tr>
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<tr>
<td>Sign Type 21:</td>
<td>Directory with metal frame for glass cover, a header and 26 holders for paper inserts for building floor or wing destinations.</td>
</tr>
<tr>
<td>Sign Type 21A:</td>
<td>Directory with metal frame for glass cover, a header and 52 holders for paper inserts for building or building wing or floor destinations.</td>
</tr>
<tr>
<td>Sign Type 21B:</td>
<td>Directory with metal frame for glass cover, a header and 100 holders for paper inserts for building or building wing destinations.</td>
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<tr>
<td>Sign Type 21C:</td>
<td>Directory with metal frame for glass cover, a header and 150 holders for paper inserts for building destinations.</td>
</tr>
<tr>
<td>Sign Type 22:</td>
<td>Overhead sign to be bracketed at right angle to wall.</td>
</tr>
<tr>
<td>Sign Type 22A:</td>
<td>Overhead sign to be bracketed at right angle to wall requiring more than one line of copy.</td>
</tr>
<tr>
<td>Sign Type 23:</td>
<td>Overhead sign to be ceiling mounted with potential of three lines of directional copy on one side.</td>
</tr>
<tr>
<td>Sign Type 23A:</td>
<td>Overhead sign to be ceiling mounted with potential of three lines of directional copy on both sides of sign.</td>
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<tr>
<td>Sign Type 23B:</td>
<td>Overhead sign to be ceiling mounted with potential of four lines of directional copy on one side.</td>
</tr>
<tr>
<td>Sign Type 23C:</td>
<td>Overhead sign to be ceiling mounted with potential of four lines of directional copy on both sides.</td>
</tr>
<tr>
<td>Sign Type 24:</td>
<td>Overhead sign to be ceiling mounted with four faces each of which has the potential of three lines of directional copy.</td>
</tr>
<tr>
<td>Sign Type 24A:</td>
<td>Overhead sign to be ceiling mounted with four faces each of which has the potential of four lines of directional copy.</td>
</tr>
<tr>
<td>Sign Type 25:</td>
<td>Three sided kiosk with potential of map or informational copy on all sides as well as holders for paper handouts.</td>
</tr>
<tr>
<td>Sign Type 26:</td>
<td>Backlit orientation map and directory combination.</td>
</tr>
</tbody>
</table>
SIGN TYPE 1: ROOM IDENTIFICATION

Description:
Door sign with permanent room identification.

Material / Size / Color:
- A1: 1/32” thick Gravo-Tac of 7” wide and 3/4” high, #248-114 RED
- B1: 1/16” thick Gravo-Tac of 7” wide and 2” high, #277 SLATE

Graphics / Typography / Color:
- Room Number: Univers 55, 3/4” cap height, raised letters, #200-114 WHITE, 1/32” Gravo-Tac
- Braille: 1/4” height, color to match #277 SLATE

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4

Scale: 1/2” = 1”

Mounting Location View

Not to Scale
**Description:**
Door sign with permanent room identification and secondary information including room function.

**Material / Size / Color:**
- A1 - 1/32” thick Gravo-Tac of 7” wide and 3/4” high, #248-114 RED
- B2 - 1/16” thick Gravo-Tac of 7” wide and 4” high, #277 SLATE

**Graphics / Typography / Color:**
- Room Number - Univers 55, 3/4” cap height, raised letters, #200-114 WHITE, 1/32” Gravo-Tac
- Braille - 1/4” height, color to match #277 SLATE
- Information Copy - Univers 55, 7/16” cap height, engraved letters, WHITE

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4*
**SIGN TYPE 2A: ROOM IDENTIFICATION**

**Description:**
Door sign with university department and additional information. This sign will be used at doors leading to private corridors where the users cannot see the room numbers beyond the doorway or hallway.

**Material / Size / Color:**
- **A1**: 1/32” thick Gravo-Tac of 7” wide and 3/4” high, #248-114 RED
- **B2**: 1/16” thick Gravo-Tac of 7” wide and 4” high, #277 SLATE

**Graphics / Typography / Color:**
- **Room Designation**: Univers 55, 7/16” cap height, engraved letters, WHITE
- **Information Copy**: Univers 55, 5/16” cap height, engraved letters, WHITE

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4*
SIGN TYPE 2B: ROOM IDENTIFICATION

Description:
Door sign with permanent room identification and secondary information including Directional Information.

Material / Size / Color:
- A1 - 1/32" thick Gravo-Tac of 7" wide and 3/4" high, #248-114 RED
- B2 - 1/16" thick Gravo-Tac of 7" wide and 4" high, #277 SLATE

Graphics / Typography / Color:
- Room Number - Univers 55, 3/4" cap height, raised letters, #200-114 WHITE, 1/32" Gravo-Tac
- Braille - 1/4" height, color to match #277 SLATE
- Information Copy - Univers 55, 7/16" cap height, engraved letters, WHITE

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4

Scale: 1/2" = 1"
Description:
Door sign with permanent room identification, room function requiring 3 or 4 lines of copy or additional information.

Material / Size / Color:
A1 - 1/32" thick Gravo-Tac of 7" wide and 3/4" high, #248-114 RED
B3 - 1/16" thick Gravo-Tac of 7" wide and 6" high, #277 SLATE

Graphics / Typography / Color:
Room Number - Univers 55, 3/4" cap height, raised letters, #200-114 WHITE, 1/32" Gravo-Tac
Braille - 1/4" height, color to match #277 SLATE
Information Copy - Univers 55, 7/16" cap height, engraved letters, WHITE
Hours - Univers 55, 5/16" cap height, engraved letters, WHITE

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
DESCRIPTION:
Door sign with permanent room identification, university department with seal.

MATERIAL / SIZE / COLOR:
A1 - 1/32” thick Gravo-Tac of 7” wide and 3/4” high, #248-114 RED
B3 - 1/16” thick Gravo-Tac of 7” wide and 6” high, #277 SLATE

GRAPHICS / TYPOGRAPHY / COLOR:
Room Number - Univers 55, 3/4” cap height, raised letters, #200-114 WHITE, 1/32”
Gravo-Tac
Braille - 1/4” height, color to match #277 SLATE
Information Copy - Univers 55, 7/16” cap height, engraved letters, WHITE
Seal - 1-1/2” Printed emblem on adhesive backed paper

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
Description:
Regulatory sign indicating a No Smoking area.

Material / Size / Color:
A1 - 1/32" thick Gravo-Tac of 7" wide and 3/4" high, #248-114 RED
B4 - 1/16" thick Gravo-Tac of 7" wide and 8" high, #277 SLATE

Graphics / Typography / Color:
Information Copy - Univers 55, 5/8" cap height, raised letters, #200-114 WHITE, 1/32" Gravo-Tac
Braille - 3/8" height, color to match #277 SLATE
Pictograph - 4" raised pictogram on 1/32" Gravo-Tac, #200-114 WHITE

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
SIGN TYPE 4A: REGULATORY SIGN

Description:
Regulatory sign indicating an area where Food and Drink are not allowed.

Material / Size / Color:
A1 - 1/32" thick Gravo-Tac of 7" wide and 3/4" high, #248-114 RED
B4 - 1/16" thick Gravo-Tac of 7" wide and 8" high, #277 SLATE

Graphics / Typography / Color:
Information Copy - Univers 55, 5/8" cap height, raised letters, #200-114 WHITE, 1/32" Gravo-Tac
Braille - 3/8" height, color to match #277 SLATE
Pictograph - 4" raised pictogram on 1/32" Gravo-Tac, #200-114 WHITE

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
**SIGN TYPE 6: RESTROOM IDENTIFICATION**

**Description:**
Accessible restroom door sign.

**Material / Size / Color:**
- A1 - 1/32" thick Gravo-Tac of 7" wide and 3/4" high, #248-114 RED
- B5 - 1/16" thick Gravo-Tac of 7" wide and 9" high, #277 SLATE

**Graphics / Typography / Color:**
- Room Number - Univers 55, 3/4" cap height, raised letters, #200-114 WHITE, 1/32" Gravo-Tac
- Information Copy - Univers 55, 3/4" cap height, raised letters, #200-114 WHITE, 1/32" Gravo-Tac
- Braille - 3/8" height, color to match #277 SLATE
- Pictographs - 4-1/2" and 2-1/2" raised pictographs on 1/32" Gravo-Tac, #200-114 WHITE

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4*
Description:
Non-accessible restroom door sign.

Material / Size / Color:
A1 - 1/32" thick Gravo-Tac of 7" wide and 3/4" high, #248-114 RED
B5 - 1/16" thick Gravo-Tac of 7" wide and 9" high, #277 SLATE

Graphics / Typography / Color:
Room Number - Univers 55, 3/4" cap height, raised letters, #200-114 WHITE, 1/32" Gravo-Tac
Information Copy - Univers 55, 3/4" cap height, raised letters, #200-114 WHITE, 1/32" Gravo-Tac
Braille - 3/8" height, color to match #277 SLATE
Pictographs - 4-1/2" raised pictographs on 1/32" Gravo-Tac, #200-114 WHITE

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
Description:
Unisex non-accessible restroom door sign.

Material / Size / Color:
- A1 - 1/32" thick Gravo-Tac of 7" wide and 3/4" high, #248-114 RED
- B5 - 1/16" thick Gravo-Tac of 7" wide and 9" high, #277 SLATE

Graphics / Typography / Color:
- Room Number - Univers 55, 3/4" cap height, raised letters, #200-114 WHITE, 1/32" Gravo-Tac
- Information Copy - Univers 55, 3/4" cap height, raised letters, #200-114 WHITE, 1/32" Gravo-Tac
- Braille - 3/8" height, color to match #277 SLATE
- Pictographs - 4-1/2" raised pictographs on 1/32" Gravo-Tac, #200-114 WHITE

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
Description:
Unisex accessible restroom door sign.

Material / Size / Color:
- **A1**: 1/32" thick Gravo-Tac of 7" wide and 3/4" high, #248-114 RED
- **B5**: 1/16" thick Gravo-Tac of 7" wide and 9" high, #277 SLATE

Graphics / Typography / Color:
- **Room Number**: Univers 55, 3/4" cap height, raised letters, #200-114 WHITE, 1/32" Gravo-Tac
- **Information Copy**: Univers 55, 3/4" cap height, raised letters, #200-114 WHITE, 1/32" Gravo-Tac
- **Braille**: 3/8" height, color to match #277 SLATE
- **Pictographs**: 4-1/2" raised pictographs on 1/32" Gravo-Tac, #200-114 WHITE

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4*
Description:
Warning Sign Holder.

Material / Size / Color:

Graphics / Typography / Color:

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4

Scale: 1/2” = 1’
Description:
Stair Identification Sign.

Material / Size / Color:
A1 - 1/32" thick Gravo-Tac of 7" wide and 3/4" high, #248-114 RED
B5 - 1/16" thick Gravo-Tac of 7" wide and 9" high, #277 SLATE

Graphics / Typography / Color:
Information Copy - Univers 55, 3/4" cap height, raised letters, #200-114 WHITE, 1/32" Gravo-Tac
Braille - 3/8" height, color to match #277 SLATE
Pictographs - 3-3/8" raised pictographs on 1/32" Gravo-Tac, #200-114 WHITE

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4

Scale: 1/2" = 1"
Description:
Stair identification sign with stair name.

Material / Size / Color:
- A1 - 1/32” thick Gravo-Tac of 7” wide and 3/4” high, #248-114 RED
- B5 - 1/16” thick Gravo-Tac of 7” wide and 9” high, #277 SLATE

Graphics / Typography / Color:
- Information Copy - Univers 55, 5/8” cap height, raised letters, #200-114 WHITE, 1/32” Gravo-Tac
- Braille - 3/8” height, color to match #277 SLATE
- Pictographs - 3-3/8” raised pictographs on 1/32” Gravo-Tac, #200-114 WHITE

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
Description:
Floor destination sign located in stairwell.
This sign required only in buildings 4 floors or more.

Material / Size / Color:
A1 - 1/32" thick Gravo-Tac of 7" wide and 3/4" high, #248-114 RED
B3 - 1/16" thick Gravo-Tac of 7" wide and 6" high, #277 SLATE

Graphics / Typography / Color:
Floor Designation - Univers 55, 3/4" cap height, raised letters, #200-114 WHITE, 1/32" Gravo-Tac
Floor Number - Univers 55, 2" cap height, raised letters, #200-114 WHITE, 1/32" Gravo-Tac
Information Copy - Univers 55, 5/16" cap height, raised letters, #200-114 WHITE, 1/32" Gravo-Tac
Braille - 3/8" height, color to match #277 SLATE

*Note: If stairwell leads to roof and building is 4 floors or more, then add text to this sign only:
"No Roof Access"

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
Description:
Emergency Exit Sign.

Material / Size / Color:
A1 - 1/32" thick Gravo-Tac of 7" wide and 3/4" high, #248-114 RED
B2 - 1/16" thick Gravo-Tac of 7" wide and 4" high, #277 SLATE

Graphics / Typography / Color:
Information Copy - Univers 55, 5/8" cap height, raised letters, #200-114 WHITE, 1/32" Gravo-Tac
Braille - 3/8" height, color to match #277 SLATE

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
SIGN TYPE 11A: EXIT IDENTIFICATION

Description:
Emergency Exit sign with additional informational copy.

Material / Size / Color:
A1 - 1/32" thick Gravo-Tac of 7" wide and 3/4" high, #248-114 RED
B3 - 1/16" thick Gravo-Tac of 7" wide and 6" high, #277 SLATE

Graphics / Typography / Color:
Information Copy 1 - Univers 55, 5/8" cap height, raised letters, #200-114 WHITE, 1/32" Gravo-Tac
Information Copy 2 - Univers 55, 5/16" cap height, engraved letters, WHITE
Braille - 3/8" height, color to match #277 SLATE

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
SIGN TYPE 11B: EXIT IDENTIFICATION

Description:
Fire Door sign. Door usually kept closed.

Material / Size / Color:
- A1 - 1/32" thick Gravo-Tac of 7" wide and 3/4" high, #248-114 RED
- B2 - 1/16" thick Gravo-Tac of 7" wide and 4" high, #277 SLATE

Graphics / Typography / Color:
- Information Copy - Univers 55, 5/8" cap height, raised letters, #200-114 WHITE, 1/32" Gravo-Tac
- Braille - 3/8" height, color to match #277 SLATE

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
Description:
Fire Door sign. Door usually kept open.

Material / Size / Color:
- A1 - 1/32" thick Gravo-Tac of 7" wide and 3/4" high, #248-114 RED
- B2 - 1/16" thick Gravo-Tac of 7" wide and 4" high, #277 SLATE

Graphics / Typography / Color:
- Information Copy - Univers 55, 5/8” cap height, raised letters, #200-114 WHITE, 1/32” Gravo-Tac
- Braille - 3/8” height, color to match #277 SLATE

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
**SIGN TYPE 12: INFORMATIONAL SIGN**

**Description:**
Informational sign to be installed below Sign Types 1, 2, or 3.

**Material / Size / Color:**
B1 - 1/16" thick Gravo-Tac of 7” wide and 2” high, #277 SLATE

**Graphics / Typography / Color:**
Information Copy - Univers 55, 5/16” cap height, engraved letters, WHITE

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4*
SIGN TYPE 12A: INFORMATIONAL SIGN

Description:
Informational sign to be installed below Sign Types 1, 2, or 3 with one line of copy and one symbol or two lines of copy.

Material / Size / Color:
B1 - 1/16" thick Gravo-Tac of 7" wide and 2" high, #277 SLATE

Graphics / Typography / Color:
Information Copy - Univers 55, 5/16" cap height, engraved letters, WHITE
Arrow - 5/8" engraved arrow, WHITE

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4

Please use other entrance ↩️

**1**

12A

Elevation View

Scale: 1/2" = 1"

**2**

12A

Mounting Location View

Not to Scale
SIGN TYPE 12B: INFORMATIONAL SIGN

Description:
Informational sign to be installed below Sign Types 1, 2, or 3 with a symbol such as “No Smoking”, “No Food or Drink”, or “International Symbol of Accessibility” pictogram.

Material / Size / Color:
B2 - 1/16” thick Gravo-Tac of 7” wide and 4” high, #277 SLATE

Graphics / Typography / Color:
Pictograph - 2-1/2" engraved pictograph, WHITE

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
Description:
Informational sign to be installed below Sign Types 1, 2, or 3 with one line of copy and a symbol such as “No Smoking”, “No Food or Drink, or “International Symbol of Accessibility” pictogram.

Material / Size / Color:
B2 - 1/16” thick Gravo-Tac of 7” wide and 4” high, #277 SLATE

Graphics / Typography / Color:
Information Copy - Univers 55, 5/16” cap height, engraved letters, WHITE
Pictograph - 2-1/2” engraved pictograph, WHITE

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
**Description:**
Informational sign to be installed below Sign Types 1, 2, 3, 6A, or 6B with one line of copy and one symbol or two lines of copy.

**Material / Size / Color:**
B1 - 1/16” thick Gravo-Tac of 7” wide and 2” high, #277 SLATE

**Graphics / Typography / Color:**
Information Copy - Univers 55, 5/16” cap height, engraved letters, WHITE

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4*
Description:
Informational sign to be installed below Sign Types 1, 2, or 3 with multiple lines of copy and a symbol such as “No Smoking”, “No Food or Drink, or “International Symbol of Accessibility” pictogram.

Material / Size / Color:
B2 - 1/16” thick Gravo-Tac of 7” wide and 4” high, #277 SLATE

Graphics / Typography / Color:
Information Copy - Univers 55, 5/16” cap height, engraved letters, WHITE
Pictograph - 2-1/2” engraved pictograph, WHITE

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
Description:
Informational sign with window for paper insert for shorter variable information.

Material / Size / Color:
B2 - 1/16" thick Gravo-Tac of 7" wide and 4" high, #277 SLATE
G1 - 1/16" clear acrylic of 7" wide and 4" high with pocket for paper insert

Graphics / Typography / Color:
Information Copy - window available for paper insert to display variable information

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
Description:
Permanent information copy sign.

Material / Size / Color:
- A1 - 1/32” thick Gravo-Tac of 7” wide and 3/4” high, #248-114 RED
- B2 - 1/16” thick Gravo-Tac of 7” wide and 4” high, #277 SLATE

Graphics / Typography / Color:
- Information Copy - Univers 55, 5/16” cap height, engraved letters, WHITE

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
Description:
Permanent information copy sign with two levels of information.

Material / Size / Color:
- A1 - 1/32” thick Gravo-Tac of 7” wide and 3/4” high, #248-114 RED
- B3 - 1/16” thick Gravo-Tac of 7” wide and 6” high, #277 SLATE

Graphics / Typography / Color:
- Floor Designation - Univers 55, 7/16” cap height, engraved letters, WHITE
- Information Copy - Univers 55, 5/16” cap height, engraved letters, WHITE

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
**Description:**
Directional Information sign.

**Material / Size / Color:**
- **A1** - 1/32" thick Gravo-Tac of 7" wide and 3/4" high, #248-114 RED
- **B3** - 1/16" thick Gravo-Tac of 7" wide and 6" high, #277 SLATE

**Graphics / Typography / Color:**
- **Information Copy** - Univers 55, 5/8" cap height, engraved letters, WHITE
- **Arrow** - 5/8" engraved arrow, WHITE

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4*
SIGN TYPE 13C: INFORMATIONAL SIGN

**Description:**
Permanent information sign requiring larger letter size or more than four lines of copy.

**Material / Size / Color:**
- **A1** - 1/32” thick Gravo-Tac of 7” wide and 3/4” high, #248-114 RED
- **B4** - 1/16” thick Gravo-Tac of 7” wide and 8” high, #277 SLATE

**Graphics / Typography / Color:**
- **Information Copy** - Univers 55, 5/16” cap height, raised letters, #200-114 WHITE, 1/32” Gravo-Tac
- **Braille** - 3/8” height, color to match #277 SLATE

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4*
Description:
Area of Rescue Assistance.

Material / Size / Color:
- A3 - 1/32” thick Gravo-Tac of 24” wide and 3/4” high, #248-114 RED
- B13 - 1/8” thick Gravo-Tac of 24” wide and 9” high, #277 SLATE

Graphics / Typography / Color:
- Information Copy - Univers 55, 1-1/4” cap height, vinyl machine-cut letters, color to match Gravo-Tac #200-114 WHITE
- Pictographs - Minimum 6” x 6” symbol size, WHITE

*Note: Refer to NCSBC / IBC Vol.1-C (Accessibility Code) Section 6.3.2.6 for additional requirements.

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
Description:
Overhead Directional Area of Rescue Assistance sign.

Material / Size / Color:
- A4 - 1/32” thick Gravo-Tac of 36” wide and 3/4” high, #248-114 RED
- B15 - 1/8” thick Gravo-Tac of 36” wide and 9” high, #277 SLATE

Graphics / Typography / Color:
- Information Copy - Univers 55, 1-1/4” cap height, viny machine-cut letters, color to match Gravo-Tac #200-114 WHITE
- Pictographs - Minimum 6” x 6” symbol size, WHITE

*Note: Refer to NCSBC / IBC Vol. 1-C (Accessibility Code) Section 6.3.2.6 for additional requirements.

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
Description:
Overhead Directional Area of Rescue Assistance sign.

Material / Size / Color:
A4 - 1/32" thick Gravo-Tac of 36" wide and 3/4" high, #248-114 RED
B15 - 1/8" thick Gravo-Tac of 36" wide and 9" high, #277 SLATE

Graphics / Typography / Color:
Information Copy - Univers 55, 1-1/4" cap height, vinly machine-cut letters, color to match Gravo-Tac #200-114 WHITE
Pictographs - Minimum 6" x 6" symbol size, WHITE

*Note: Refer to NCSBC / IBC Vol. 1-C (Accessibility Code) Section 6.3.2.6 for additional requirements.

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
Description:
Overhead Directional Area of Rescue Assistance sign.

Material / Size / Color:
- A4 - 1/32” thick Gravo-Tac of 36” wide and 3/4” high, #248-114 RED
- B15 - 1/8” thick Gravo-Tac of 36” wide and 9” high, #277 SLATE

Graphics / Typography / Color:
- Information Copy - Univers 55, 1-1/4” cap height, vinyl machine-cut letters, color to match Gravo-Tac #200-114 WHITE
- Pictograms - Minimum 6” x 6” symbol size, WHITE

*Note: Refer to NCSBC / IBC Vol.1-C (Accessibility Code) Section 6.3.2.6 for additional requirements.

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
Description:
Departmental sign with permanent room identification, name of department, and optional paper insert module below for variable information.

Material / Size / Color:
- A9 - 1/32" thick Gravo-Tac of 36" wide and 3/4" high, #248-114 RED
- B6 - 1/8" thick Gravo-Tac of 11-1/2" wide and 5" high, #277 SLATE
- B7 - 1/8" thick Gravo-Tac of 11-1/2" wide and 9" high, #277 SLATE
- G2 - 1/16" clear acrylic of 11-1/2" wide and 5" high with pocket for paper insert

Graphics / Typography / Color:
- Room Number - Univers 55, 3/4" cap height, raised letters, #200-114 WHITE, 1/32" Gravo-Tac
- Braille - 1/4" height, color to match #277 SLATE
- Information Copy - Univers 55, 1" cap height, engraved letters, WHITE
- Pictographs - Minimum 6" x 6" symbol size, WHITE

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
SIGN TYPE 16: ELEVATOR IDENTIFICATION

Description:
Area name or elevator identification to be installed on upper wall.

Material / Size / Color:
A8 - 1/32” thick Gravo-Tac of 48” wide and 1” high, #248-114 RED
B17 - 1/8” thick Gravo-Tac of 48” wide and 6” high, #277 SLATE

Graphics / Typography / Color:
Information Copy - Univers 55, 3” cap height, vinyl letters, color to match Gravo-Tac # 200-114 WHITE

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
Description:
Area name or elevator identification to be installed on upper wall with second tone of informational copy.

Material / Size / Color:
- A8 - 1/32” thick Gravo-Tac of 48” wide and 1” high, #248-114 RED
- B18 - 1/8” thick Gravo-Tac of 48” wide and 10” high, #277 SLATE

Graphics / Typography / Color:
- Information Copy Line 1 - Univers 55, 3” cap height, vinyl letters, color to match Gravo-Tac #200-114 WHITE
- Information Copy Line 2 - Univers 55, 2-1/2” cap height, vinyl letters, color to match Gravo-Tac #200-114 WHITE

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
Description:
Area name or elevator identification to be installed on upper wall when Sign Type 16 will not fit within architectural restraints.

Material / Size / Color:
A7 - 1/32" thick Gravo-Tac of 36" wide and 1" high, #248-114 RED
B14 - 1/8" thick Gravo-Tac of 36" wide and 6" high, #277 SLATE

Graphics / Typography / Color:
Information Copy - Univers 55, 3" cap height, vinyl letters, color to match Gravo-Tac # 200-114 WHITE

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
**SIGN TYPE 16C: ELEVATOR IDENTIFICATION**

**Description:**
Area name or elevator identification to be installed on upper wall when Sign Type 16 will not fit within architectural restraints and copy will not fit within one line.

**Material / Size / Color:**
- A7 - 1/32" thick Gravo-Tac of 36” wide and 1” high, #248-114 RED
- B16 - 1/8” thick Gravo-Tac of 36” wide and 10” high, #277 SLATE

**Graphics / Typography / Color:**
- Information Copy - Univers 55, 3” cap height, vinyl letters, color to match Gravo-Tac #200-114 WHITE

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4*
Description:
Directional signage to be installed on wall requiring multiple directional messages with arrows.

Material / Size / Color:
- A6 - 3/16” thick Gravo-Tac of 18” wide and 1” high, #248-114 RED
- B9 - 3/16” thick Gravo-Tac of 18” wide and 1/2” high, #277 SLATE
- B10 - 1/8” thick Gravo-Tac of 18” wide and 2” high, #277 SLATE, attached with double-sided foam tape
- B12 - 1/8” thick Gravo-Tac backing of 18” wide and 18” high, #277 SLATE

Graphics / Typography / Color:
- Directory Listing - Univers 55, 1” cap height, engraved letters, WHITE
- Arrow - vinyl squares in color with 1” WHITE arrow, color shown for illustration purposes only and is not a specified color

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
Description:
Directional signage to be installed on wall requiring multiple directional messages with arrows.

Material / Size / Color:
- A6 - 3/16” thick Gravo-Tac of 18” wide and 1” high, #248-114 RED
- B9 - 3/16” thick Gravo-Tac of 18” wide and 1/2” high, #277 SLATE
- B10 - 1/8” thick Gravo-Tac of 18” wide and 2” high, #277 SLATE, attached with double-sided foam tape
- B11 - 1/8” thick Gravo-Tac backing of 18” wide and 12” high, #277 SLATE

Graphics / Typography / Color:
- Directory Listing - Univers 55, 1” cap height, engraved letters, WHITE
- Arrow - 1” engraved arrows, WHITE

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
SIGN TYPE 18: INFORMATIONAL SIGN

Description:
Informational sign with window for paper insert for variable information including hours of operation, building policy information, accessible toilet room maps, or maps including diagrammable elements.

Material / Size / Color:
- A5 - 1/32" thick Gravo-Tac of 11-1/2" wide and 1" high, #248-114 RED
- B20 - 1/8" thick Gravo-Tac of 11-1/2" wide and 11-1/2" high, #277 SLATE
- G5 - 1/16" clear acrylic of 11-1/2" wide and 11-1/2" high with pocket for paper insert

Graphics / Typography / Color:
- Paper Insert - variable information to be shown in window

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
Description:
Informational sign with window for paper insert for variable information including hours of operation, building policy information, accessible toilet room maps, or maps including diagrammable elements.

Material / Size / Color:
- A10 - 1/32" thick Gravo-Tac of 9" wide and 1" high, #24B-114 RED
- B19 - 1/8" thick Gravo-Tac of 9" wide and 14" high, #277 SLATE
- G4 - 1/16" clear acrylic of 9" wide and 14" high with pocket for paper insert

Graphics / Typography / Color:
- Paper Insert - variable information to be shown in window

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4*
Description:
Sign with window for paper insert of building evacuation maps.

Material / Size / Color:
- A5 - 1/32" thick Gravo-Tac of 11-1/2" wide and 1" high, #248-114 RED
- B8 - 1/8" thick Gravo-Tac of 11-1/2" wide and 14" high, #277 SLATE
- G3 - 1/16" clear acrylic of 11-1/2" wide and 14" high with pocket for paper insert

Graphics / Typography / Color:
- Title - Univers 55, 3/4" cap height, engraved letters, WHITE
- Warning - Univers 55, 5/16" cap height, engraved letters, WHITE
- Paper Insert - variable information to be shown in window

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4

Not to Scale
Description:
Sign with silk screened insert of orientation map.

Material / Size / Color:
A6 - 1/32" thick Gravo-Tac of 18" wide and 1" high, #248-114 RED
B12 - 1/8" thick Gravo-Tac of 18" wide and 18" high, #277 SLATE

Graphics / Typography / Color:
Orientation map - silkscreen map of 17" wide and 16" high

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
**Description:**
Directory with hinged metal frame for glass cover, a header and 22 holders for paper inserts for building floor or wing destinations.

**Material / Size / Color:**
- **C1** - 1/8” painted aluminum of 10-1/2” wide and 2-1/2” high, color to match Gravo-Tac #277 SLATE and #248-114 RED
- **D1** - Painted aluminum frame 10-1/2” wide and 16” high, color to match #277 SLATE

**Graphics / Typography / Color:**
- **Building Name** - Univers 55, 3/4” cap height, WHITE
- **Directory Title** - Univers 55, 1/2” cap height, BLACK
- **Directory Listing** - Univers 55, 1/4” cap height, BLACK

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
SIGN TYPE 21A: DIRECTORY SIGN

**Description:**
Directory with hinged metal frame for glass cover, a header and 44 holders for paper inserts for building floor or wing destinations.

**Material / Size / Color:**
- C2 - 1/8" painted aluminum of 20" wide and 2-1/2" high, color to match Gravo-Tac #277 SLATE and #248-114 RED
- D1 - Painted aluminum frame 20" wide and 16" high, color to match #277 SLATE

**Graphics / Typography / Color:**
- **Building Name** - Univers 55, 3/4" cap height, WHITE
- **Directory Title** - Univers 55, 1/2" cap height, BLACK
- **Directory Listing** - Univers 55, 1/4" cap height, BLACK

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
Description:
Directory with hinged metal frame for glass cover, a header and 84 holders for paper inserts for building floor or wing destinations.

Material / Size / Color:
C2 - 1/8" painted aluminum of 20" wide and 2-1/2" high, color to match Gravo-Tac #277 SLATE and #248-114 RED
D3 - Painted aluminum frame 20" wide and 26" high, color to match #277 SLATE

Graphics / Typography / Color:
Building Name - Univers 55, 3/4" cap height, WHITE
Directory Title - Univers 55, 1/2" cap height, BLACK
Directory Listing - Univers 55, 1/4" cap height, BLACK

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
**Description:**
Directory with hinged metal frame for glass cover, a header and 126 holders for paper inserts for building floor or wing destinations.

**Material / Size / Color:**
- C3 - 1/8” painted aluminum of 29-1/2” wide and 2-1/2” high, color to match Gravo-Tac #277 SLATE and #248-114 RED
- D4 - Painted aluminum frame 29-1/2” wide and 26” high, color to match #277 SLATE

**Graphics / Typography / Color:**
- Building Name - Univers 55, 3/4” cap height, WHITE
- Directory Title - Univers 55, 1/2” cap height, BLACK
- Directory Listing - Univers 55, 1/4” cap height, BLACK

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4*
Description:
Overhead sign to be bracketed at right angle to wall.

Material / Size / Color:
E1 - 1” expanded polystyrene core with expanded PVC facing and reinforcement on edges of 24” wide and 6” high, color to match Gravo-Tac #277 SLATE and #248-114 RED
F1 - 1/2” clear anodized aluminum mating channel 6” high

Graphics / Typography / Color:
Copy - Univers 55, 3” cap height, WHITE

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
SIGN TYPE 22A: OVERHEAD IDENTIFICATION

Description:
Overhead sign to be bracketed at right angle to wall requiring more than one line of copy.

Material / Size / Color:
E2 - 1" expanded polystyrene core with expanded PVC facing and reinforcement on edges of 24" wide and 10" high, color to match Gravo-Tac #277 SLATE and #248-114 RED
F2 - 1/2" clear anodized aluminum mating channel 10" high

Graphics / Typography / Color:
Copy - Univers 55, 3" cap height, WHITE

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4

Elevation View
Scale: 3/16" = 1"

Detail Elevation View
Scale: 1/4" = 1"

Mounting Location View
Not to Scale
SIGN TYPE 23: OVERHEAD DIRECTIONAL

**Description:**
Overhead sign to be ceiling mounted with potential of three lines of directional copy on one side. Side not used for copy to have single solid laminated face.

**Material / Size / Color:**
E3 - 1" expanded polystyrene core with expanded PVC facing and reinforcement on edges of 48" wide and 15" high, color to match Gravo-Tac #277 SLATE

**Graphics / Typography / Color:**
Copy - Univers 55, 3" cap height, WHITE
Arrow - Silk-screened acrylic with 3" WHITE arrow, color shown for illustration purposes only and is not a specified color

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4*
SIGN TYPE 23A: OVERHEAD DIRECTIONAL

Description:
Overhead sign to be ceiling mounted with potential of three lines of directional copy on both sides of sign.

Material / Size / Color:
E3 - 1" expanded polystyrene core with expanded PVC facing and reinforcement on edges of 48" wide and 15" high, color to match GravoTac #277 SLATE

Graphics / Typography / Color:
Copy - Univers 55, 3" cap height, WHITE
Arrow - Silk-screened acrylic with 3" WHITE arrow, color shown for illustration purposes only and is not a specified color

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
Description:
Overhead sign to be ceiling mounted with potential of four lines of directional copy on one side. Side not used - solid colors with individual panels and boxes for removal.

Material / Size / Color:
E4 - 1” expanded polystyrene core with expanded PVC facing and reinforcement on edges of 48” wide and 20” high, color to match Gravo-Tac #277 SLATE

Graphics / Typography / Color:
Copy - Univers 55, 3” cap height, WHITE
Arrow - Silk-screened acrylic with 3” WHITE arrow, color shown for illustration purposes only and is not a specified color

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
Description:
Overhead sign to be ceiling mounted with potential of four lines of directional copy on both sides of sign.

Material / Size / Color:
E4 - 1” expanded polystyrene core with expanded PVC facing and reinforcement on edges of 48” wide and 20” high, color to match Gravo-Tac #277 SLATE

Graphics / Typography / Color:
Copy - Univers 55, 3” cap height, WHITE
Arrow - Silk-screened acrylic with 3” WHITE arrow, color shown for illustration purposes only and is not a specified color

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
**Description:**
Overhead sign to be ceiling mounted with four faces each of which has the potential of three lines of directional copy.

**Material / Size / Color:**
E3 - 1" expanded polystyrene core with expanded PVC facing and reinforcement on edges of 48" wide and 15" high, color to match Gravo-Tac #277 SLATE

**Graphics / Typography / Color:**
Copy - Univers 55, 3" cap height, WHITE
Arrow - Silk-screened acrylic with 3" WHITE arrow, color shown for illustration purposes only and is not a specified color

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4*
Description:
Overhead sign to be ceiling mounted with four faces each of which has the potential of four lines of directional copy.

Material / Size / Color:
E4 - 1” expanded polystyrene core with expanded PVC facing and reinforcement on edges of 48” wide and 20” high, color to match Gravo-Tac #277 SLATE

Graphics / Typography / Color:
Copy - Univers 55, 3” cap height, WHITE
Arrow - Silk-screened acrylic with 3” WHITE arrow, color shown for illustration purposes only and is not a specified color

*NOTE: For more detailed information about the Mounting of the Sign refer to Section 2.4
Description:
Freestanding Directional Kiosk.

Materials / Size / Color:
Sign Type 20 with insert
H1 - acrylic holder for paper handouts, 9” wide and 1'-0” high
J1 - 1/4” fiberglass bonded to aluminum framing members at every corner and edge with bracing, color to match Gravoply SLATE, bolted to floor or braced with 100 lb. weight.

Graphics / Typography / Color:
Kiosk Title - Univer 55, 2” cap height, WHITE
Description:
Backlit Orientation Map and Directory
Combination to be recessed into millwork or wall.

Typography:
Style - Univers 55
Color - White
Size on message strip - 1/4" cap height
Size on sheet graphic - per CD-ROM