

Interior Signage Policies and Procedures



Weber State University Facilities Management
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INTRODUCTION- WHY WE NEED STANDARDS

The main purpose of the WSU Interior Sign Standard is to provide the guidelines for the manufacturing, purchasing and installation of interior signage on campus. It should also insure compliance with ADA codes and facilitate efficient management of campus resources and facilities.

Room numbers are an important resource and are used by many people for many purposes on and off campus. These include Students, Faculty and Staff, Budget & Institutional Research, Facilities Management, Information Technology, Property Control, the State of Utah, the State Fire Marshall, contractors, Emergency Medical Service and Rescue, vendors, as well as Class Schedules and the WSU directory. Consistent and clear signage aids patrons in navigating through buildings and facilitates the timely arrival of Emergency Medical Service Personnel in the event of an emergency.

Room numbers are listed on publications such as Class Schedules and the WSU directory which may be utilized by people who are unfamiliar with campus buildings. The use of uniform interior signage helps guide them to their destinations by providing a pattern they can follow and making it clear when they have reached their destination.

Emergency Medical Service is in the process of entering building and room numbers into their database(s) and linking them with the corresponding phone number. This allows EMS Personnel to determine from which building and room an emergency 911 call is being made. Making sure that recorded room numbers match room numbers on signs, and that rooms are clearly labeled, is crucial to this emergency response system.

By following the guidelines described within, we can manage campus schedules and properties, comply with codes, and maintain university construction standards with a high level of quality and integrity.

SPACE NUMBERING GUIDE

The purpose for space numbering, and the accompanying signage, is to easily direct individuals to a person or location in a building and to manage the space and its attributes within the Facilities Management information system, AiM. Weber State University (WSU) Facilities Management's AiM is a tool set that assists in space management with the key element to identify and relate ALL spaces to both a database and a graphical representation. AiM requires that ALL spaces be acknowledged and numbered with a unique identifier within the database, even though all spaces may not be a part of the sequential numbering and signage system used to direct people. This unique identifier will be a combination of three fields, the FM Building I.D. (a 2-letter abbreviation assigned by FM to each building), the Floor I. D., plus a unique Space Number.

WSU Facilities Management CAD/BIM & Space Inventory Supervisor is responsible for the numbering, tracking and documenting of changes for all spaces on the Weber State University campus; including the spaces affected or created by remodel and construction projects. Regardless of the size and scope of the project, it is necessary to contact WSU Facilities Management, CAD/BIM & Space Inventory Supervisor's office for all room numbering needs.

Following are the basic guidelines:

- 1.** The first digit of a room number indicates the floor on which the room is located. The level bearing the number 1 as its first digit should be the uppermost floor entered at grade or one half level above grade. To identify levels below grade, the level immediately below level 1 will be level 0; a level existing below 0 will be identified as level B. Roofs will have an R as a 'floor identifier'. The intent is to have a designation that clearly denotes the floor location relative to the entire facility. If a new building is to connect to existing facilities, consideration must be given to match the level designation and description of the adjoining facility.
- 2.** If there are less than 10 levels above grade, the space identifier will consist of 3 or 4 characters with the first digit designating the level number, the second and third will represent the space. If the space is located within a suite, it will additionally have a fourth alpha-character such as A, B, C, etc. (See item #3 for suites). When there are more than 9 levels above grade, then the identifier will have 4 or 5 characters and follow the same logic.
- 3.** Spaces inside of spaces shall have the main space number followed by an alpha character, i.e. rooms accessed by going through room 302 would be designated 302A, 302B, 302C etc. If a room is inside a large numbered space, such as a library, dining facility or an open office plan, the individual spaces may have their own sequential number.
- 4.** Cubicles inside rooms should be given the main room number followed by an alpha designation. If there are both permanent rooms and cubicles in the same space, the permanent rooms should be numbered first.
- 5.** Space numbering must first be looked at to provide for direction. Where the numbering begins is therefore usually specific to the facility. Numbers should begin where the main entrance to the floor occurs – usually this is at the main entrance to the building or on upper floors, at the elevator lobby. From this point numbering should ascend in a clockwise direction, when possible.
- 6.** Spaces are numbered, not doors. If there is more than one door opening into a single space, all doors should have the same number.
- 7.** Moving in the direction of travel (typically clockwise), room numbers should be assigned in a sequential manner, as doorways are approached. In basic, uncomplicated layouts, the numbering

may be designated with even numbers located on the left and odd numbers on the right, similar to street numbering, skipping numbers as necessary to maintain number relationship

8. If the plan suggests that spaces may be divided in the future, sequential numbers can be held in reserve. Most buildings undergo renovation many times; and when, as is often the case, larger spaces are divided into smaller spaces, new room numbers will be needed. Having numbers in reserve eliminates the need to renumber an entire level after a portion has been remodeled.
9. To the greatest extent possible, room numbering on various floors should follow the same pattern as other floors in the building.
10. All rooms, including Restrooms, Custodial Closets, Mechanical rooms, Storages, and Telecom/Network rooms should be numbered sequentially (skipping numbers as suggested by item #8).
11. Corridors, stairs, elevators, shafts and chases have unique identifiers and do not follow the same sequence as all other spaces. These spaces will be identified on the drawing set and in AiM using the following criteria.
 - **Stairs** will be numbered with the appropriate floor level as a **first digit, followed by a 99, and a suffix (if there is more than one stairwell in the building)**. The same stairwell on subsequent floors will have a first digit to identify the floor level, and keep the same #99 plus suffix that is given on other floors.
Example: 299B = 2nd stairwell on level two.
 - **Elevator shafts** will have the appropriate floor level as a **first digit, followed by an ‘E’ which identifies it with an elevator, and then a number (if there is more than one in the building)**. The same elevator shaft on different floors will have a first digit to identify the floor level, and the same “E” plus number given on other floors.
Example: 1E3 = 3rd elevator shaft on level one.
 - **Mechanical shafts and chases**, not usually accessible to the general public, will be identified **with floor level first, followed by an ‘S’ or ‘C’ and then a suffix**. In buildings with an extraordinary number of shafts and/or chases, additional considerations will be necessary in their identification.
Example: 1SA = 1st shaft on level one; 2CC = 3rd chase on level two.

Our goal is to work with the architect at the beginning of a project so that drawing numbers can be continued as actual room numbers throughout the project, avoiding confusion of having Architectural or “Drawing ID Numbers”. We will number rooms as soon as possible after the floor plan of a new or remodeled space is established and the drawings are submitted to the CAD/BIM & Space Inventory Supervisor. Modifications to a design that occur *after* the initial design completion and create a need for numbering changes or additions will be submitted to the CAD/BIM & Space Inventory Supervisor as soon as possible. To avoid problems and misunderstanding, the WSU Project Manager will keep the CAD/BIM & Space Inventory Supervisor informed and up-to-date as project design changes occur.

ORDERING SIGNS

Before signs can be ordered, there are a few steps that must be followed. They are:

1. Submit a “chargeable” work order to Facilities Management that provides:
 - The cost code that will be used to purchase the signs
 - The quantity of signs to be ordered
 - What building the signs are for
 - The area in the building that is receiving the signs
2. Facilities Management staff will coordinate types of signs needed
3. A sign order will be created, as well as an estimated cost, to be given to the customer for authorization.

If the order is over \$1,500 and/or is for a construction or remodel project:

1. Once the quote is approved, the customer will create a requisition through Purchasing that includes the sign order created by FM.
2. Purchasing typically requires about a week to create a Purchase Order (PO) from the requisition, and then once the order is officially placed with UCI there is typically a 30-day turnaround.
 - If the signs are needed prior to the typical time frame it takes to order, then Carolyn Sciarini in Purchasing can be called and asked to bump up the requisition to the front of the queue.
 - If the signs are needed even faster, Purchasing can be called to put a rush on the requisition and the PO that is sent to UCI. As a result, there is a 20% rush fee added to the total price of the order.

If the order is under \$1,500:

1. There will be no PO number, and FM staff will send the order directly to UCI.
2. A P-Card will be used to pay for the signs (funds will later be reallocated).

Once the signs are received, FM Staff will:

1. Check the signs with the order to verify accuracy
2. Create Phase 2 of the work order for the carpenters to install the signs
3. Email the customer to notify them that the signs have arrived, and include the work order number. The work order number can be used, if necessary, to reference the order.
4. Pay invoice over the phone
5. Reallocate funds in Focus
6. Set Phase 1 of the work order to complete

INSTALLATION OF SIGNS (ADA)

Installation Dimensions

The intent of these specifications is to create a uniform appearance throughout the campus buildings by ensuring the top of all signs is at the same height.

1. All standard 6" x 6" room signs shall be mounted with their centerline 60" above the floor.
2. All standard 3" x 6" 'number only' signs shall be mounted with their centerline 62" above the floor.
3. Horizontal distance from edge of sign to edge of closest door frame shall be 4" (unless existing conditions make this impossible).
4. All 8" x 14" perpendicular wing wall signs shall be centered horizontally and mounted 2" above the corresponding entryway. (Does not have to be over an entryway.)

Installation Method

1. Install all signs with double sided tape. This will insure good adherence without damaging the wall surfaces.
2. If signs are to be installed on brick walls or other non-smooth surfaces, an aluminum plate will be screwed to the wall first and the sign will be mounted on top of the plate.
3. If a sign must be placed on a window, a backing that is the same size as the sign must be provided. This backing is to be placed on the opposite side of the window to conceal the mounting tape.
4. Install on latch side of door whenever possible
5. FM personnel will install all signs, unless a contract specifies a contractor to install signage.

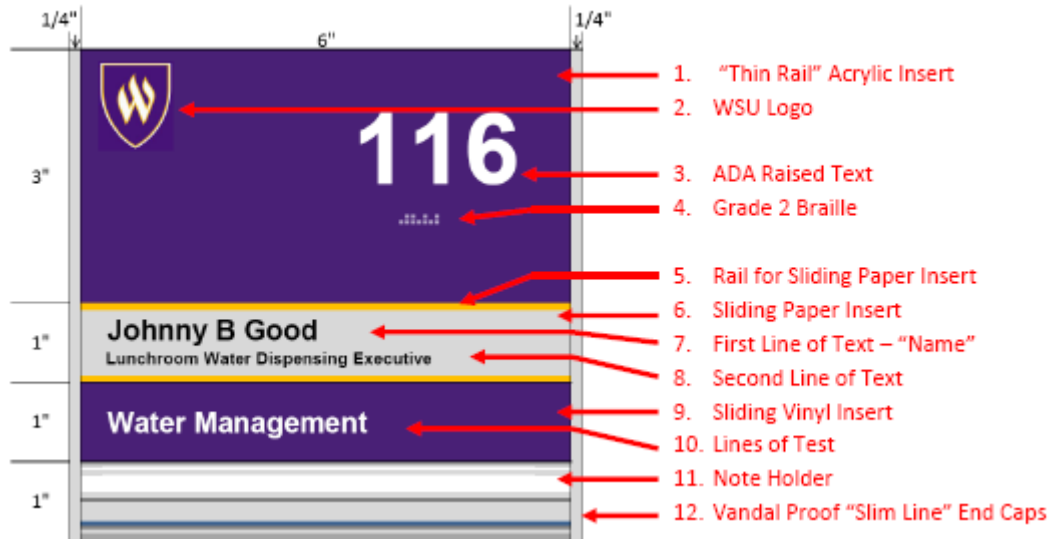
Room Sign Requirements

1. All doors leading from a stairwell must have a Floor ID Sign mounted inside the stairwell.
2. All elevators must have an Emergency Elevator Sign.
3. All rooms must minimally have either a standard 6" x 6" room identification sign or a 3" x 6" number only sign.
4. All restroom signage must have an ADA restroom logo. A room number is preferred on all restroom signage.

INTERIOR SIGN TYPES

6" x 6" Standard Room ID Signs

These signs come at a cost of about \$121.98 and can be installed by Facilities Management personnel. When the occupant or use of a room is changed, Facilities Management should be alerted to the change by e-mail. FM will switch out the sliding paper inserts within 3 to 4 days at no charge.



1. "Thin Rail" Insert

- Material: Acrylic
- Dimensions: 6" Wide x 3" High
- Color: 2/90 Sign System Grape (248)/Pantone 527/R-122 G-30 B-153; to be spray-painted on back after the application of logo.

2. WSU Logo

- Material: Screen Printed onto backside of mounting surface.
- Dimensions: 1" Wide x 1 5/16" High. Logo to be placed 1/4" from left edge and 1/4" from top edge of acrylic insert.
- Color: 2/90 Sign System Grape (248)/Pantone 527/R-122 G-30 B-153, 2/90 Sign System Yellow (215)/Pantone 123/ R-255 G-198 B-30, 2/90 Sign System White (208)

3. ADA Raised Text

- Material: Text is to be made using a photopolymer process to ensure it is an integral part of the sign. Characters to be produced with square cut edges, free from burrs and cut marks and accompanied by Grade 2 Braille. This text complies with ADA Accessibility Guidelines and ICC/ANSI A117.1.
- Dimensions: Characters to be 1" in height, Helvetica font, and must be raised a minimum of 1/32" from surface of the sign.
- Color: 2/90 Sign System White (208)
- Text Content: Room Number

4. Grade 2 Braille

- a. Material: Acrylic – Braille is to be raised a minimum of 1/32” from surface using a photopolymer process to ensure it is an integral part of the sign.
- b. Color: 2/90 Sign System Grape (248)/Pantone 527/R-122 G-30 B-153

5. Rail for Sliding Paper Insert

- a. Material: painted brushed aluminum
- b. Dimensions: 6” Wide x 1” High
- c. Color: 2/90 Sign System Yellow (215)/Pantone 123/ R-255 G-198 B-30, the yellow in this rail must match the yellow in the logo. The paint needs to be able to hold up, without chipping, as the rail is removed and replaced, when the paper inserts are changed out periodically.
- d. Options: Can add 2nd yellow rail, with paper insert, for additional person or room name.

6. Sliding Paper Insert (A) and Sliding Vinyl Insert (B)

A.

- a. Material: Cardstock paper
- b. Dimensions: Will be cut to 6” Wide x 1” High as inserts are needed.
- c. Color: 2/90 Sign System Cool Grey

B.

- a. Material: Vinyl piece to cover paper insert
- b. Dimensions: 6” Wide x 1” High
- c. Color: Clear

7. First Line of Text-“Name”

If this is the only line of text on the insert, it should be centered vertically. For consistency, **only the person’s name** will be printed on the sign insert. Degree letters may be added after the name, if desired (PhD, EdD, MEd, MS, etc). Titles will not be included as part of the person’s name.

- a. Material: Sliding Paper Insert
- b. Dimensions: Font must be Helvetica and ¼” high in size
- c. Color: Laser Print Black Text

8. Optional Second Line of Text-“Title”

Both lines of text should be centered vertically.

- a. Material: Sliding Paper Insert
- b. Dimensions: Font Size of 5/32” with the Helvetica font
- c. Color: Laser Print Black Text

9. “Thin Rail” Insert

- a. Material: Acrylic
- b. Dimensions: 6” Wide x 3” High
- c. Color: 2/90 Sign System Grape (248)/Pantone 527/R-122 G-30 B-153

10. Line of Text-“Department/College”

If there is only one line of text, this single line will be centered vertically.

- a. Material: Vinyl text applied to backside of clear vinyl insert. Back of insert to be spray-painted after application of text.
- b. Dimensions: Font must be Helvetica and the size is ¼” High and placed ¼” from left edge of acrylic insert.

- c. Color: Text to be 2/90 Sign System White (208), Insert to be spray painted 2/90 Sign System Grape (248)/Pantone 527/R-122 G-30 B-153
- d. Optional: There may be a second line of text if necessary. When there are two lines of text, both must be centered vertically and placed ¼” from left edge.

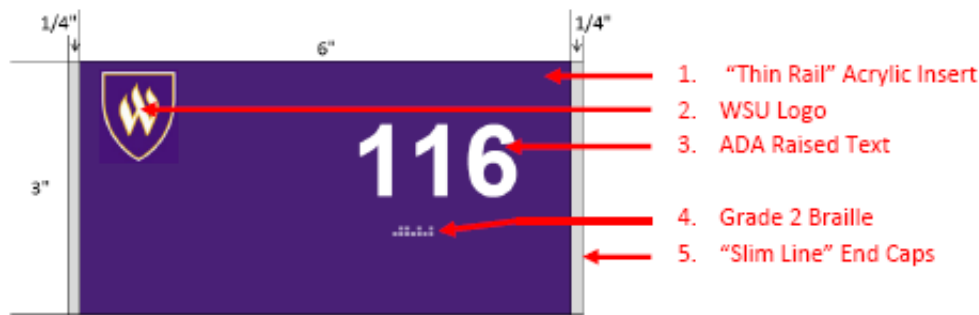
11. Note Holder

- a. Material: Brushed Aluminum
- b. Dimensions: 6” Wide x 1” High
- c. Color: None

12. Vandal Proof “Slim Line” End Caps

- a. Material: Brushed Aluminum
- b. Dimensions: ¼” Wide x 6” High

3" x 6" Standard 'Number Only' Room Signs



1. "Thin Rail" Insert

- a. Material: Acrylic
- b. Dimensions: 6" Wide x 3" High
- c. Color: 2/90 Sign System Grape (248)/Pantone 527/R-122 G-30 B-153; to be spray-painted on back after the application of logo.

2. WSU Logo

- a. Material: Screen Printed onto backside of mounting surface
- b. Dimensions: 1" Wide x 1 5/16" High. Logo to be located in upper left corner of acrylic insert, 1/4" from left edge and 1/4" from top edge of insert.
- c. Color: 2/90 Sign System Grape (248)/Pantone 527/R-122 G-30 B-153, 2/90 Sign System Yellow (215)/Pantone 123/ R-255 G-198 B-30, 2/90 Sign System White (208)

3. ADA Raised Text

- a. Material: Text is to be made using a photopolymer process to ensure it is an integral part of the sign. Characters to be produced with square cut edges, free from burrs and cut marks and accompanied by Grade 2 Braille. This text complies with ADA Accessibility Guidelines and ICC/ANSI A117.1.
- b. Dimensions: Characters to be 1" in height with the Helvetica font, and must be raised a minimum of 1/32" from surface of sign.
- c. Color: 2/90 Sign System White (208)
- d. Text Content: Room Number

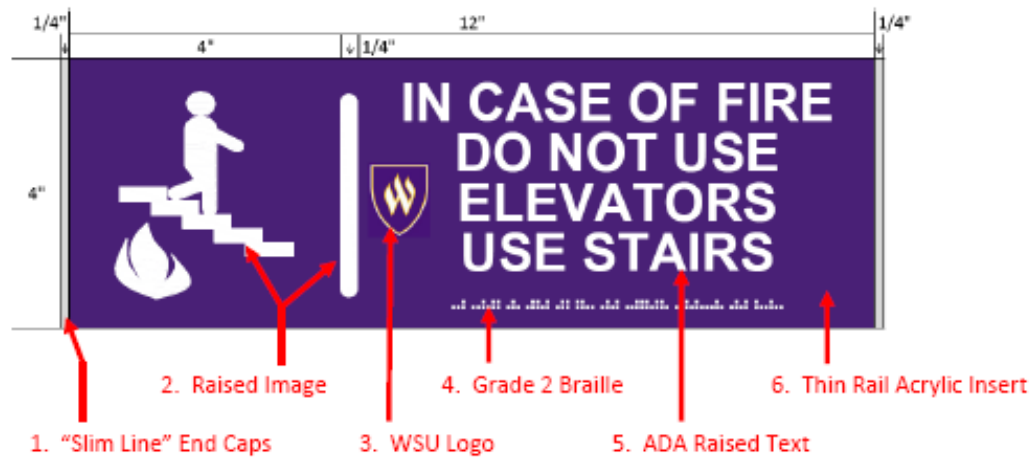
4. Grade 2 Braille

- a. Material: Acrylic- Braille is to be raised a minimum of 1/32" from surface using a photopolymer process to ensure it is an integral part of the sign.
- b. Color: 2/90 Sign System Grape (248)/Pantone 527/R-122 G-30 B-153

5. Vandal Proof "Slim Line" End Caps

- a. Material: Brushed Aluminum
- b. Dimensions: 1/4" Wide x 3" High

Emergency Elevator Signs



1. Vandal Proof “Slim Line” End Caps

- a. Material: Brushed Aluminum
- b. Dimensions: ¼” Wide x 3” High
- c. Color: None

2. Raised Image

- a. Material: Images to be made using a photopolymer process to ensure it is an integral part of the sign. Images to be produced with square cut edges, free from burrs and cut marks and accompanied by Grade 2 Braille. This complies with ADA Accessibility Guidelines and ICC/ANSI A117.1.
- b. Dimensions: Images must be raised a minimum of 1/32” from surface of sign.
- c. Color: 2/90 Sign System White (208)

3. WSU Logo

- a. Material: Screen Printed onto backside of mounting surface.
- b. Dimensions: 1” Wide x 1 5/16” High. Logo to be centered vertically and located ¼” to the right of the divider.
- c. Color: 2/90 Sign System Grape (248)/Pantone 527/R-122 G-30 B-153, 2/90 Sign System Yellow (215)/Pantone 123/ R-255 G-198 B-30, 2/90 Sign System White (208)

4. Grade 2 Braille

- a. Material: To be cut into “Thin Rail” acrylic insert.
- b. Color: 2/90 Sign System Grape (248)/Pantone 527/R-122 G-30 B-153

5. ADA Raised Text

- a. Material: Text is to be made using a photopolymer process to ensure it is an integral part of the sign. Characters to be produced with square cut edges, free from burrs and cut marks. This text complies with ADA Accessibility Guidelines and ICC/ANSI A117.1.
- b. Dimensions: Characters to be 5/8” in height, Helvetica font, and must be raised a minimum of 1/32” from the surface of the sign.
- c. Color: 2/90 Sign System White (208)

- d. Text Content: “IN CASE OF FIRE DO NOT USE ELEVATORS USE STAIRS”
- 6. “Thin Rail” Acrylic Insert**
- a. Material: Acrylic
 - b. Dimensions: 12” Wide x 4” High
 - c. Color: 2/90 Sign System Grape (248)/Pantone 527/R-122 G-30 B-153; to be spray-painted on back after the application of logo.

Stairwell Floor ID



1. WSU Logo

- a. Material: Screen Printed onto backside of mounting surface
- b. Dimensions: 1" Wide x 1 5/16" High. Logo to be placed 1/4" from left edge and 1/4" from top edge of acrylic insert.
- c. Color: 2/90 Sign System Grape (248)/Pantone 527/R-122 G-30 B-153, 2/90 Sign System Yellow (215)/Pantone 123/ R-255 G-198 B-30, 2/90 Sign System White (208)

2. "Thin Rail" Acrylic Insert

- a. Material: Acrylic
- b. Dimensions: 6" Wide x 6" High
- c. Color: 2/90 Sign System Grape (248)/Pantone 527/R-122 G-30 B-153; to be spray-painted on back after the application of logo.

3. ADA Floor Designation Text

- a. Material: Text is to be made using a photopolymer process to ensure it is an integral part of the sign. Characters to be produced with square edges free from burrs and cut marks. This complies with ADA Accessibility Guidelines and ICC/ANSI A117.1.
- b. Dimensions: Characters must be raised a minimum of 1/32" from surface of sign. Characters will be 5/8" high using the Helvetica font.
- c. Color: 2/90 Sign System White
- d. Text Content: Floor Number

4. Grade 2 Braille

- a. Material: Acrylic- Braille is to be raised a minimum of 1/32" from surface using a photopolymer process to ensure it is an integral part of the sign.
- b. Color: 2/90 Sign System Grape (248)/Pantone 527/R-122 G-30 B-153

5. "Slim Line" Vandal Proof End Caps

- a. Material: Brushed Aluminum
- b. Dimensions: ¼” Wide x 6” High

Building Directories

Building Directory Must Include:

1. Weber State Logo

- a. Material: Screen Printed onto backside of mounting surface
- b. Dimensions: 1" Wide x 1 5/16" High. Logo to be placed ¼" from left of acrylic insert.
- c. Color: 2/90 Sign System Grape (248)/Pantone 527/R-122 G-30 B-153, 2/90 Sign System Yellow (215)/Pantone 123/ R-255 G-198 B-30, 2/90 Sign System White (208). Other Colors used in the building decor may be used AND must be approved by Facilities Management's signage coordinator.

2. **Weber State University Text**-The text "Weber State University" must be included somewhere on the directory.

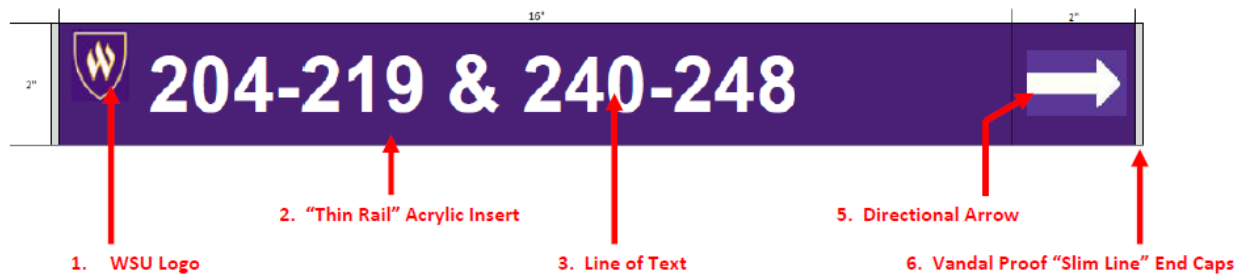
3. **Floor Number**-Floor numbers must be listed.

4. **Room Title**-The title or function of the room must be listed beside the corresponding room number and under the proper floor number heading.

5. **Room Number**-The room number must be listed beside the corresponding room title.

FIRST FLOOR	
Testing Center	110
MEZZANINE	
Electronic Classroom	201
Computer Training Center	203
Video Conferencing	205
MultiMedia Services	
Audio/Video Services	207-209
SECOND FLOOR	
MultiMedia Services	
Graphics/Photography	216
Faculty Support Lab	215
WSU Online	215
Computing Support and Technology Services Helpdesk	218

Interior Directional Signs



1. WSU Logo

- Material: Screen Printed onto backside of mounting surface.
- Dimensions: 1" Wide x 1 5/16" High. Logo to be placed 1/4" from left of acrylic insert.
- Color: 2/90 Sign System Grape (248)/Pantone 527/R-122 G-30 B-153, 2/90 Sign System Yellow (215)/Pantone 123/ R-255 G-198 B-30, 2/90 Sign System White (208)

2. "Thin Rail" Acrylic Insert

- Material: Acrylic
- Dimensions: 18" Wide x 2" High
- Color: 2/90 Sign System Grape (248)/Pantone 527/R-122 G-30 B-15; to be spray-painted on back after the application of logo.

3. Line of Text

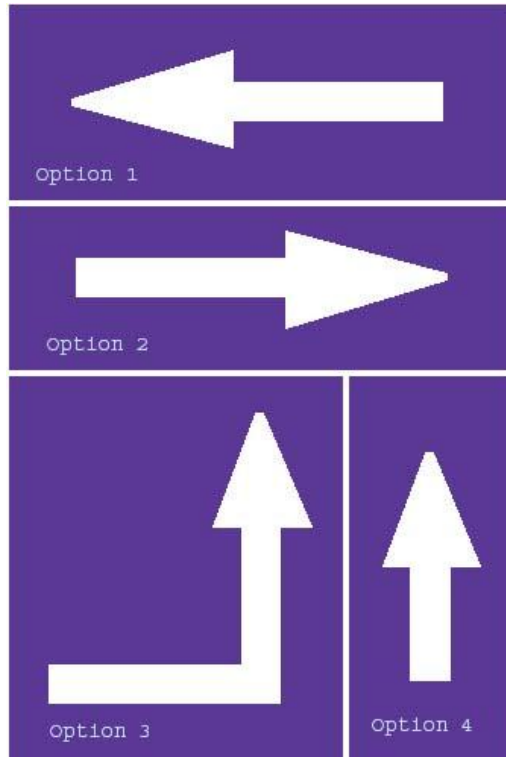
- Material: Vinyl text applied to the backside of clear acrylic insert. Back of insert to be spray-painted after application of text.
- Dimensions: Characters to be 1" high using the Helvetica font and placed 1/4" from left edge of insert.
- Color: 2/90 Sign System White (208)

4. Directional Arrow

- Material: Vinyl arrow applied to the backside of clear acrylic insert. Back of insert to be spray-painted after application of arrow.
- Dimensions: Arrows are to be 1 1/2" W x 5/8" H.
- Color: 2/90 Sign System White (208)
- Optional: The arrow type can be chosen from one of the five options shown.

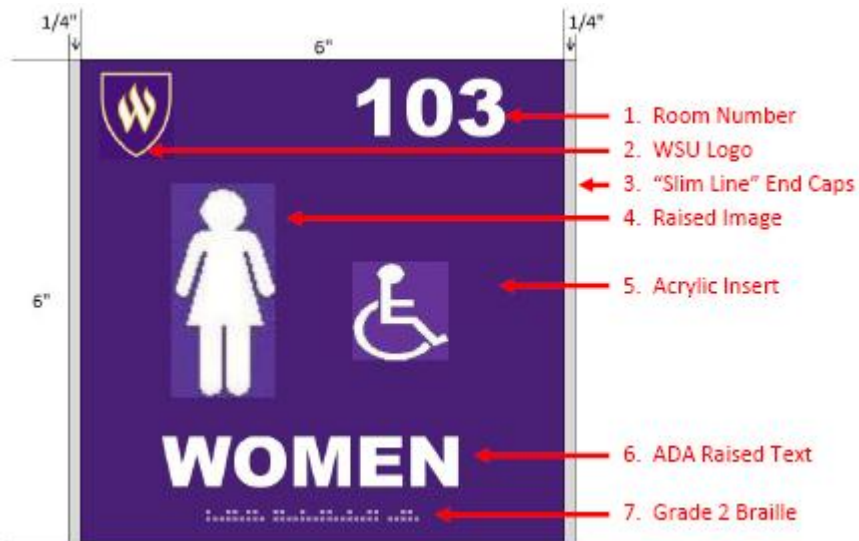
5. Vandal Proof "Slim Line" End Caps

- Material: Brushed Aluminum
- Dimensions: 1/4" W x 2" H



Arrow Options

Restroom Sign



1. Room Number

- Material: Text is to be made using a photopolymer process to ensure it is an integral part of the sign. Characters to be produced with square cut edges, free from burrs and cut marks and accompanied by Grade 2 Braille. This complies with ADA Accessibility Guidelines and ICC/ ANSI A117.1.
- Dimensions: Text must be raised a minimum of 1/32" from the surface of the sign. Characters to be 1" high using the Helvetica font.
- Color: 2/90 Sign System White (208)
- Text Content: Room Number

2. WSU Logo

- Material: Screen Printed onto backside of mounting surface.
- Dimensions: 1" Wide x 1 5/16" High. Logo to be placed 1/4" from left of acrylic insert.
- Color: 2/90 Sign System Grape (248)/Pantone 527/R-122 G-30 B-153, 2/90 Sign System Yellow (215)/Pantone 123/ R-255 G-198 B-30, 2/90 Sign System White (208)

3. "Slim Line" End Caps

- Material: Brushed Aluminum
- Dimensions: 1/4" Wide x 6" High
- Color: None

4. Raised Image

- Material: Images are to be made using a photopolymer process to ensure they are an integral part of the sign. Images to be produced with square cut edges, free from burrs and cut marks and accompanied by Grade 2 Braille. This complies with ADA Accessibility Guidelines and ICC/ANSI A117.1.
- Dimensions: Images must be raised a minimum of 1/32" from surface of sign.
- Color: 2/90 Sign System White (208)

5. Acrylic Insert

- a. Material: Acrylic
- b. Dimensions: 6” Wide x 6” High
- c. Color: 2/90 Sign System Grape (248)/Pantone 527/R-122 G-30 B-153; to be spray-painted on back after the application of logo.

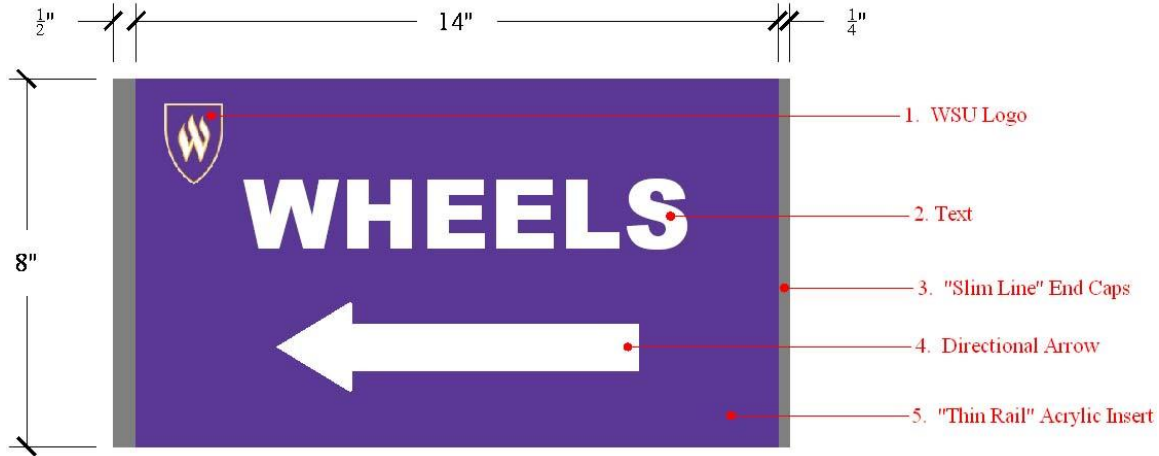
6. ADA Raised Text

- a. Material: Text is to be made using a photopolymer process to ensure it is an integral part of the sign. Characters to be produced with square cut edges, free from burrs and cut marks and accompanied by Grade 2 Braille. This complies with ADA Accessibility Guidelines and ICC/ ANSI A117.1.
- b. Dimensions: Characters to be 5/8” high using the Helvetica font. Characters must be raised a minimum of 1/32” from surface of sign.
- c. Color: 2/90 Sign System White (208)
- d. Text Content: Bathroom Gender Designation

7. Grade 2 Braille

- a. Material: Acrylic- Braille is to be raised a minimum of 1/32” from the surface using a photopolymer process to ensure it is an integral part of the sign.
- b. Color: 2/90 Sign System Grape (248)/Pantone 527/R-122 G-30 B-153

Perpendicular Wall Mount Signs



1. WSU Logo

- Material: Screen Printed onto backside of mounting surface.
- Dimensions:
- Color: 2/90 Sign System Grape (248)/Pantone 527/R-122 G-30 B-153, 2/90 Sign System Yellow (215)/Pantone 123/ R-255 G-198 B-30, 2/90 Sign System White (208)

2. Text

- Material: Vinyl text applied to backside of clear vinyl insert. Back of insert to be spray-painted after application of text.
- Dimensions: Characters to be 1 1/2" high using the Helvetica font.
- Color: Text to be 2/90 Sign System White (208), Spray Paint to be 2/90 Sign System Grape (248)/Pantone 527/R-122 G-30 B-153

3. "Slim Line" End Caps

- Material: Brushed Aluminum
- Dimensions: 1 End Cap 1/4" Wide x 8" High, 1 End Cap 1/2" Wide x 8" High
- Color: None

4. Directional Arrow

- Material: Vinyl symbol applied to backside of clear vinyl insert. Back of insert to be spray-painted after application of symbol.
- Dimensions: 7" Long from Tip to Tail, 1 3/4" Wide x 2" High at Arrow, 1" High at Stem
- Color: Text to be 2/90 Sign System White (208)

Miscellaneous Warning and Other Informational Signs

-This section is currently being worked on, and will be updated ASAP-

Donor Recognition Sign ‘Guidelines’

Donor signs will be designed according to the building they are for. Building architecture, interior finish materials and colors, and existing donor signs will all be considered in the design. The design will be subject to review by the WSU Sign Standards Team (WSST). Donor signs will be manufactured by Beehive Glass.

Donor Portraits

Portrait:

- If matting is used, it will be museum quality, acid free matting.
- Preferred frame thickness is

‘Bio’ Plaque:

Material: Clear, non-tinted glass with etched, dark grey text on back, and brushed aluminum brackets/holders will be used on white walls.

Clear, non-tinted glass with etched text on back, painted white, and brushed aluminum brackets/holders will be used on dark walls.

Donor Signs for Rooms

Material: Clear, non-tinted glass with polished/brushed aluminum brackets/holders

Size: 11” Wide x 17” High

Font:

Color:

Message:

Donor Signs for Wings

Material: 3/8” thick beveled glass

Size: 11” Wide x 17” High

Font:

Color: dark green tinted glass with etched font

Message:

Donor Walls

Donor walls should be located at the main entrance to the building and should be easily changeable.

SIGN CHANGES NEEDED

If any element of a sign needs to be changed/replaced:

1. Contact Facilities Management by email, and include:
 - Room number for the sign(s)
 - Building the sign(s) is/are located in
 - Element of the sign(s) that needs to be changed/replaced
 1. If the **gray insert** containing the name and title of an individual, or the name of the room, needs to be changed, then this is done quickly and at no charge. Simply include the new information to be included on this piece.
 2. If the **room number, department piece, or other element** needs to be changed, then include a cost code. This piece will have to be ordered through the sign company, and will therefore take longer to receive.
2. The new elements will be installed by a member of FM staff.
 - The gray insert will typically be installed within 2-3 days of the request
 - Additional parts that had to be ordered will be installed as soon as they arrive

Update Procedures

Procedures

1. All new signs will meet the University standard for signs and directories.
2. To obtain the new signs, FM will initiate a purchase Requisition for manufacture and installation of the signs. This will include :
 - a. Revised numbered floor plan
 - b. Sign schedule with sign types and wording/message
 - c. American Disabilities Act compliance
3. FM will issue a work order to the Carpenter Shop to install the new signs upon arrival.
4. The Carpenter Shop will install the signs and notify FM Project Manager or FM CAD/BIM & Space Inventory Supervisor of completion.

Room Renumbering Procedures and Funding

- a. A building will be renumbered if the building has a major renovation, has numerous cumulative changes, or is in violation of codes. Other buildings not complying with Weber State Sign Standards will be systematically changed over to compliant signage as resources permit.
- b. For a major renovation, the FM project manager will obtain correct room numbers from the FM CAD/BIM & Space Inventory Supervisor; submit a draft copy for review to all affected departments; and will include the renumbering (and re-keying costs) within the renovation budget and submit a copy of the plans for review prior to start of construction/renovation.
- c. In order to obtain new signs for buildings not under renovation, FM will initiate a purchase Requisition for manufacture and installation of signs. This will include:
 - a. A revised numbered floor plan
 - b. Sign schedule with sign types and wording/message
 - c. American Disabilities Act compliance

Implementation

Requests for signage will be reviewed and approved by Facilities Management prior to implementation. Facilities Management shall maintain records of the old and new room numbers until sign installation and re-keying are complete.

The general plan of implementation will be as follows:

1. All new construction will include compliant signs.
2. Renovation of a total building, or areas within a building, will include compliant signs.
3. Small orders for sign replacements and upgrades will be processed through Facilities Management.
4. As funds permit, existing buildings will be systematically changed over to compliant signage.
5. UCI Sign Shop is on the State Contract for signs, and will be used for all orders over \$5,000. Can opt to send orders under \$5,000 to 2/90 Sign Systems.

List of Sign Types and Their Costs

6"x1" Department Insert	\$	21.18
6"x3" Exit Sign	\$	52.94
6"x3" Insert Only	\$	34.38
6"x3" Number Only Sign	\$	52.94
6"x3" Magnetic Name & Title Sign	\$	24.89
6"x6" ADA Exit Sign	\$	108.72
6"x6" ADA Restroom Sign	\$	108.72
6"x6" Maximum Occupancy Sign	\$	108.72
6"x6" Room Number Sign	\$	121.98
6"x6" Special Sign	\$	100.00
6"x6" Stairwell Floor ID Sign	\$	108.72
6"x6" Unisex Restroom Sign	\$	100.00
7"x6" Room Number Sign	\$	134.87
10"x2" Desk Name Plate Sign	\$	18.72
10"x4" Exterior Convex Sign	\$	88.00
12"x4" Elevator Sign	\$	122.88
14"x6" Exterior Convex Sign	\$	210.40
14"x8" Flag Sign	\$	268.80
16"x10" Flag Sign	\$	308.50
18"x2" Directional Sign	\$	156.24
60"x6" Hanging Departmental Sign	\$	89.98
8.5"x5.5" Next Window Sign	\$	28.08
Building Directories		About \$900-\$2,500
Davis MBA Directory Inserts		
20"x2" Insert with Name	\$	57.20
20"x2" Blank Insert	\$	25.92
4"x2" Room Number Insert	\$	26.72

Contact Information

CAD/BIM & Space Inventory Supervisor
Campus Planning and Construction
Facilities Management