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The Goals and Strategies

The interior sign system is designed to guide the general public, academics, and students. The sign system complies with current ADA standards. The signs incorporate traditional design elements that work with all of a building’s interior color selections, compliment the exterior signage system, and reflect the historic atmosphere of the campus. The basic design is a rectangular panel, with an arch at the top. The signs are to be durable and made of quality materials so as to add to the aesthetic appearance of the campus. The system is designed as a "navigational hierarchy". Signs greet the visitor inside the main entrance of buildings to inform and guide them to final destinations. The system is designed to be used effortlessly by the visitor, yet appear as a subtle visual element in all buildings. The system was developed to minimize visual clutter. Even frames are part of the system to allow for a quality presentation of temporary signage (or non-permanent signs).

The Interior Signage Standards Manual is intended to be used by the University and its vendors as a reference book which will insure consistency. This manual is to be used by the University to create sign schedules for academic, administration and athletic buildings. Information contained in the manual will provide guidance to sign manufacturers and to the University for the fabrication of the signs. The manual is the guide to the Interior Sign System but the success of design depends on compliance.
Section Two – Sign Type Introduction

Explanation of the Hierarchy

The system is organized with a hierarchy based on the amount of information a visitor needs to navigate through a building. The types of signs are grouped into categories that move the visitor to a final destination. A didactic or informational category of sign for placement at destination is also included in the system.

Directories
Are located at the most prominent locations in the building, floor or section and supply information about the entire building, a floor or a section of the building.
- Large Building Directory (A)
- Main Floor Directory (B)
- Department Directory (C)
- Building Map and Cap (D)

Directional
Visually directs the visitor to one destination using text or symbols with an arrow.
- Single Destination Directional (E)
- Multi-Destinational Directional (F)

Room Signs
Are used at doorways to indicate a final destination.
- Room Number (G)
- Single Line Insert (H)
- Single Line Plaque with Insert (I)
- Multiple Line Insert (J)
- Small Plaques (K)
- Toilet Room Sign (L)

General Statement Signs
Are used where information of a permanent nature needs to be conveyed.
- Toilet Room Accessibility (M)
- Floor Numbers (N)
- Stairs Access (O)
- In Case of Fire..." (P)
- Area of Refuge (Q)
- Sprinkler Control Valves (R)
- Standpipe Control Valves (S)
- Single User Restroom (T)
- No Food or Drink (U)
- Changing Station (V)
- Room Occupancy Signs (W)
- Evacuation Plan Cap (Y)
- Temporary Information Frame (Z)
Large Building Directory (A)

This sign type is located at the most prominent position of the main entrance(s) to a building and identifies uses of areas or department locations in the entire building. These large signs are constructed using a slat system that allows information to be changed, but are tamper-resistant. They may be used individually or in a series to accommodate larger lists.
### A General Description of the Types - Directories

#### Main Floor Directory (B)

(Not Used)
A General Description of the Types - Directories

Department Directory (C)

This sign type is located at the next most prominent position in the building and in some cases may replace the Large Building Directory. These signs provide information about locations of individual offices or rooms with specific uses. This sign shares the same design as the Large Building Directory; a large sign, constructed using a slat system that allows information to be changed, but is tamper-resistant. It may be used individually or in series to accommodate larger lists.
A General Description of the Types - Directories

Building Map and Cap (D)

This sign type is used in conjunction with Large Building Directory and Department Directories to supply additional navigational information. The goal of this sign is to provide a floor plan that acts as visual information and to say 'you are here'. BMCs are simple frames that hold an 8 1/2" x 11" sheet of paper and have a curved cap that states 'Building Map'. The inserts may be updated but is tamper-resistant.
A General Description of the Types - Directional

Single Destination Directional (E)

This sign type directs the visitor to one destination using a single line of text with symbol and an arrow. Some specific uses are to direct the visitor to a range of room numbers, vending, or restrooms. This is a solid panel sign that has a permanent legend and complies with ADA sign guidelines; it has raised type.
Multi-Destination Directional (F)

This sign type provides direction to several locations using multiple lines of text and arrows. Some specific uses are to direct the visitor to a range of room numbers, vending, or restrooms. This is a solid panel sign with a permanent legend and complies with ADA sign guidelines; it has raised type. The panels for these signs can vary in height depending on the number of destinations listed, but will use the same width and top arch as a Single Destination Directional Sign.
Stand Alone Room Numbers (G)

This sign type is used at doorways to indicate the university assigned room number with a final destination for both general and maintenance purposes. This sign type complies with ADA sign design requirements; they have raised numbers and braille characters. These signs are designed to be unobtrusive and eliminate visual clutter. They are rectangular with an arched top and have a permanent legend.
Single Line Insert (H)

This sign type is a changeable sign used with room numbers to specify the occupant’s name or temporary use for a room. The Type (H) sign works as an addition to the Room Number (G) sign.
A General Description of the Types – Room Signs

Single Line Plaque with Insert (I)

This sign type is a changeable sign used with the Room Number (G) sign to specify a permanent use for a room with a changeable occupant. This sign type works as an addition to the Room Number (G) sign. I's are a combination of a plaque and a slot that allows information to be changed and is tamper-resistant.

*Used with Permission
Multiple Line Insert (J)

This sign type is used with room numbers to specify occupants’ name(s) and office hours, or a temporary use for a room. This sign works as an addition to the Room Number (G) sign. It is slotted to allow information to be changed and is tamper-resistant. It can be manufactured with up to ten slots; if more slots are required, Department Directory (C) should be used.
Small Plaques (K)

This sign type is used with a Room Number (G) sign to specify a permanent room use. It is to comply with ADA design requirements (raised lettering). SPs are the same dimensions as the Single Line Insert (H) signs, but are not slotted.

*Braille as needed
Toilet Room Sign (L)

The Toilet Room Sign is to be used with Room Number (G) signs. The same sign type is used whether it is a Male, Female, Single Use, ADA or combination restroom. All (L) signs are to be ADA compliant, containing symbols, raised lettering and braille. For the ADA accessibility sign refer to page 17, sign M.
Restroom Flag Sign (LL)

The Restroom Flag Sign is to be used in corridors with recessed banks of restrooms to make their location more apparent to occupants.

Lettering is to be printed on both sides of sign. Sign should be anchored on one side with separate mounting plate. Sign will slide onto plate via channels in bracket. Bracket to match the sign color.

These signs are to be mounted according to ADA guidelines.
Toilet Room Accessibility (M)

This sign type is used with a Toilet Room (L) sign at all non-accessible restrooms to direct the public to an equipped toilet room. Signs are to have raised letters and tactile symbols.
Floor Number (N)

This sign type is placed on the inside of all stairwell doors and next to all elevator doors per the Ohio Building Code(1014.11.5/5). They are to be ADA compliant in design; raised lettering and braille are used. Coordinate signs at elevator with elevator manufacturer.
Stair Access (O)

This sign type is to be used on all outside doorways leading to stairwells per the Ohio Building Code (1014.11.5/5). They are to be ADA compliant in design; raised lettering and braille are used.
"In Case of Fire..." (P)

This sign type is to be positioned at every elevator call station per the Ohio Building Code (3009.1). They are to be ADA compliant in design; raised lettering and braille are used.
A General Description of the Types – General Statement Signs

**Area of Refuge (Q)**
This sign type is used at applicable areas which correspond with Evacuation Plan information. This sign is required to be posted according to current ADA guidelines. Lettering to be raised.

**Sprinkler Control Valves (R)**
This sign type is required to be posted at the entrances to any room where a sprinkler control valve is located by the Ohio Fire Code (906.8). Lettering to be raised.

**Standpipe Control Valves (S)**
This sign type is required to be posted at the entrances to any room where a standpipe control valve is located by the Ohio Fire Code (915.11). Lettering to be raised.
A General Description of the Types – General Statement Signs

Toilet Room Accessibility (T)
This sign type is used with a Toilet Room (L) sign at all non-accessible restrooms to direct the public to an equipped toilet room. Signs are to have raised letters and tactile symbols.

No Food or Drink (U)
This sign type is to be used where applicable. Lettering to be raised and symbols tactile.

Changing Station (V)
This sign is used in conjunction with restroom signs where applicable. Lettering to be raised and symbols tactile.
Room Occupancy Signs (W)

This sign type is to be positioned as required by Ohio Fire Code (1301:7-7-05(7) FM-601.7) and must be placed inside the room. It is intended to show maximum occupancy. Generally, this sign type should be placed near a primary light switch so as to be noticed upon entering a room. Review actual occupancy versus code occupancy with Project Manager.
Evacuation Plan (Y)

This sign type is required to be posted according to the Ohio Fire Code (1301:7-7-04 (D) 404.2). This sign uses a floor plan that can be created and maintained by the University. EPs are simple frames that hold an 8 1/2" x 11" sheet of paper and have a curved cap that states "Evacuation Plan". The frame may be updated, but is also tamper-resistant. Inserted plan must state “Evacuation Plan”.
A General Description of the Types – General Statement Signs

Temporary Information Frame (Z)

This sign type is to be used as needed and acts as a frame for a single, 8 1/2" x 11", 4 1/4" x 5 1/2" or 11” x 17”, piece of paper. It is intended for temporary information only; to be posted in an aesthetic, tamper resistant manner. These frames can be used for Hazardous Materials postings as well.
Cork Sign (AA)

This sign type is to be used in conjunction with sign type K, Small Plaques. It is to act as a cork, pin-up frame, outside of doorways.
The Panels and Carriers

The signature panel is a rectangle with an arched top. This panel shape is an important part of the University's interior sign system. The size of a panel is determined by the type of sign and the amount of information needed to be displayed on the panel. Recommended sizes for each sign type can be found in the Working Drawing Section (Section 5) of this manual.
The Large Arch

The heights of a sign may change but the width of the arch remains proportional. The Basic grid is 18 units wide with an arch that rises 4 units to the center point or 9 units.
The Small Arch

The Room Number (G) sign panel top has a unique design. Its proportions are slightly different to the Signature Panel but reflect the same design feeling. If the panel is 3-1/2 units wide then it is 1-3/4 units tall to the top of the arch. The arch rises just 1/2 unit.
Graphic Standards and Specifications

The Typefaces and Typography

The basic type families that are used in all interior signs are Helvetica Medium and New Baskerville. New Baskerville is the same font family as used on the exterior signs. No substitutions should ever be made for the fonts. These fonts, in conjunction, fully comply to ADA guidelines. For headers and headlines and subheadings the New Baskerville italic font is used. For basic information the New Baskerville Roman font is used. Any time that New Baskerville is used, the text will not be raised type. For all tactile, raised type lettering Helvetica Medium is used in compliance with ADA guidelines.

Helvetica Medium
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890!@#$%^&*()-+=?/

New Baskerville
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890!@#$%^&*()-+=?/

New Baskerville Italic
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890!@#$%^&*()-+=?/

The letters are set with a normal spacing or kerning. Each sign vendor should provide a sample of their setting for approval before starting production. If the University sign designer is to specify and complete schedules for the sign system, it is suggested that digital files be provided to the sign vendor with exact fonts and copy for production. This will eliminate any variations between vendors or sign contractors.
Graphic Standards and Specifications

Type and Braille ADA Requirements

To comply with ADA requirements the type for some signs are set in all capital letters. This is a special case and wherever it is not specified, it is assumed that capitals and lower case will be used. In Section 5-Working Drawings it is explained where certain proportions for type need to be maintained to insure compliance. Grade 2 Braille is used throughout the system on signs where braille is required. Grade 2 Braille includes additional characters and character combinations which represent contractions of certain words. (As opposed to standard Braille which uses one symbol per letter and mimics the written word exactly.) Refer to Section 5-Working Drawings for guidelines on where braille must be used.

Raised, tactile lettering shall be Helvetica Neue Medium. No raised lettering, character, or symbol shall be within 3/8” from braille characters.
The Colors

The colors to be used for all interior signs are noted and shown below. The colors have been cross referenced to different mediums to be used for different applications. The colors for the system are non-custom mixes that can be easily referenced by sign fabricators. The usage of these colors is specified in Section 5-Working Drawings. The choice of these colors and their application assure compliance with ADA.

**For dark green elements:**
- Painted surfaces: Benjamin Moore #644 (dark green)
- Vinyl: 3M Scotchcal 220 Bottle Green
- Printed: PMS 3308U/C
- PANTONE: 3308 C

**For white elements:**
- Painted: Benjamin Moore Brilliant White
- Vinyl: 3M Scotchcal 220 Matte White
- Substrate: Hammermill Accent Cover White/ Smooth 80# (laser guaranteed)
- White Sintra
Graphic Standards and Specifications

The Arrows, Rule Line, and Miscellaneous Information

There is just one style of arrow used in this system. It is a standard symmetrical arrow which is rotated from the middle to point in any direction needed. The diagram shown here will be used to create arrows of any size for the interior signage system. It can be photographically reproduced.

The arrow is based on a grid eight units square where the stroke for the "stem" is two units. Rule lines are always 1/8" in width when used at the top of the arch to separate the headline part of the sign from the information area.
ADA Mounting Standards

ADA requires that all signs be installed so that the center of the sign is at 60" from the floor. This mounting height requirement is to enable a blind person to easily locate signs at a consistent height. This height applies to sign components that contain braille. For instance the room number sign, which contains braille when combined with the multiple line insert. The 60" center is measured for the room number and then the multiple line insert sign is mounted 1/4" below. For permanently designated areas, signs must be mounted on the wall adjacent to the latch side of the door. In case of obstructions, the sign will be mounted on the wall surface nearest to the latch side of the door and located to avoid door swing and protruding objects. There are often instances where doors are located so that mounting exactly as ADA requires is not feasible. For ADA preferred direction, refer to "The Americans with Disabilities Act White Paper" by the Society for Environmental Graphic Design.
Large Building Directory - A
Main Floor Directory - B (NOT USED)

Ping Center

- Basketball courts: 1
- Racquetball/Squash Courts: 1
- Climbing wall: 1
- Equipment rental: 1
- Locker rooms: 1
- Vending machines: 1
- Rapid check e-mail: 2
- Weight rooms: 2
- Game room: 2
- Observation area: 2
- Running track: 3
- Faculty/staff offices: 3
Department Directory- C

Modern Languages

Dr. Julius Neuvo  101
Dr. Eric Martin  102
Diana Weise  103
Tom Wiscot  103
Dr. Paolo Li Tuna  104
Dr. Anna Magistoni  106
Language Lab  110
Wolfgang Schlitz  123
Dr. Ingrid Rinkster  124
German Resource Area  125
Albrecht Aarnstadt  127
Luise Uppenheimer  127
Joe Deet  127
Student Lounge  130
Dr. W.R. Smith III  131
Dr. Elizabeth F. Krauterheim  136
Library  150
Dr. Ann Gerghy  156
Ginger Indterlander  178
Working Drawings

Building Map and Cap- D

[Diagram of a building map with dimensions and Ohio University logo]

Revised 02-12-18
Destination Direction- E/F

Restrooms

Admissions
German Language Department
Room Number- G

- 367
- Dimensions: 5⅛ inches height, 3½ inches width, 3⅛ inches height, 1¾ inches width
- Braille:

Revised 02-12-18
Working Drawings

Single Line Insert - H

[Diagram of a sign with dimensions:
- 367
- Dr. M. Kruse
- 6" width
- 1" height
- 1 1/16" to 1 3/4" letters]

Revised 02-12-18
Single Line Plaque with Insert - I

367

Language Lab

Dr. Rodenacker
Multi Line Insert- J

367

Language Lab
Dr. Rodenacker

1\frac{1}{2}\text{"} \quad 3\frac{3}{4}\text{"

6"
Conference Room Vacancy

The diagram shows a sign with the following dimensions:

- Width: 8 inches
- Height: 5 1/2 inches
- Text: "CONFERENCE ROOM" (in larger font)
- Braille: "CONFERENCE ROOM" (in smaller font)
- Number: "367" (in a smaller font)
- "IN USE" (in a smaller font)

The sign has a dark green background with white text and braille.
Small Plaque- K

German Language Department
Toilet Room Sign - L/M - ADA

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367

WOMEN
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Dimensions:
- 6" width
- 7 3/4" height
- 3 6/8" character height
- 1 1/16" character height
- 3 3/4" character height

Sign color: Green with white text and icon
Floor Number - N
Stairs Access - O
"In Case of Fire..." - P
General Statement Signs - M, Q, R, S, T, U, V, W,

Accessible restrooms located off lobby.
Department Signs
Restroom Flag Sign
Cork Sign (AA)
Appendix – ADA Special Mounting

Mounting Around Sidelights

Per ADA guidelines, where there is a sidelight adjacent to the latch side of the door, the sign should be mounted on the nearest wall surface adjacent to the latch side of the door.
Appendix – ADA Special Mounting

Mounting Where Space is Limited

Where two doors are side by side, or where a corridor ends in three doors and there is no adjacent wall surface on the latch side, the suggested solution per ADA guidelines is to mount the plaques on the door itself above the latch swing.
Mounting Where Space is Limited

Where a door has no adjacent wall surface clear of the swing, ADA suggests that the sign should be mounted at a sufficient distance from the door to allow a person to safely stand there. ADA suggests a clear dimension of 18” from the nearest point of the door swing to the nearest point of the sign. The intent of this regulation is that a sight impaired or blind person should be able to safely read the sign from a close distance, without being struck by the opening door.