



Signage Standards Manual

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Signage Standards Manual

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These drawings are considered design-intent and are not for construction. Written dimensions on these drawings have precedence over scaled dimensions. The further development and engineering of the design-intent drawings is expected to be shown in the Signage Fabricator's submitted shop drawings. Contractors shall verify and be responsible for all dimensions and conditions on the job. Kutztown University should be notified of any proposed deviations from the dimensions and conditions detailed in the Kutztown University Signage Standards Manual prior to the execution of any work, including changes to the graphic designs or typography. Written approval from the Facilities Department is required prior to fabrication of all non-standard signage.

Other signs may be required depending on a particular project. Designers shall create these other signs to conform with the overall intent of the Kutztown University Signage Standards Manual. Forward proposed signage to Facilities for approval and possible inclusion in future revisions to the manual.



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Section 1.0

OVERVIEW

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1.1 INTRODUCTION

The Kutztown University Signage Standards Manual provides guidance to Kutztown University personnel and outside consultants/contractors who are involved in specifying, fabricating, or installing signage at any Kutztown University facility. The Kutztown University Signage Standards Manual is the basis for the University signage system. A successful signage system functions in a number of positive ways. It directs, informs, regulates and helps people find their way in and around Campus with a minimum of lost time. The Kutztown University Sign Program was developed to provide consistency and uniformity in campus signing and to simplify the process of ordering new and replacement signs. Regardless if one is able bodied or impaired, good signage conveys the general feeling of well being that one experiences when being visually informed in a uniform, pleasing manner.

The Facilities Department has responsibility for implementing procedures and policies contained in this Manual. All requests for non-standard or specialty signs are to be sent to the Facilities Department for review.

Accessibility Guidelines

The signage program has been designed in compliance with signage regulations defined by the Americans with Disabilities Act (ADA) of 2010 Standards for Accessible Design and the IBC/IBEC Accessibility Requirements of the applicable building code. In the event of discrepancies between the regulations, it is the policy of Kutztown University to utilize whichever requirement is the most stringent.

2019 Edition

Supersedes all previous signage standards and guidelines

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1.2 PURPOSE

To provide a University-wide standard interior and exterior sign system to guide, direct, inform, identify, and regulate movement of people and vehicles at Kutztown University. The Kutztown University Signage Standards Manual is the established standard.

In order for this sign system to be successful over extended periods of time, the established signage standards incorporate the latest technical requirements of the ADA and applicable building codes.



3. PROCEDURE

Kutztown University departments must submit requests for signage to the Facilities Department. This includes all requests for standard, non-standard and specialty signs.

- Requests for individual replacement signs may be submitted as Work Order Requests through the Facilities Work Control Center.
- Requests for new signage or large scale replacement signage must be submitted to the Facilities Department as a project using a Project Request Form.

All signs located at University facilities will be designed and installed in compliance with the policies and specifications outlined in the latest edition of the Kutztown University Signage Standards Manual.

The Facilities Department will:

- Review the request for conformity with all applicable Kutztown University signage standards and to ensure that each sign is consistent, attractive, informative and cost effective.
- Make final verification with the requesting department that the sign should or should not be completed and installed.
- Provide the requesting department with a cost estimate to fabricate and install the sign.
- Secure funding from the requesting department for all costs related to providing the requested signage.
- Determine a production and installation schedule.
- Oversee the sign project from request through installation.



4. POLICIES

- Cost of Signs
Costs for new, altered, or replacement signs will be billed to and paid for by the requesting department. Central funds are not available for the production and installation of signs.
- Outsourcing of Signs
Signs in New Construction and Renovation Projects Signage will be included in new construction and major renovation project costs.
- The Kutztown University Signage Standards Manual
The Facilities Department will maintain and distribute the Kutztown University Signage Standards Manual.
- Building Signs
Exterior building signs will have the official building name as designated by the Kutztown University Administration.
- Painted Signage on Doors and Glass Windows
The past practice of lettering and numbering on doors has been discontinued.
- Illumination of Signage
Exterior signage will not typically be illuminated.
- Non-Standard and Specialty Signs
All desired signage, which does not comply with the Kutztown University Signage Standards Manual, shall be considered non-standard. Specialty signs, such as product logos, cafe names and the like shall be included in this category.

Non-Standard and Specialty Sign requests must be individually approved through Facilities and funded by the requestor.



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2.1 INTRODUCTION

The Facilities Department of Kutztown University developed the following Signage Naming and Numbering System for use at all University locations for both new construction and major renovation projects.

The System provides a consistent method for identifying and managing University buildings and space.

The System shall be used as the basis for assignment of room numbers to spaces in design and construction documents. **Room numbers in construction documents and on fabricated and installed signs shall be the same.** Proposed rooms number shall be reviewed and approved for use by the Facilities Department prior to the design development phase of a project.

It is University practice to number the exterior doors of its buildings so emergency teams and maintenance personnel can respond to calls where services are needed.



2.2 BUILDING FLOOR DESIGNATIONS

In order to properly and uniformly identify rooms, assign space, and maintain computerized databases for space inventory, key control, etc. the following floor designation standards are used at Kutztown University.

B - Basement Level - Typically the lowest level of a building shall be designated as Basement Level if it is primarily below grade and has limited or no primary public entrances.

G - Ground Floor Level - Depending on topography of the site, may be the lowest level of a building or may have a Basement Level below; may be partially below grade on one or more sides. However, will typically have at least one primary public entrance at grade level.

1 - First Floor Level - Typically above grade with no primary public entrances. However, due to site topography, may have a grade level primary public entrance.

M - Mezzanine Level - Typically an elevated platform/area, large enough to serve as a room or work space, that is located within a numbered/identified interior space.



2.3 INTERIOR ROOM NUMBERING STANDARDS

In order to properly and uniformly identify rooms, assign space, and maintain computerized databases for space inventory, key control, etc. the following room numbering standards are used at Kutztown University.

Room Numbering Point-of-Origin

The “*Designated Primary Public Entrance*” of a facility is the point-of-origin for the room numbering system. The Facilities Department will determine the “*Designated Primary Public Entrance*” in consultation with the design professional. The interior room numbering plan will then begin at the room immediately to the left as one would enter the “*Designated Primary Public Entrance*” and commence around that floor in a clockwise fashion. Numbering on floors above and below the entry level shall be done so as to “mirror” or “stack” the numbering scheme on the entry level and maintain the same orientation as much as possible, e.g. 101, 201, 301 should be in the same relative position in the building.

Common and Maintenance Rooms/Spaces.

The following spaces will have signs and shall be identified using the designation/abbreviation indicated:

Custodial Closet	C
Data/Communications Equipment Room	IT
Electric Room, High Voltage Mechanical	EL
Equipment Room	M
Stairwells	ST
Storage (Non-user/Facilities)	S
Toilet, Men's (non-accessible)	TM
Toilet, Men's (accessible)	TMAC
Toilet, Women's (non-accessible) Toilet,	TW
Women's (accessible)	TWAC
Toilet, Unisex, Gender Neutral (non-accessible)	TU
Toilet, Unisex, Gender Neutral (accessible)	TUAC
Vestibule	V

COED Residence Hall Toilet Rooms

Coed residence halls require two (2) complete sets of toilet room signage for each room. Designation for MEN or Women is “T” if not accessible and “TAC” if accessible. The room numbers will be the same though the text will be different. This will allow KU to shift usage to meet housing needs.



The following numbering methodology is used for Common and Maintenance Rooms/Spaces:

RT/OC/W – FL

RT = Room Type

OC = Sequential Occurrence of that room type on that floor.

W = Wing designation (if used, which is rare)

FL = Floor number/Designation

Example: An accessible men's toilet on the first floor would have the designation TMAC1-1. If there is a second accessible men's toilet on the first floor it would be designated TMAC2-1.

All Other Interior Rooms/Spaces

All interior rooms/spaces with a door leading to a common corridor or space (lobby, vestibule, etc.) shall have a sign designating that room's number in accordance with the following schedule.

- Basement Level Rooms shall be numbered sequentially 01B through 99B
- Ground Level Rooms shall be numbered sequentially 01G through 99G
- 1st Floor Rooms shall be numbered sequentially 100 through 199
- 2nd Floor Rooms shall be numbered sequentially 200 through 299
- Each subsequent floor will be numbered likewise with a 3-digit number, the first digit being the floor number and the last two digits sequentially 00 through 99.

Rooms which are interior to another room with a door on the corridor.

- First, verify with KU which of these rooms are to receive signs.
- Rooms receiving signs shall be numbered as a subset of the corridor room number (100A, 100B, etc.)

Example: If a 1st floor door off of a corridor leads to an office suite with a reception area and three interior offices, the corridor door is numbered 100 and the three offices within the suite are numbered 100A, 100B, & 100C. (Typically in this scenario storage areas and closets are not numbered.)



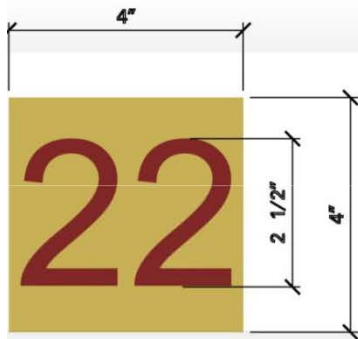
4. PERIMETER DOOR NUMBERING SYSTEM

The perimeter door numbering system is designed to aid police, fire and emergency medical personnel during responses to emergencies on campus. In the event of a large scale incident, emergency responders will come from remote municipalities to assist the local responders. Unfamiliarity with the campus could cause delayed action and/or confusion during the event. The perimeter door numbers can also be used by the KU Facilities department, contractors, delivery personnel, visitors, staff and students, as well to respond to requests for service. Key components of the system include:

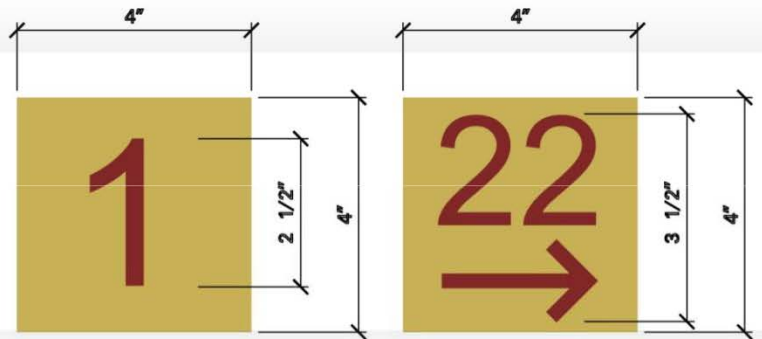
- Doors will be numbered on the inside as well as the outside of each door to aid persons inside the building with location identification.
- Numbers for exterior doors shall be burgundy vinyl on a gold reflective 4" x 4" background. Interior markings will use a non-reflective background. Colors have been chosen for campus-wide standardization, uniformity and the incorporation of the school colors (as close as commercially available) for aesthetics.
- Doors with more than one door leaf will be considered a single door.
- Entrances with multiple doors will be considered a single entrance (numbered as one).
- Exterior door numbers will be mounted high on the door or door window in the upper corner of the door's primary traveling edge or centered on a transom window. See attached photos for sample mounting possibilities. Alternative locations may used to improve practicality of mounting for number visibility. This may include sign plates mounted to walls.
- Where vestibules exist, the exterior of the outermost door, and the interior of the innermost door will be numbered.
- Each building will be numbered in a clock-wise direction with "1" as the *"Designated Primary Public Entrance"*, and each subsequent perimeter man-door numbered in order. For buildings with more than 10 perimeter man-doors, an additional 4"x4" label with number and directional arrow of last door shall be applied at the *"Designated Primary Public Entrance"*.



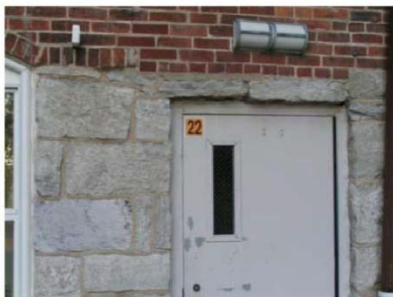
Typical Door Numbering



Typical Door Numbering at primary door



Suggested Mounting Locations



Example at Primary Door



2.5 Sign Type Numbering

Each sign type is assigned a unique number for ease of developing signage schedules for construction documentation and/or ordering replacement signs on an individual basis.

All interior and exterior sign types shall use the following numbering methodology:

- I = Identification
- D = Directional
- O = Orientation
- G = Guide - Vehicular
- M = Miscellaneous

- i = Interior
- x = Exterior

- # = Sign number

Identification:

- li-# = Identification *Interior* – Sign type number
- lx-# = Identification *Exterior* – Sign type number

Directional:

- Di-# = Directional *Interior* – Sign type number
- Dx-# = Directional *Exterior* – Sign type number

Orientation:

- Oi-# = Orientation *Interior* – Sign type number
- Ox-# = Orientation *Exterior* – Sign type number

Guide - Vehicular:

- Gx-# = Guide *Exterior* – Sign type number

Miscellaneous:

- Mx# = Miscellaneous *Exterior* – Sign type number



Section 3.0

INTERIOR SIGNAGE

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3.1 INTRODUCTION

This section specifies interior signage for room numbers, directional signs, directories, code required signs, telephone identification signs and temporary interior signs. Interior signs for new buildings, fully renovated buildings, or a fully renovated floor of a building shall comply with the current and most stringent requirements of the ADA 2010 Standards for Accessible Design, ICC Family of Codes, ANSI A117.1, as well as the Kutztown University Signage Standards Manual.



3.2 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referenced in the text by the basic designation only.

- Americans with Disabilities Act (ADA) – ADA Amendments Act of 2009 and ADA 2010 Standards for Accessible Design.
- The ICC family of building codes, especially the IBC and IEBC as adopted by the Commonwealth of Pennsylvania.
- American National Standards Institute (ANSI): ANSI A117.1
- Accessible and Usable Buildings and Facilities (or standard referenced by latest edition of the applicable building code).



3.3 TYPOGRAPHY

To maintain a consistent image, comply with ADA Standards, and for required legibility, the following type style has been selected for interior signage use on campus.

Helvetica (REGULAR):

ABCDEFGHIJKLMN
OPQRSTUVWXYZ
abcdefghijklmn
opqrstuvwxyz
1234567890!\$%&



3.4 SYMBOLS AND GRAPHICS

The following symbols and graphics used in this signage manual should appear uniformly throughout the system. These pictograms are representative. The symbols in the complete signage package shall not be limited to only what is shown.



MEN



WOMEN



INTERNATIONAL SYMBOL OF
ACCESSIBILITY



INTERNATIONAL SYMBOL
FOR STAIRS



INTERNATIONAL SYMBOL
FOR TELEPHONE



INTERNATIONAL SYMBOL OF
ASSISTED LISTENING DEVICES

3.5 MINIMUM MESSAGE REQUIREMENTS – Permanent Rooms and Spaces

- Tactile and Braille Characters: Characters shall be raised minimum 0.8 mm (1/32 in). Characters shall be accompanied by contracted Grade 2 braille.
- Type Styles: Characters shall be raised 1/32", uppercase, Helvetica Regular. Characters shall be sans serif and shall not be italic, oblique, script, highly decorative, or of other unusual forms.
- Character Height: Minimum 5/8" high; maximum height 2" high for raised letters; maximum height for visual letters determined by mounting type/location. See following **Table: Visual Character height.**
- Symbols (Pictograms): Pictogram field height shall be 6" minimum; no text or braille to be located in pictogram field. Equivalent written description shall be placed directly below symbol.
- Finish and Contrast: Characters and background shall have a non-glare finish. Characters shall contrast with their background with either light characters on a dark background, or dark characters on a light background.
- Mounting Location: Where a tactile sign is provided at a door, the sign shall be located alongside the door at the latch side. Where a tactile sign is provided at double doors with one active leaf, the sign shall be located on the inactive leaf. Where a tactile sign is provided at double doors with two active leaves, the sign shall be located to the right of the right hand door. Where there is no wall space at the latch side of a single door or at the right side of double doors, signs shall be located on the nearest adjacent wall. Signs containing tactile characters shall be located so that a clear floor space of 18" minimum x 18" minimum, centered on the tactile characters, is provided beyond the arc of any door swing between the closed position and 45 degree open position. If signage is installed on glazing, adhere blank plate to opposite side to conceal fasteners.
- Mounting Height: Tactile characters on signs shall be located 48" minimum above the finish floor or ground surface, measured from the baseline of the lowest tactile character and 60" maximum above the finish floor or ground surface, measured from the baseline of the highest tactile character.

Additional messaging requirements may be found in the text of the ADA and in the accessibility sections of the applicable building codes.



Table: Visual Character Height

Height to Finish Floor or Ground From Baseline of Character	Horizontal Viewing Distance	Minimum Character Height
40 inches (1015 mm) to less than or equal to 70 inches (1780 mm)	less than 72 inches (1830 mm)	5/8 inch (16 mm)
	72 inches (1830 mm) and greater	5/8 inch (16 mm), plus 1/8 inch (3.2 mm) per foot (305 mm) of viewing distance above 72 inches (1830 mm)
Greater than 70 inches (1780 mm) to less than or equal to 120 inches (3050 mm)	less than 180 inches (4570 mm)	2 inches (51 mm)
	180 inches (4570 mm) and greater	2 inches (51 mm), plus 1/8 inch (3.2 mm) per foot (305 mm) of viewing distance above 180 inches (4570 mm)
greater than 120 inches (3050 mm)	less than 21 feet (6400 mm)	3 inches (75 mm)
	21 feet (6400 mm) and greater	3 inches (75 mm), plus 1/8 inch (3.2 mm) per foot (305 mm) of viewing distance above 21 feet (6400 mm)

3.6 Sign Types and Specifications – Interior Information Type II

General Specifications

Type II Signs

Illustration

Specifications and Layout Information



General Specifications

Specifications for all interior informational signs shall conform to include the following:

1. Signs shall comply with all accessibility regulations for signage content, message, signage contrast, colors, graphics, etc. In cases of conflicting requirements, the most stringent requirement shall prevail.
2. Design specification standards:
 - Embossed signs: Signs shall be a minimum of .040" thick PVC based polymer layer with a .120 inch stable phenol plastic substrate; finished edges without frames or borders; consisting of backer sheet, bonded acrylic overlay, embossed tactile and Braille content.
 - Signs shall have square edges and corners.
 - Provide tactile copy and Grade 2 Braille, raised 1/32" minimum from sign surface, upper case lettering only.
 - Copy shall be precisely formed, uniformly opaque to comply with relevant accessibility regulations.
 - Font shall be Helvetica Regular.
 - Copy height shall be as indicated on attached details or as otherwise agreed upon by design professional and the KU Facilities Department.
 - Clear overlay: Clear, matte one side, .040 inch thick, provide at message inserts. Provide thumb cutout on both sides of message overlay or as indicated in the layout drawings.
3. Installation:
 - Signs shall be installed with double faced adhesive tape.
 - A bead of clear silicone shall be applied around the perimeter of the sign.
 - Signs shall be installed at uniform heights compliant with the applicable accessibility requirements and on the latch side of the door wherever possible.
 - Signs mounted on glass shall have a matching blank panel installed on the opposite face of the glass to conceal fastening method.
 - Signs shall be installed plumb and level.

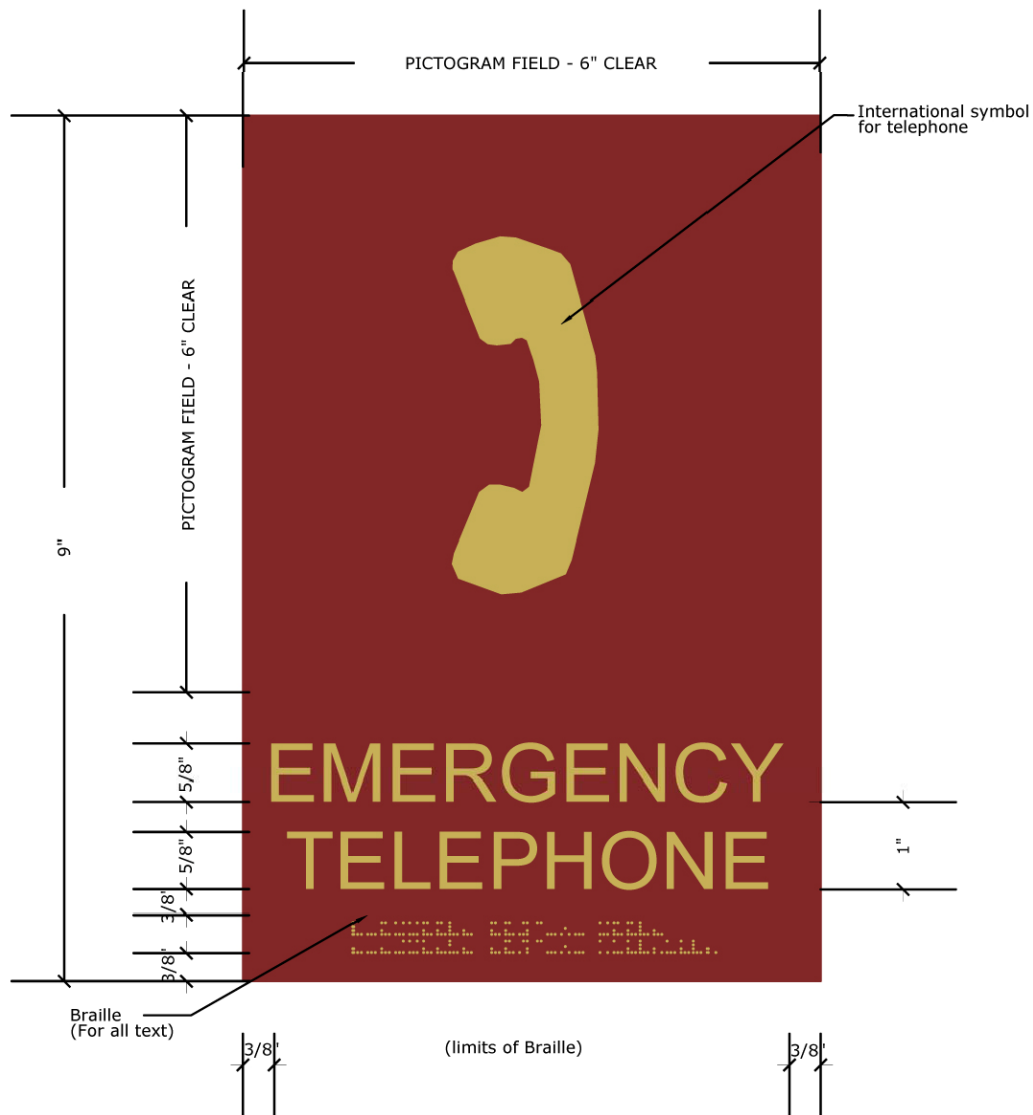


SIGN TYPE li-1:

Emergency Telephone

Location:

**Centered over instrument on wall preferred if
meeting mounting height requirements**



SIGN TYPE li-1: Specification and Layout Information

Size 6" x 9"

Type Style/Font:	Raised 1/32", Helvetica Regular
Message:	EMERGENCY TELEPHONE
Braille:	Contracted (Grade 2) Braille

Layout Information:

- Text, Braille and graphic to be horizontally centered on sign face.
- Text is 5/8" high, 100% horizontal.
- There will be 3/8" above, below, before and after Braille dots.
- Telephone graphic to be 4" high.
- Graphic to be centered horizontally on sign face and vertically within pictogram field.
- Mounting Height: See standard mounting height details at end of interior signage section.

Color Palette:

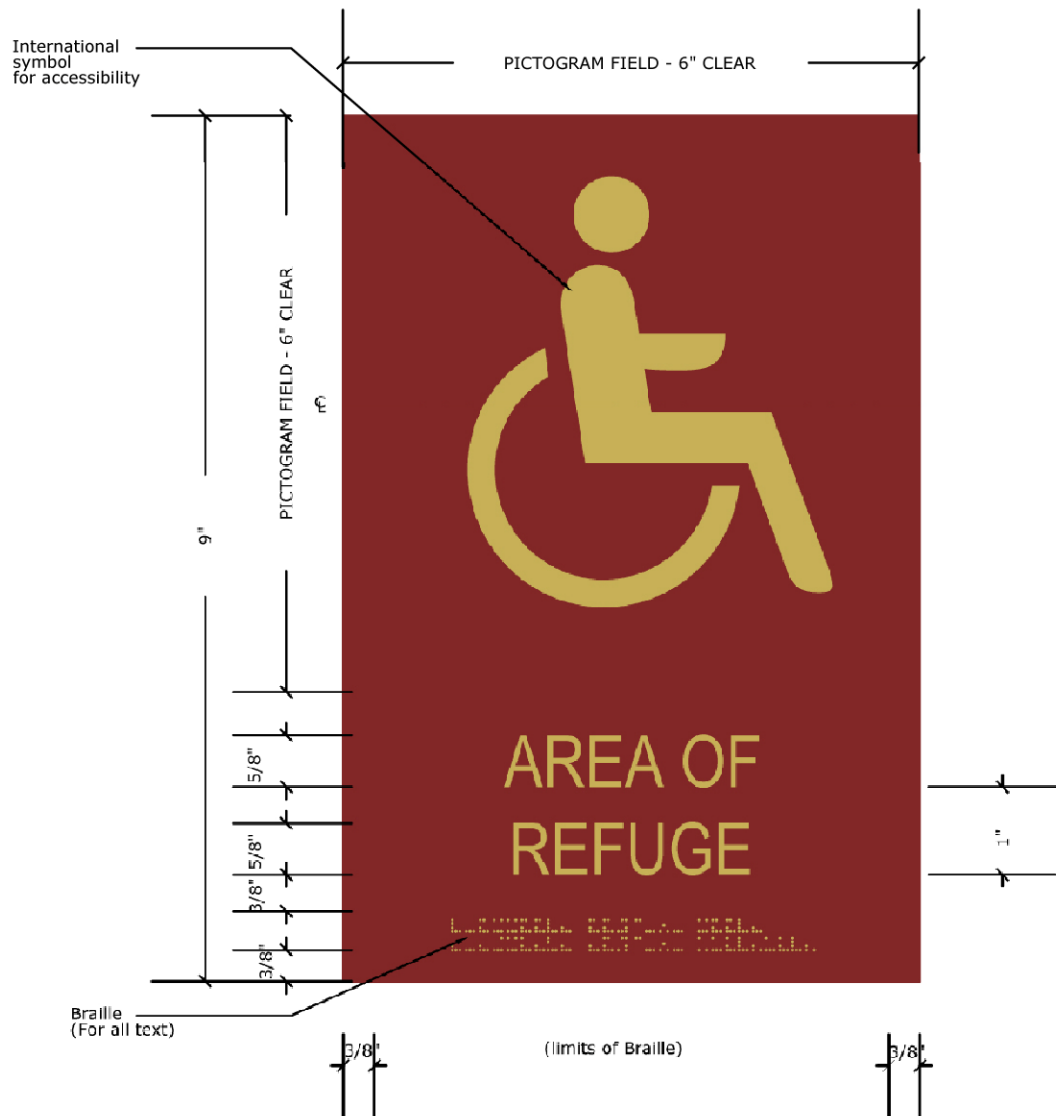
- To replace individual signs, match existing building sign colors for background and text.
- For new construction and major renovations, the design professional may recommend color selections for approval by the KU Facilities Department.

See Illustration for Sign Type li-1.



SIGN TYPE li-2 (Type A): Area of Refuge

Location: Adjacent to entrance to area of refuge and within area of refuge



SIGN TYPE li-2 (Type A): Specification and Layout Information

Size 6" x 9"

Type Style/Font:	Raised 1/32", Helvetica Regular
Message:	AREA OF REFUGE
Braille:	Contracted (Grade 2) Braille

Layout Information:

- Text, Braille and graphic to be horizontally centered on sign face.
- Text is 5/8" high, 100% horizontal.
- There will be 3/8" above, below, before and after Braille dots.
- Graphic to be 4" high.
- Graphic to be centered horizontally on sign face and vertically within pictogram field.
- Mounting Height: See standard mounting height details at end of interior signage section.

Color Palette:

- To replace individual signs, match existing building sign colors for background and text.
- For new construction and major renovations, the design professional may recommend color selections for approval by the KU Facilities Department.

See Illustration for Sign Type li-2 (Type A).

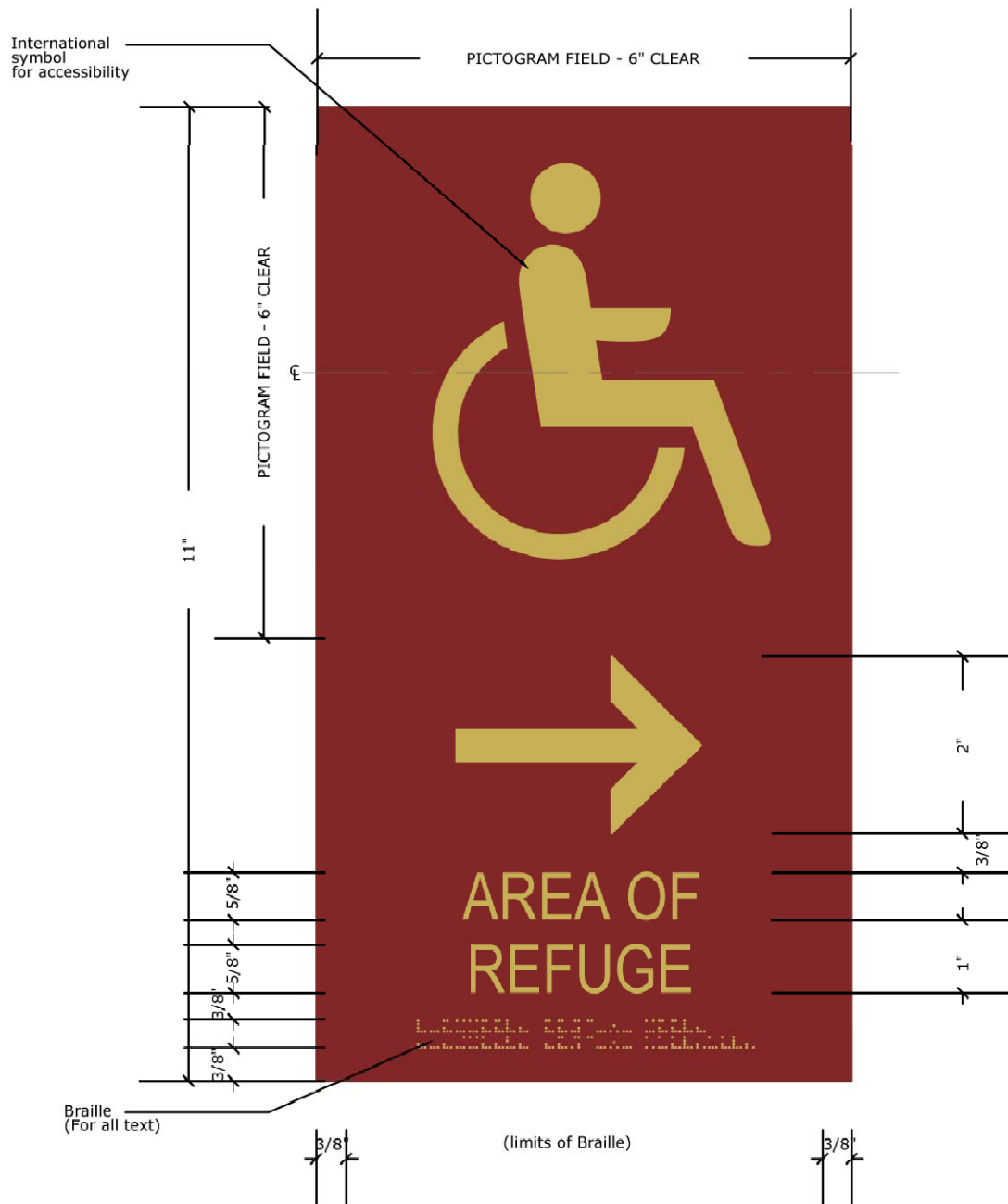
Additional Mounting/Installation Information:

Each door providing access to an area of refuge (interior or exterior) from an adjacent floor area shall be identified by a sign complying with ICC A117.1, stating: AREA OF REFUGE, and including the International Symbol of Accessibility. Where exit sign illumination is required, the area of refuge sign shall be illuminated. Additionally, tactile signage complying with ICC A117.1 shall be located at each door to an area of refuge.



SIGN TYPE li-2 (Type B): Area of Refuge (Directional)

Location: In corridor leading to area of refuge



SIGN TYPE li-2 (Type B): Specification and Layout Information

Type B: Size 6" x 11"

Type Style/Font:	Raised 1/32", Helvetica Regular
Message:	AREA OF REFUGE
Braille:	Contracted (Grade 2) Braille

Layout Information:

- Text, Braille and graphic to be horizontally centered on sign face.
- Text is 5/8" high, 100% horizontal.
- There will be 3/8" above, below, before and after Braille dots.
- Graphic to be 4" high.
- Graphic to be centered horizontally on sign face and vertically within pictogram field.
- Directional arrow to be centered horizontally on sign face and vertically within 2" clear space. Direction of arrow is placement specific.
- Mounting Height: See standard mounting height details at end of interior signage section.

Color Palette:

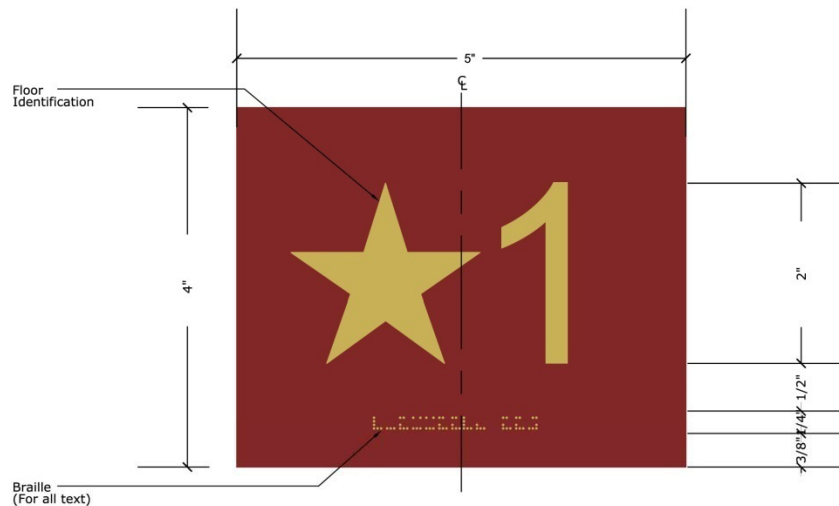
- To replace individual signs, match existing building sign colors for background and text.
- For new construction and major renovations, the design professional may recommend color selections for approval by the KU Facilities Department.

See Illustration for Sign Type li-2 (Type B).



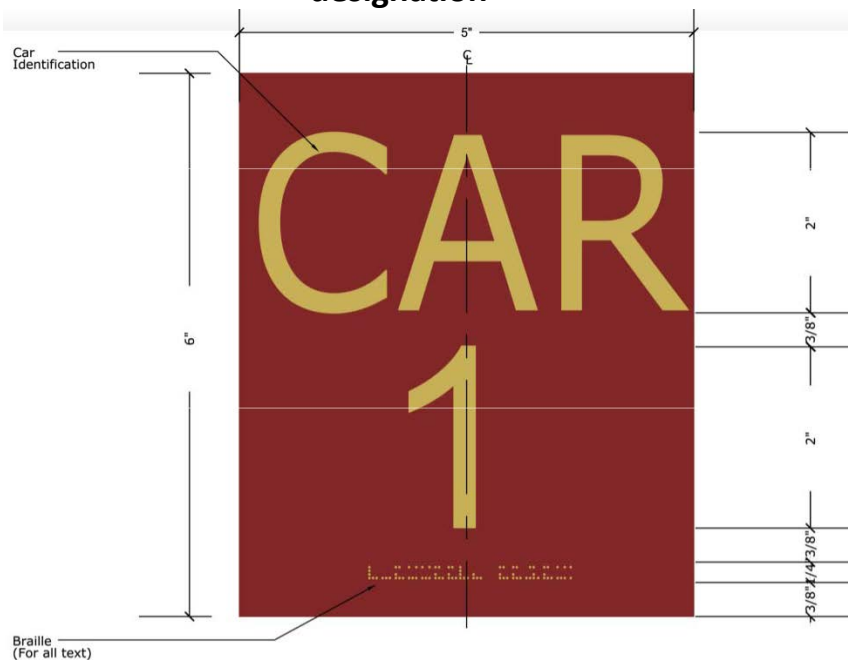
SIGN TYPE li-3 (Type A): Elevator Floor Designation

Location: Placed on both elevator jambs; star on exit to grade only



SIGN TYPE li-3 (Type B): Elevator Car Identification

Location: Placed on both elevator jambs under elevator floor designation



SIGN TYPE li-3: Specification and Layout Information

Type A: Size 5" x 4"

Type B: Size 5" x 6"

Type Style/Font:	Raised 1/32", Helvetica Regular
Message (Type A):	Floor Identification
Message (Type B):	Car Identification
Braille:	Contracted (Grade 2) Braille

Layout Information:

- Text and Braille to be horizontally centered on sign face.
- Text is 2" high, 100% horizontal.
- There will be 3/8" above, below, before and after Braille dots.
- Graphic to be centered horizontally on sign face.
- Mounting Height: See standard mounting height details at end of interior signage section.

Color Palette:

- To replace individual signs, match existing building sign colors for background and text.
- For new construction and major renovations, the design professional may recommend color selections for approval by the KU Facilities Department.

See Illustrations for Sign Type li-3 (Type A and Type B).



SIGN TYPE li-3A:

Location:

"To" Elevator

Placed as needed for information purposes



SIGN TYPE li-3A: Specification and Layout Information

Size 6" x 11"

Type Style/Font:	Raised 1/32", Helvetica Regular
Message:	TO ELEVATOR
Braille:	Contracted (Grade 2) Braille

Layout Information:

- Text and Braille to be horizontally centered on sign face.
- Text is 5/8" high, 100% horizontal.
- There will be 3/8" above, below, before and after Braille dots.
- Graphic to be centered horizontally on sign face and vertically within pictogram field.
- Directional arrow to be centered horizontally on sign face and vertically within 2" clear space. Direction of arrow is placement specific.
- Mounting Height: See standard mounting height details at end of interior signage section.

Color Palette:

- To replace individual signs, match existing building sign colors for background and text.
- For new construction and major renovations, the design professional may recommend color selections for approval by the KU Facilities Department.

See Illustrations for Sign Type li-3A.

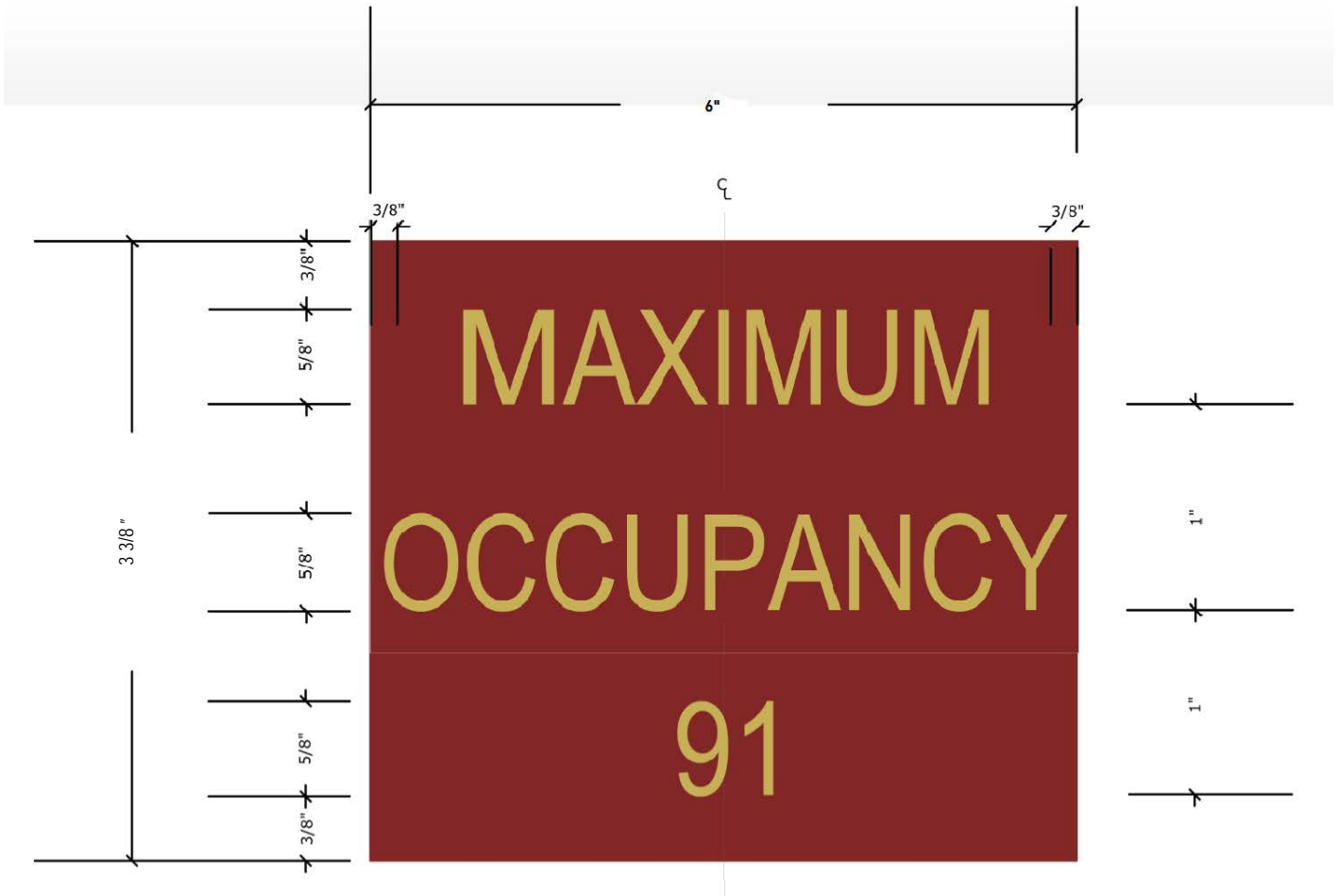


SIGN TYPE li-4:

Room Occupancy

Location:

All classroom and assembly occupancy spaces



SIGN TYPE li-4: Specification and Layout Information

Size 6" x 3 3/8"

Type Style/Font: Raised 1/32", Helvetica Regular
Message: MAXIMUM OCCUPANCY, #

Layout Information:

- Text to be horizontally centered on sign face.
- Text is 5/8" high, 100% horizontal.
- Mounting Height: See standard mounting height details at end of interior signage section.

Color Palette:

- To replace individual signs, match existing building sign colors for background and text.
- For new construction and major renovations, the design professional may recommend color selections for approval by the KU Facilities Department.

See Illustration for Sign Type li-4.



SIGN TYPE II-5: Elevator Emergency Use Restrictions

Location: Adjacent to elevator



SIGN TYPE li-5: Specification and Layout Information

Size 8" x 12"

Type Style/Font:	Raised 1/32", Helvetica Regular
Message:	IN CASE OF FIRE ELEVATORS ARE OUT OF SERVICE USE EXIT STAIRS
Braille:	Contracted (Grade 2) Braille

Layout Information:

- Text and Braille to be horizontally centered on sign face. The Braille will read the wording above it.
- Text is 5/8" high, 100% horizontal.
- There will be 3/8" below, before, after and between Braille dots.
- Graphic to be centered horizontally on sign face and vertically within pictogram field.
- Mounting Height: See standard mounting height details at end of interior signage section.

Color Palette:

- To replace individual signs, match existing building sign colors for background and text.
- For new construction and major renovations, the design professional may recommend color selections for approval by the KU Facilities Department.

See Illustration for Sign Type li-5.



SIGN TYPE II-6: Stair Tower Floor and Discharge Information
Location: Inside stair tower at each floor level



SIGN TYPE li-6: Specification and Layout Information

Size 11" x 11"

Type Style/Font:	Raised 1/32", Helvetica Regular
Message:	STAIR, Stair #, (No) ROOF ACCESS, EXIT DISCHARGE FLOOR #
Braille:	Contracted (Grade 2) Braille

Layout Information:

- Text and Braille to be horizontally centered on sign face. The Braille will read the wording above it.
- Text is ¾" – 3 ½" high, 100% horizontal.
- There will be 3/8" below, before, after and above Braille dots.
- Mounting Height: See standard mounting height details at end of interior signage section.
- For Exit Stairs with no roof access, center "ROOF ACCESS" vertically in relation to floor #.

Color Palette:

- To replace individual signs, match existing building sign colors for background and text.
- For new construction and major renovations, the design professional may recommend color selections for approval by the KU Facilities Department.

See Illustration for Sign Type li-6.



SIGN TYPE II-6A: Stair Tower Floor and Discharge Information - Greater Than 3 Stories

Location: Inside stair tower at each floor level



SIGN TYPE li-6A: Specification and Layout Information

Size 12" x 18"

Type Style/Font:	Raised 1/32", Helvetica Regular
Message:	STAIR, Stair #, (NO) ROOF ACCESS, FLOOR #, FLOORS in Stair, Directional Arrow, EXIT DISCHARGE FLOOR #
Braille:	None

Layout Information:

- Text to be horizontally centered on sign face.
- Text is 1" – 5" high, 100% horizontal.
- Directional arrow, 2 ½", to span exit discharge information and be centered vertically to left of text. Direction of arrow is placement specific.
- Mounting height and location: Per building code mount sign at 5' above landing in a location able to be seen when entering or exiting the stair.

Color Palette:

- To replace individual signs, match existing building sign colors for background and text.
- For new construction and major renovations, the design professional may recommend color selections for approval by the KU Facilities Department.

See Illustration for Sign Type li-6A.



SIGN TYPE li-7:

Exit Stair

Location:

Outside of stair at latch-side jamb



SIGN TYPE li-7: Specification and Layout Information

Size 6" x 10"

Type Style/Font:	Raised 1/32", Helvetica Regular
Message:	EXIT, Stair #, Floor #
Braille:	Contracted (Grade 2) Braille

Layout Information:

- Text and Braille to be horizontally centered on sign face. The Braille will read the wording above it.
- Text is 1" – 1 ¼" high, 100% horizontal.
- There will be 3/8" below, before, after and between Braille dots.
- Graphic to be centered horizontally on sign face and vertically within pictogram field.
- Mounting Height: See standard mounting height details at end of interior signage section.

Color Palette:

- To replace individual signs, match existing building sign colors for background and text.
- For new construction and major renovations, the design professional may recommend color selections for approval by the KU Facilities Department.

See Illustration for Sign Type li-7.



“To” Exit Stair

Outside vestibules or intermediate spaces



SIGN TYPE li-8: Specification and Layout Information

Size 6" x 11 1/2"

Type Style/Font:	Raised 1/32", Helvetica Regular
Message:	TOEXIT, Stair #, Floor #
Braille:	Contracted (Grade 2) Braille

Layout Information:

- Text and Braille to be horizontally centered on sign face. The Braille will read the wording above it.
- Text is 1" high, 100% horizontal.
- There will be 3/8" below, before, after and between Braille dots.
- Graphic to be centered horizontally on sign face and vertically within pictogram field.
- Mounting Height: See standard mounting height details at end of interior signage section.

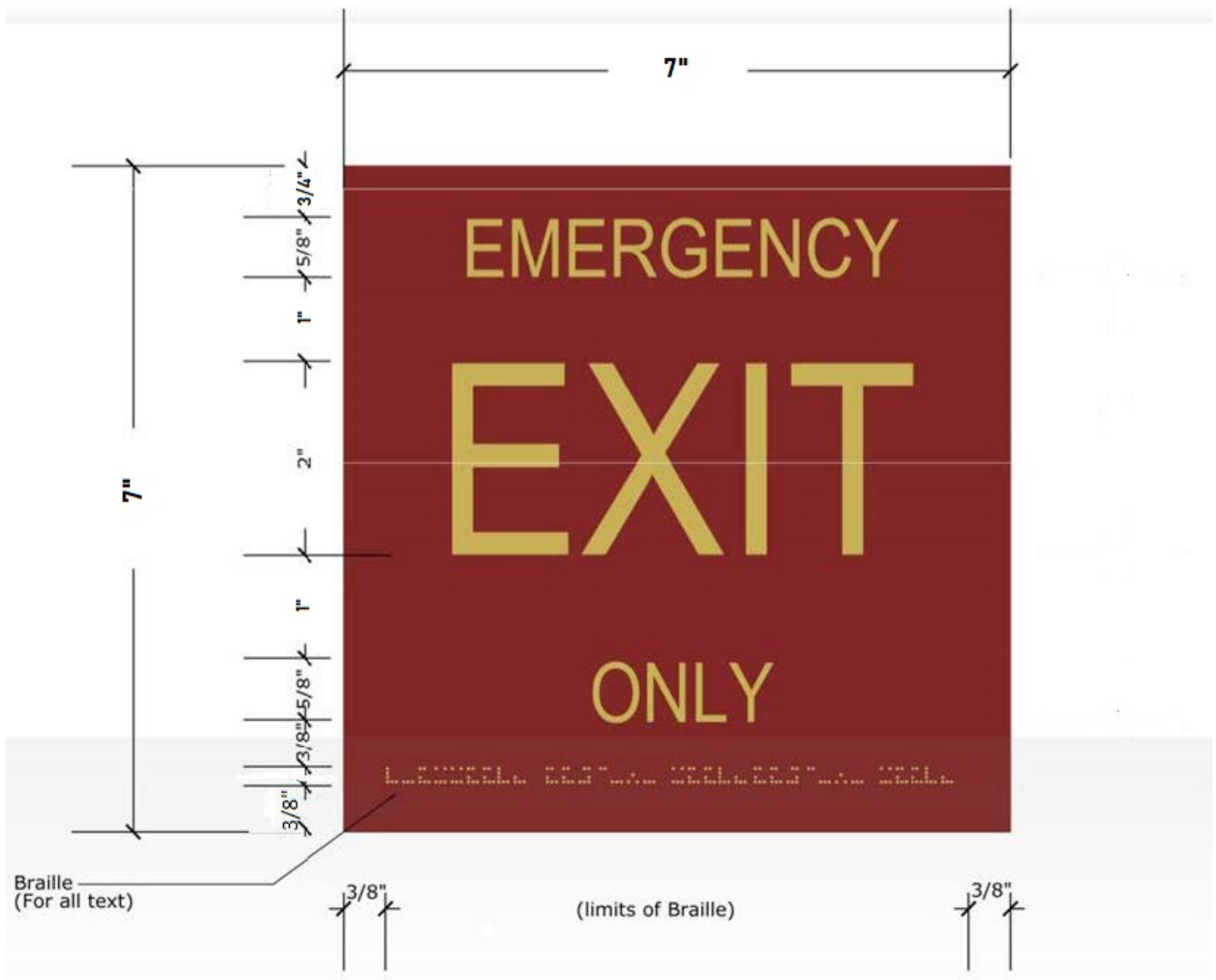
Color Palette:

- To replace individual signs, match existing building sign colors for background and text.
- For new construction and major renovations, the design professional may recommend color selections for approval by the KU Facilities Department.

See Illustration for Sign Type li-8.



SIGN TYPE li- 9: Emergency Exit Only
Location: Adjacent to all alarmed building perimeter or security doors



SIGN TYPE li- 9: Specification and Layout Information

Size 7" x 7"

Type Style/Font:	Raised 1/32", Helvetica Regular
Message:	EMERGENCY EXIT ONLY
Braille:	Contracted (Grade 2) Braille

Layout Information:

- Text and Braille to be horizontally centered on sign face. The Braille will read the wording above it.
- Text is 5/8" – 2" high, 100% horizontal.
- There will be 3/8" below, before, after and between Braille dots.
- Mounting Height: See standard mounting height details at end of interior signage section.

Color Palette:

- To replace individual signs, match existing building sign colors for background and text.
- For new construction and major renovations, the design professional may recommend color selections for approval by the KU Facilities Department.

See Illustration for Sign Type li-9.



SIGN TYPE li-10:

Accessible Exit

Location:

Building interior at latch-side jamb of exit door



SIGN TYPE li-10: Specification and Layout Information

Size 6" x 9"

Type Style/Font:	Raised 1/32", Helvetica Regular
Message:	ACCESSIBLE EXIT
Braille:	Contracted (Grade 2) Braille

Layout Information:

- Text, Braille and graphic to be horizontally centered on sign face.
- Text is 5/8" high, 100% horizontal.
- There will be 3/8" above, below, before and after Braille dots.
- Graphic to be centered horizontally on sign face and vertically within pictogram field.
- Mounting Height: See standard mounting height details at end of interior signage section.

Color Palette:

- To replace individual signs, match existing building sign colors for background and text.
- For new construction and major renovations, the design professional may recommend color selections for approval by the KU Facilities Department.

See Illustration for Sign Type li-10.

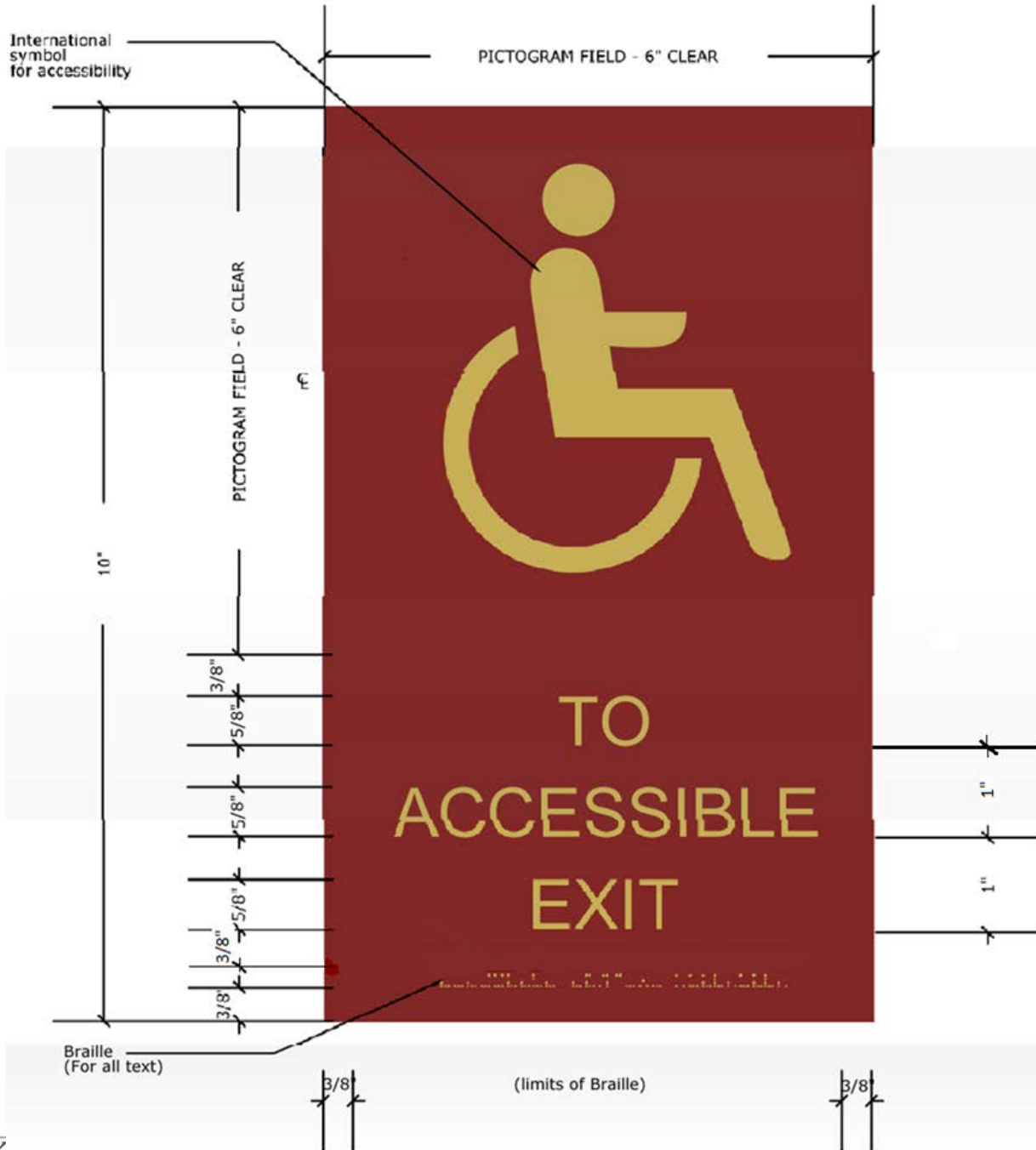


SIGN TYPE li-11 (Type A):

Location:

“To” Accessible Exit

At latch-side jamb of doors outside vestibules or intermediate spaces



SIGN TYPE li-11 (Type A): Specification and Layout Information

Size 6" x 10"

Type Style/Font:	Raised 1/32", Helvetica Regular
Message:	TO ACCESSIBLE EXIT
Braille:	Contracted (Grade 2) Braille

Layout Information:

- Text, Braille and graphic to be horizontally centered on sign face.
- Text is 5/8" high, 100% horizontal.
- There will be 3/8" above, below, before and after Braille dots.
- Graphic to be centered horizontally on sign face and vertically within pictogram field.
- Mounting Height: See standard mounting height details at end of interior signage section.

Color Palette:

- To replace individual signs, match existing building sign colors for background and text.
- For new construction and major renovations, the design professional may recommend color selections for approval by the KU Facilities Department.

See Illustration for Sign Type li-11 (TYPE A).



Location: Adjacent to non-accessible exits



SIGN TYPE li-11 (Type B): Specification and Layout Information

Type B: Size 6" x 11"

Type Style/Font:	Raised 1/32", Helvetica Regular
Message:	ACCESSIBLE EXIT
Braille:	Contracted (Grade 2) Braille

Layout Information:

- Text, Braille and graphic to be horizontally centered on sign face.
- Text is 5/8" high, 100% horizontal.
- There will be 3/8" above, below, before and after Braille dots.
- Graphic to be centered horizontally on sign face and vertically within pictogram field.
- Directional arrow to be centered horizontally on sign face and vertically within 2" clear space. Direction of arrow is placement specific.
- Mounting Height: See standard mounting height details at end of interior signage section.

Color Palette:

- To replace individual signs, match existing building sign colors for background and text.
- For new construction and major renovations, the design professional may recommend color selections for approval by the KU Facilities Department.

See Illustrations for Sign Type li-11 (Type B).

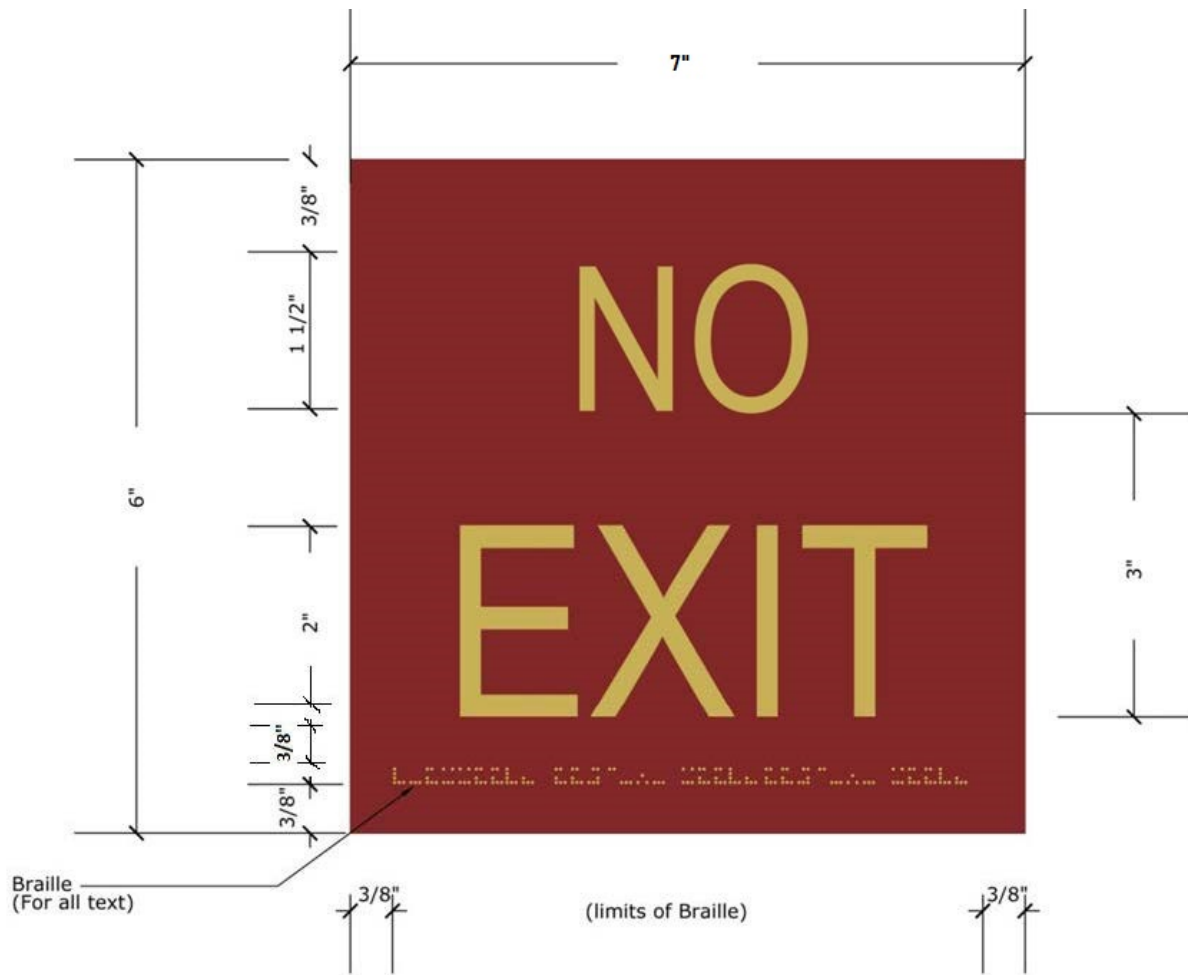


SIGN TYPE li-12:

No Exit

Location:

Adjacent to latch-side jamb (where necessary)



SIGN TYPE li-12: Specification and Layout Information

Size 7" x 6"

Type Style/Font:	Raised 1/32", Helvetica Regular
Message:	NO EXIT
Braille:	Contracted (Grade 2) Braille

Layout Information:

- Text and Braille to be horizontally centered on sign face. The Braille will read the wording above it.
- Text is 1 ½" – 2" high, 100% horizontal.
- There will be 3/8" above, below, before and after Braille dots.
- Mounting Height: See standard mounting height details at end of interior signage section.

Color Palette:

- To replace individual signs, match existing building sign colors for background and text.
- For new construction and major renovations, the design professional may recommend color selections for approval by the KU Facilities Department.

See Illustration for Sign Type li-12.

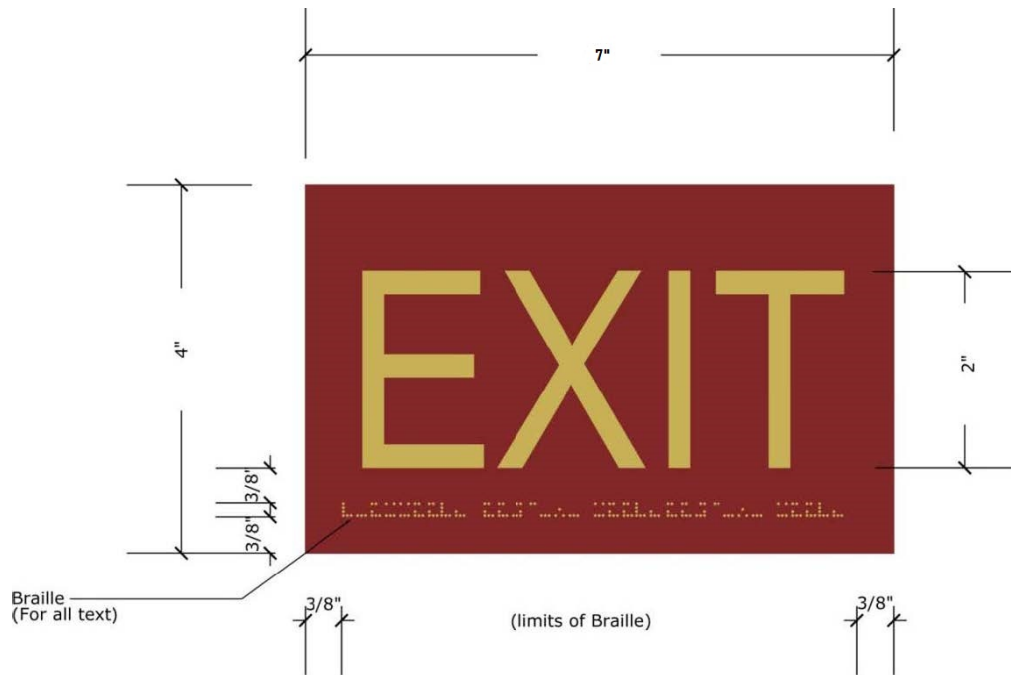


SIGN TYPE li-13:

Exit

Location:

Building interior adjacent to latch-side jamb



SIGN TYPE li-13: Specification and Layout Information

Size 7" x 4"

Type Style/Font:	Raised 1/32", Helvetica
Message:	Regular EXIT
Braille:	Contracted (Grade 2) Braille

Layout Information:

- Text and Braille to be horizontally centered on sign face. The Braille will read the wording above it.
- Text is 2" high, 100% horizontal.
- There will be 3/8" above, below, before and after Braille dots.
- Mounting Height: See standard mounting height details at end of interior signage section.

Color Palette:

- To replace individual signs, match existing building sign colors for background and text.
- For new construction and major renovations, the design professional may recommend color selections for approval by the KU Facilities Department.

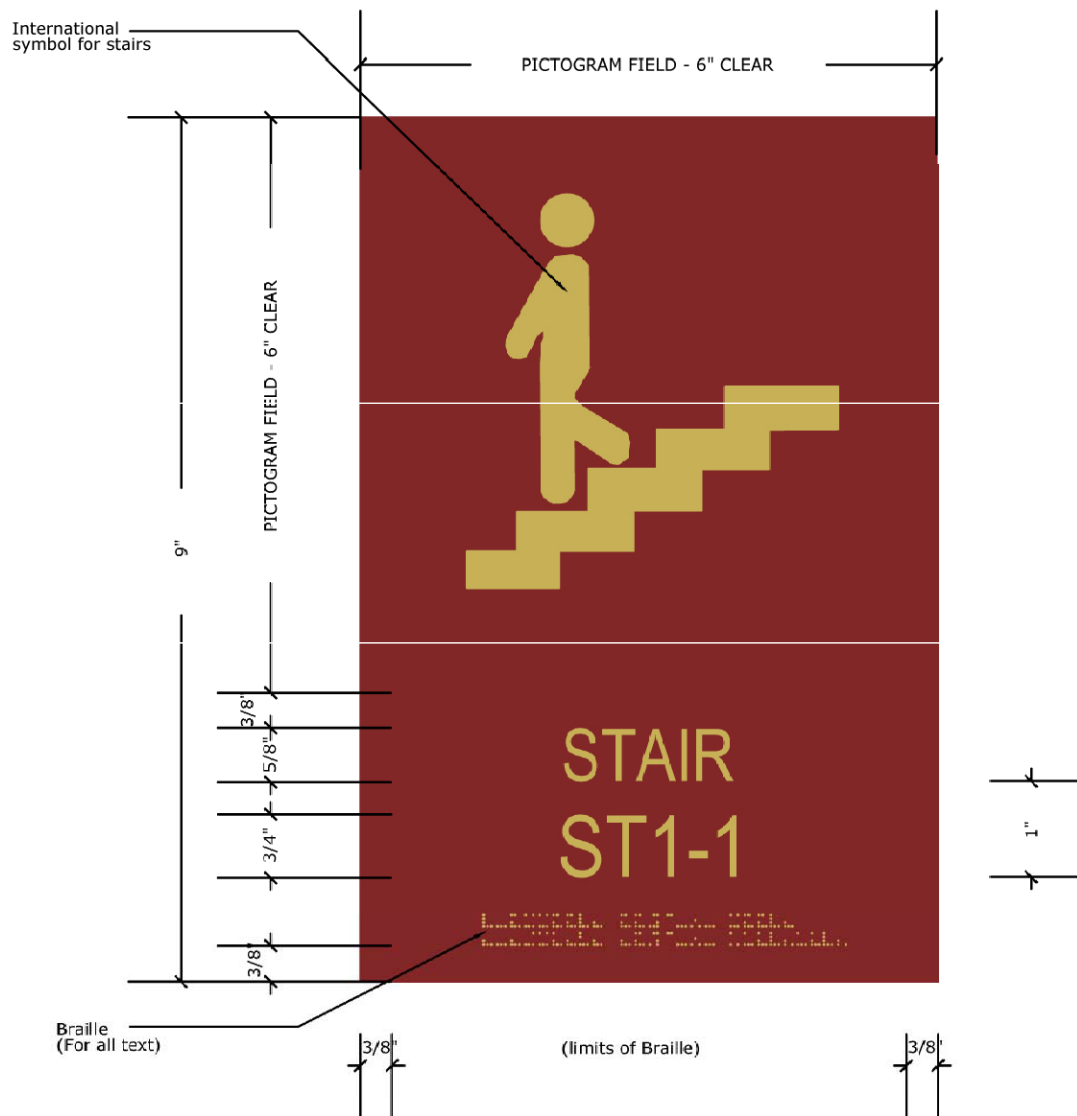
See Illustration for Sign Type li-13.

Additional Mounting/Installation Information:

This sign is to be installed adjacent to all exit doors.



SIGN TYPE li-14: Stair and Floor Level ID
Location: Outside stair tower access doors



SIGN TYPE li-14: Specification and Layout Information

Size 6" x 9"

Type Style/Font:	Raised 1/32", Helvetica Regular STAIR, Stair #,
Message:	Floor #
Braille:	Contracted (Grade 2) Braille

Layout Information:

- Text, Braille and graphic to be horizontally centered on sign face.
- Text is 5/8" – 3/4" high, 100% horizontal.
- There will be 3/8" above, below, before and after Braille dots.
- Graphic to be centered horizontally on sign face and vertically within pictogram field.
- Mounting Height: See standard mounting height details at end of interior signage section.

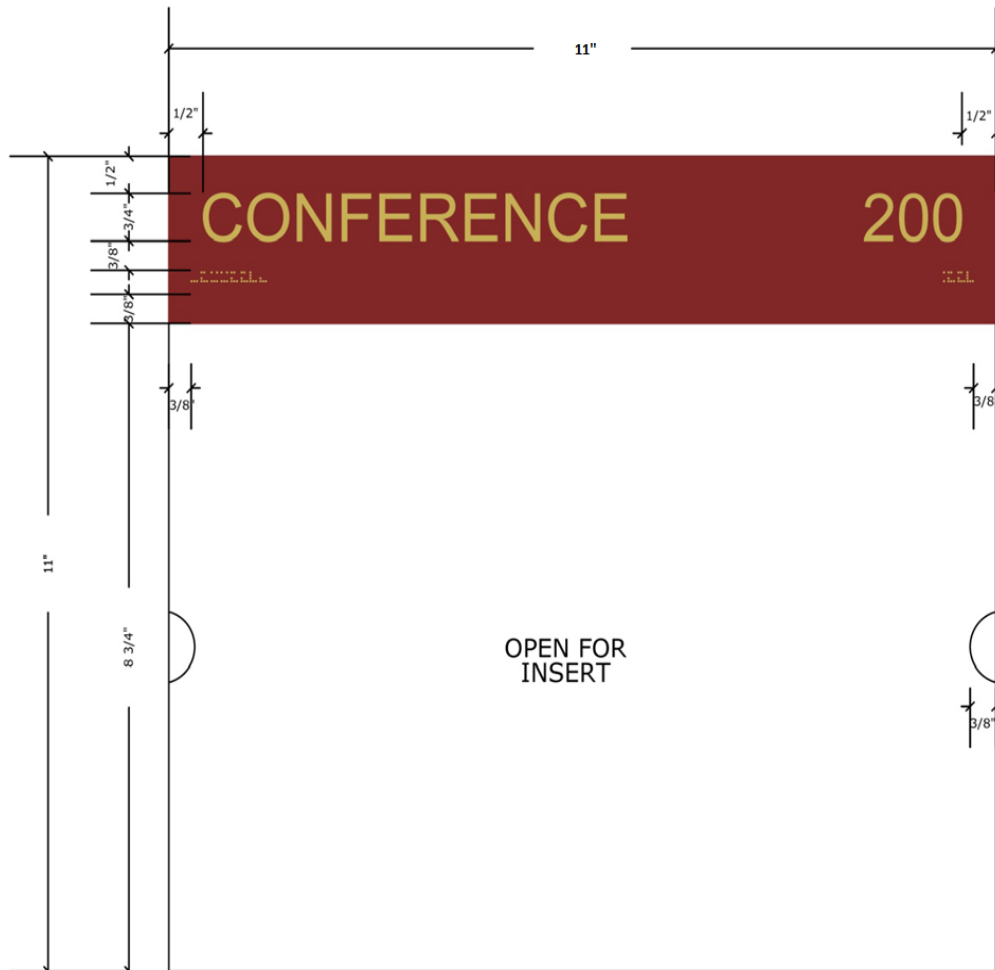
Color Palette:

- To replace individual signs, match existing building sign colors for background and text.
- For new construction and major renovations, the design professional may recommend color selections for approval by the KU Facilities Department.

See Illustration for Sign Type li-14.



Location: Outside of room adjacent to latch-side jamb



SIGN TYPE li-15: Specification and Layout Information

Size 11" x 11"

Type Style/Font:	Raised 1/32", Helvetica Regular
Message:	(Name of Room in uppercase), Room #
Braille:	Contracted (Grade 2) Braille

Layout Information:

- Room name to be indented 1/2" from left of sign face and 1/2" from top of sign face.
- Room number to be indented 1/2" from right of sign face and 1/2" from top of sign face.
- Text is 3/4" high, 100% horizontal.
- There will be 3/8" above, below, before and after Braille dots.
- Mounting Height: See standard mounting height details at end of interior signage section.
- Insert space must accept 8 1/2" x 11 paper without folding or binding.

Color Palette:

- To replace individual signs, match existing building sign colors for background and text.
- For new construction and major renovations, the design professional may recommend color selections for approval by the KU Facilities Department.

See Illustration for Sign Type li-15.

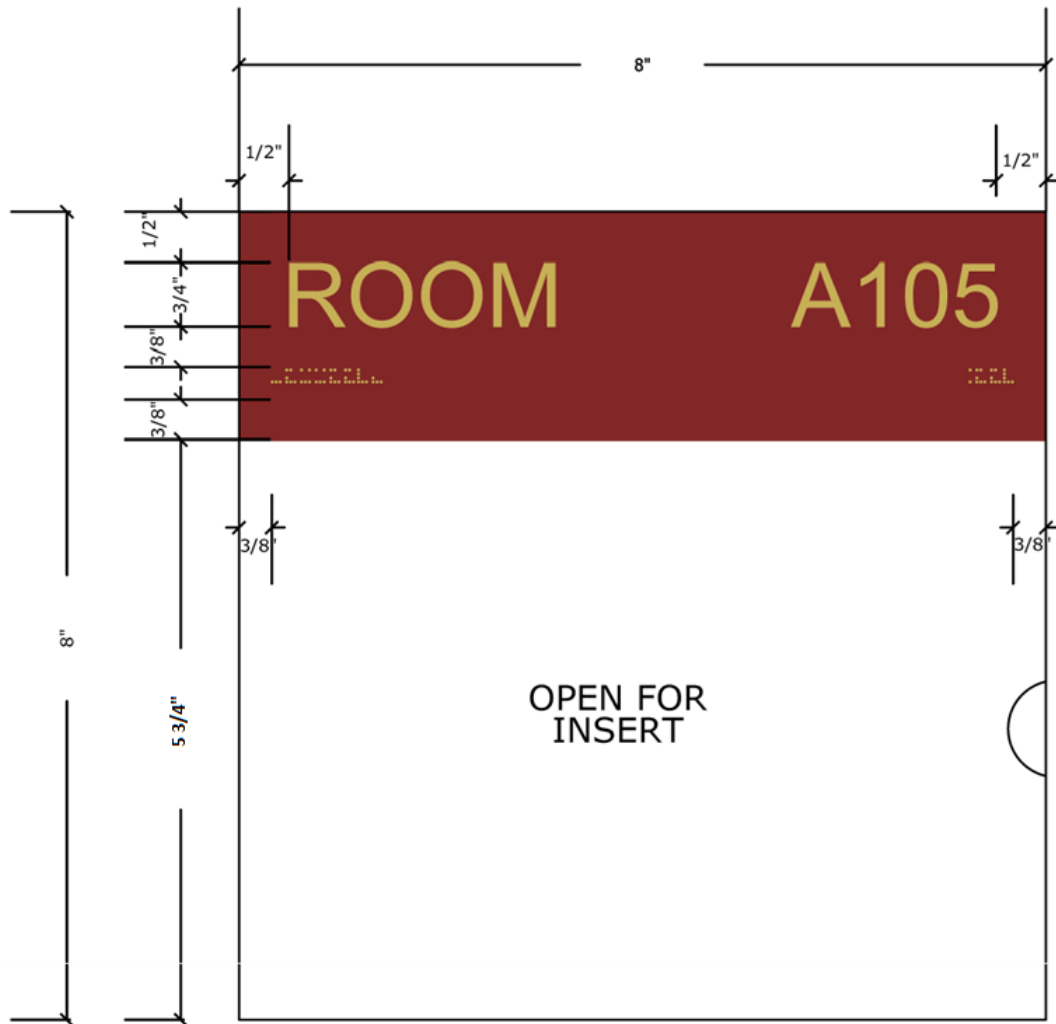


SIGN TYPE li-16:

Office ID

Location:

Outside of room adjacent to latch-side jamb



SIGN TYPE li-16: Specification and Layout Information

Size 8" x 8"

Type Style/Font:	Raised 1/32", Helvetica Regular
Message:	(Name of Room in uppercase), Room #
Braille:	Contracted (Grade 2) Braille

Layout Information:

- Room name to be indented 1/2" from left of sign face and 1/2" from top of sign face.
- Room number to be indented 1/2" from right of sign face and 1/2" from top of sign face.
- Text is 3/4" high, 100% horizontal.
- There will be 3/8" above, below, before and after Braille dots.
- Mounting Height: See standard mounting height details at end of interior signage section.

Color Palette:

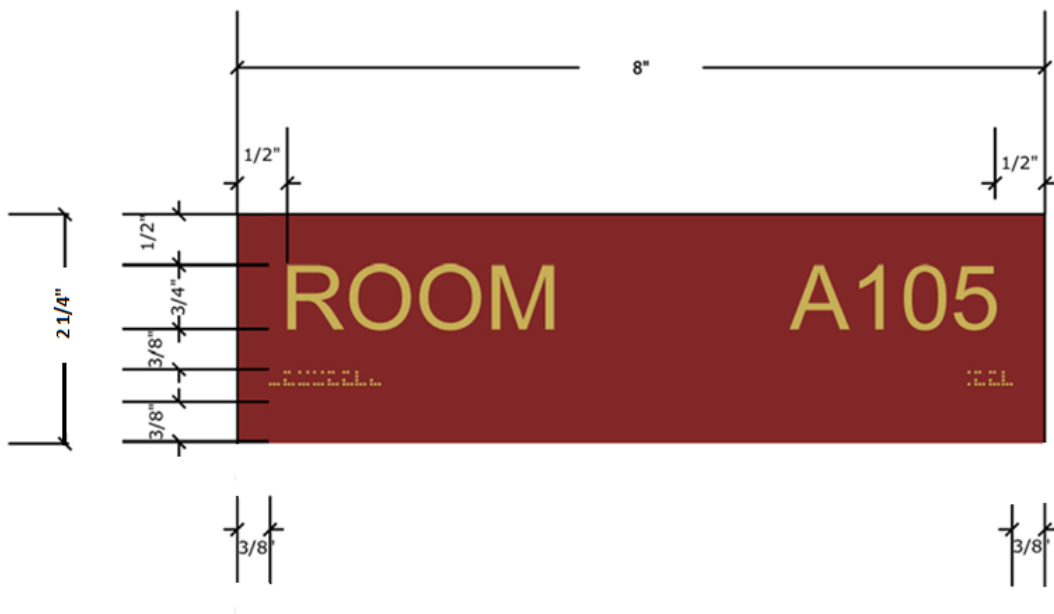
- To replace individual signs, match existing building sign colors for background and text.
- For new construction and major renovations, the design professional may recommend color selections for approval by the KU Facilities Department.

See Illustration for Sign Type li-16.



SIGN TYPE li-16A: Support Space ID

Location: Outside of room adjacent to latch-side jamb



SIGN TYPE li-16A: Specification and Layout Information

Size 8" x 2 1/4"

Type Style/Font:	Raised 1/32", Helvetica Regular Room
Message:	Name (ex. STORAGE), Room #
Braille:	Contracted (Grade 2) Braille

Layout Information:

- Room name to be indented 1/2" from left of sign face and 1/2" from top of sign face.
- Room number to be indented 1/2" from right of sign face and 1/2" from top of sign face.
- Text is 3/4" high, 100% horizontal.
- There will be 3/8" above, below, before and after Braille dots.
- Mounting Height: See standard mounting height details at end of interior signage section.

Color Palette:

- To replace individual signs, match existing building sign colors for background and text.
- For new construction and major renovations, the design professional may recommend color selections for approval by the KU Facilities Department.

See Illustration for Sign Type li-16A.



SIGN TYPE li-17:

Accessible Unisex Toilet Room

Location:

Outside of room adjacent to latch-side jamb



SIGN TYPE li-17: Specification and Layout Information

Size 7 1/2" x 10"

Type Style/Font:	Raised 1/32", Helvetica Regular
Message:	TOILET ROOM, Room #
Braille:	Contracted (Grade 2) Braille

Layout Information:

- Text, Braille and graphic to be horizontally centered on sign face.
- Text is 5/8" – 3/4" high, 100% horizontal.
- There will be 3/8" above, below, before and after Braille dots.
- Men, Women and Accessibility graphic to be 3" high.
- Graphic to be centered horizontally on sign face and vertically within pictogram field.
- Mounting Height: See standard mounting height details at end of interior signage section.

Color Palette:

- To replace individual signs, match existing building sign colors for background and text.
- For new construction and major renovations, the design professional may recommend color selections for approval by the KU Facilities Department.

See Illustration for Sign Type li-17.

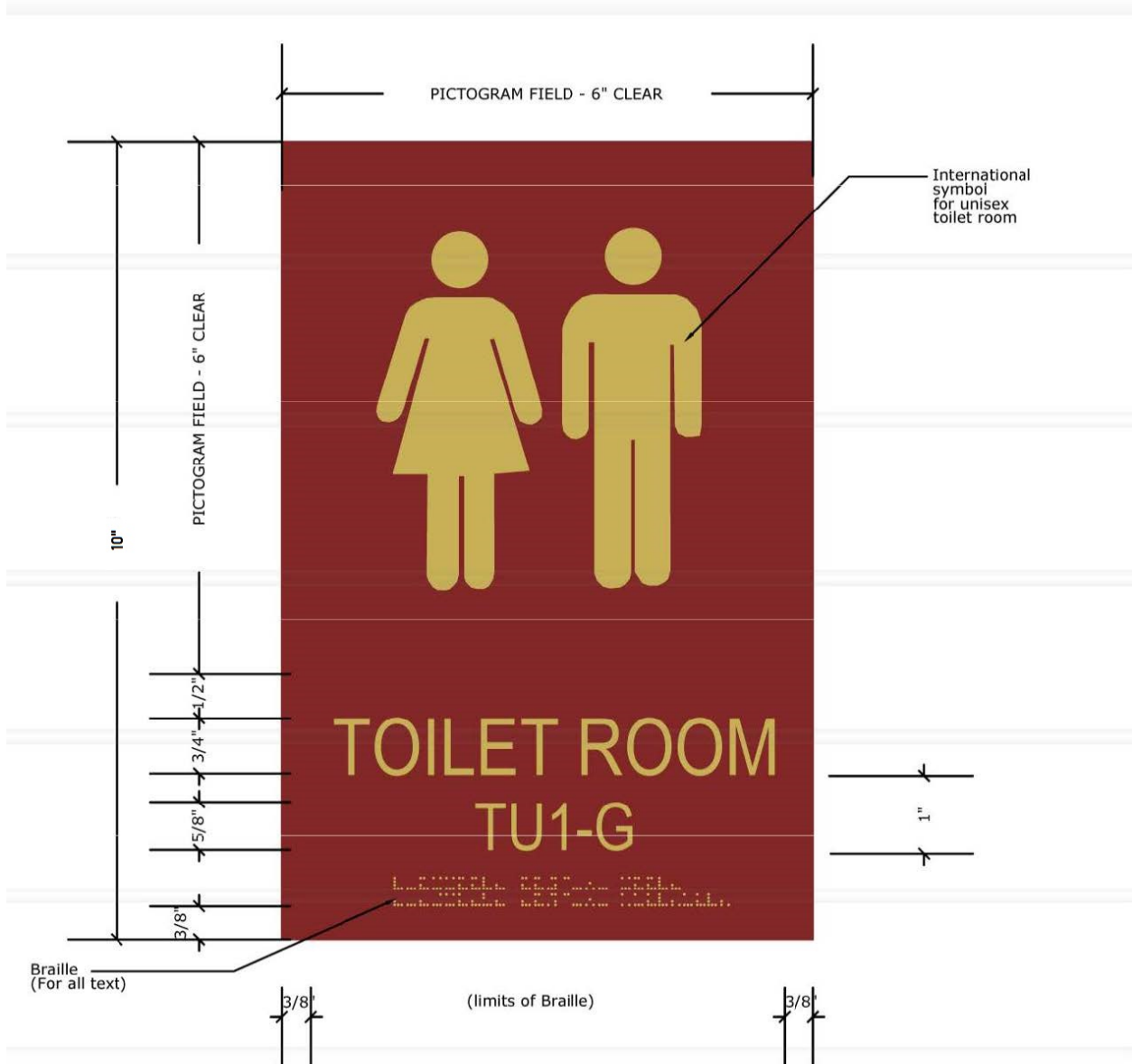


SIGN TYPE li-18:

Non-Accessible Unisex Toilet Room

Location:

Outside of room adjacent to latch-side jamb



SIGN TYPE li-18: Specification and Layout Information

Size 6" x 9"

Type Style/Font:	Raised 1/32", Helvetica Regular
Message:	TOILET ROOM, Room #
Braille:	Contracted (Grade 2) Braille

Layout Information:

- Text, Braille and graphic to be horizontally centered on sign face.
- Text is 5/8" – 3/4" high, 100% horizontal.
- There will be 3/8" above, below, before and after Braille dots.
- Men and Women graphic to be 4" high.
- Graphic to be centered horizontally on sign face and vertically within pictogram field.
- Mounting Height: See standard mounting height details at end of interior signage section.

Color Palette:

- To replace individual signs, match existing building sign colors for background and text.
- For new construction and major renovations, the design professional may recommend color selections for approval by the KU Facilities Department.

See Illustration for Sign Type li-18.

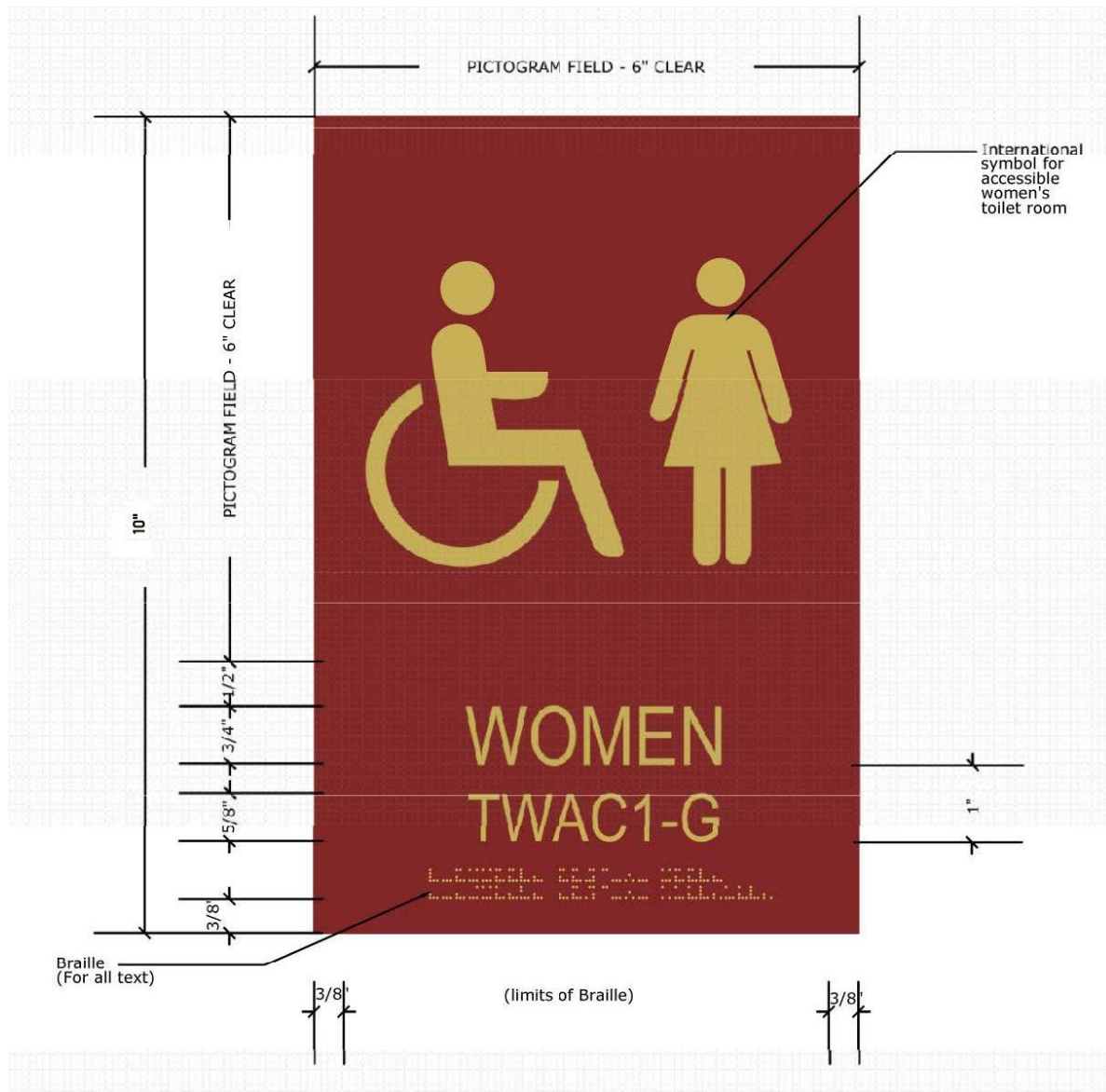


SIGN TYPE li-19:

Accessible Women's Toilet Room

Location:

Outside of room adjacent to latch-side jamb



SIGN TYPE li-19: Specification and Layout Information

Size 6" x 10"

Type Style/Font:	Raised 1/32", Helvetica
Message:	Regular WOMEN, Room #
Braille:	Contracted (Grade 2) Braille

Layout Information:

- Text, Braille and graphic to be horizontally centered on sign face.
- Text is 5/8" – 3/4" high, 100% horizontal.
- There will be 3/8" above, below, before and after Braille dots.
- Women and Accessibility graphic to be 4" high.
- Graphic to be centered horizontally on sign face and vertically within pictogram field.
- Mounting Height: See standard mounting height details at end of interior signage section.

Color Palette:

- To replace individual signs, match existing building sign colors for background and text.
- For new construction and major renovations, the design professional may recommend color selections for approval by the KU Facilities Department.

See Illustration for Sign Type li-19.

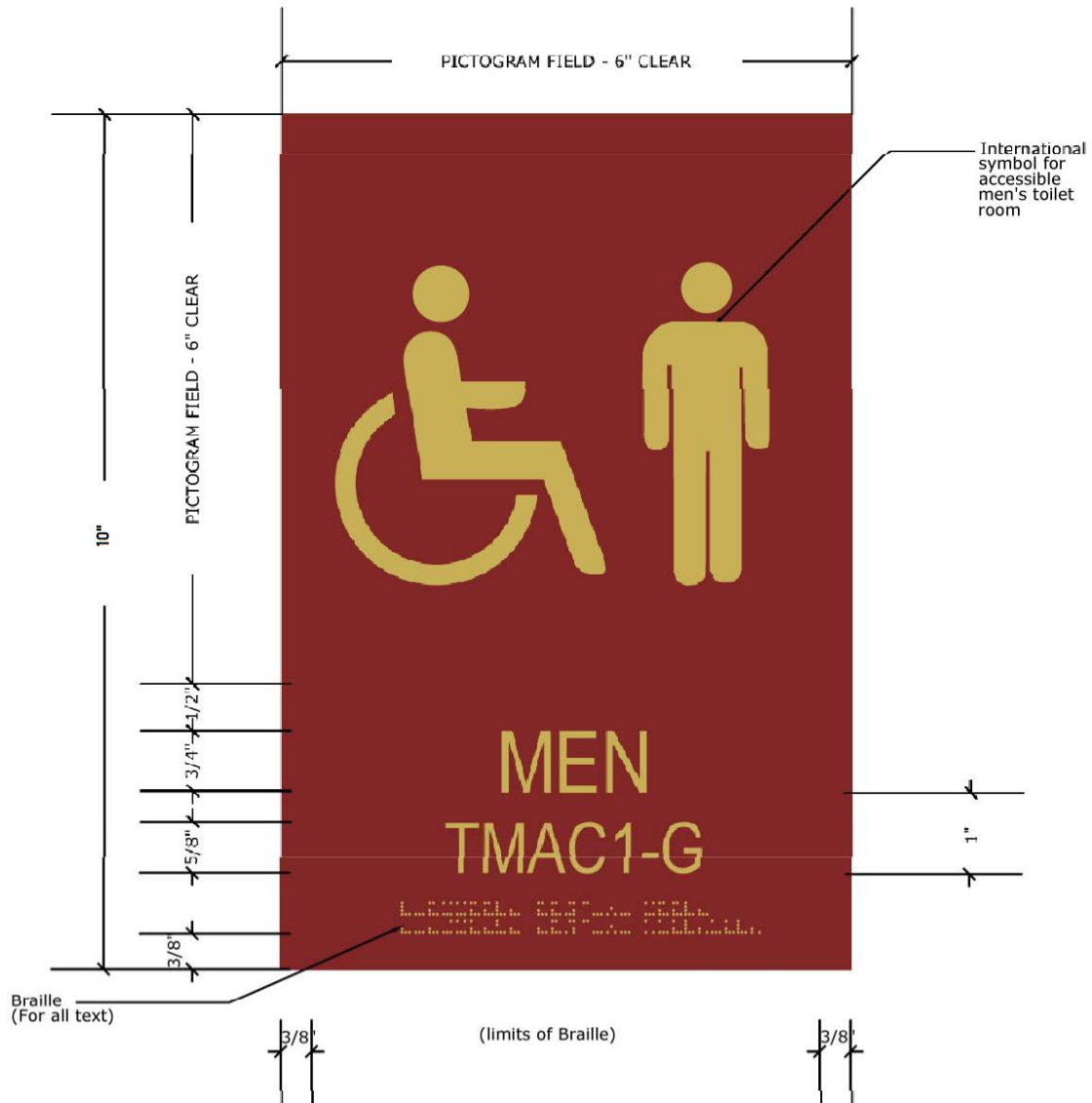


SIGN TYPE li-20:

Accessible Men's Toilet Room

Location:

Outside of room adjacent to latch-side jamb



SIGN TYPE li-20: Specification and Layout Information

Size 6" x 10"

Type Style/Font:	Raised 1/32", Helvetica Regular
Message:	MEN, Room #
Braille:	Contracted (Grade 2) Braille

Layout Information:

- Text, Braille and graphic to be horizontally centered on sign face.
- Text is 5/8" – 3/4" high, 100% horizontal.
- There will be 3/8" above, below, before and after Braille dots.
- Men and Accessibility graphic to be 4" high.
- Graphic to be centered horizontally on sign face and vertically within pictogram field.
- Mounting Height: See standard mounting height details at end of interior signage section.

Color Palette:

- To replace individual signs, match existing building sign colors for background and text.
- For new construction and major renovations, the design professional may recommend color selections for approval by the KU Facilities Department.

See Illustration for Sign Type li-20.

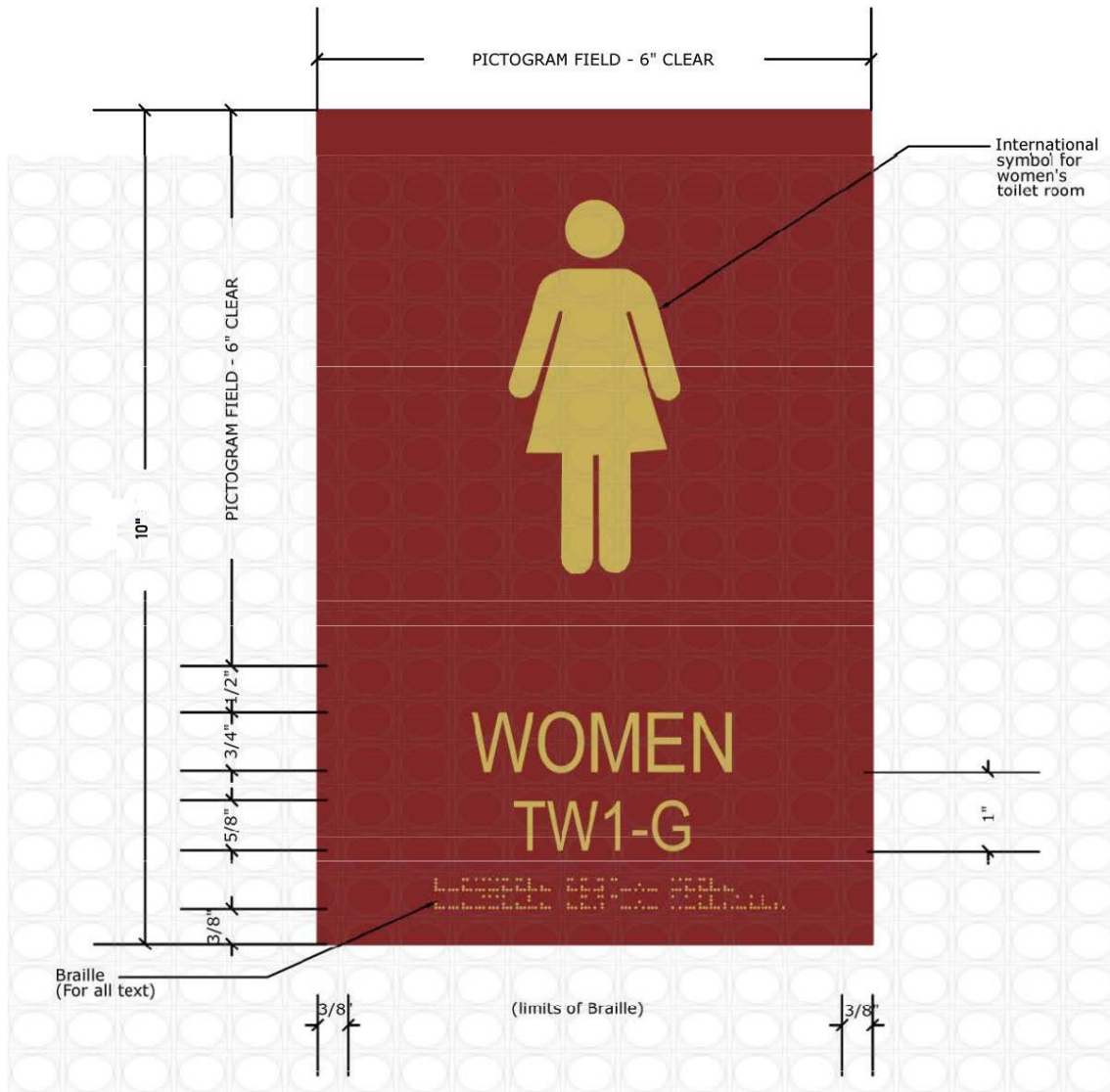


SIGN TYPE li-21:

Non-Accessible Women's Toilet Room

Location:

Outside of room adjacent to latch-side jamb



SIGN TYPE li-21: Specification and Layout Information

Size 6" x 10"

Type Style/Font:	Raised 1/32", Helvetica Regular
Message:	WOMEN, Room #
Braille:	Contracted (Grade 2) Braille

Layout Information:

- Text, Braille and graphic to be horizontally centered on sign face.
- Text is 5/8" – 3/4" high, 100% horizontal.
- There will be 3/8" above, below, before and after Braille dots.
- Women graphic to be 4" high.
- Graphic to be centered horizontally on sign face and vertically within pictogram field.
- Mounting Height: See standard mounting height details at end of interior signage section.

Color Palette:

- To replace individual signs, match existing building sign colors for background and text.
- For new construction and major renovations, the design professional may recommend color selections for approval by the KU Facilities Department.

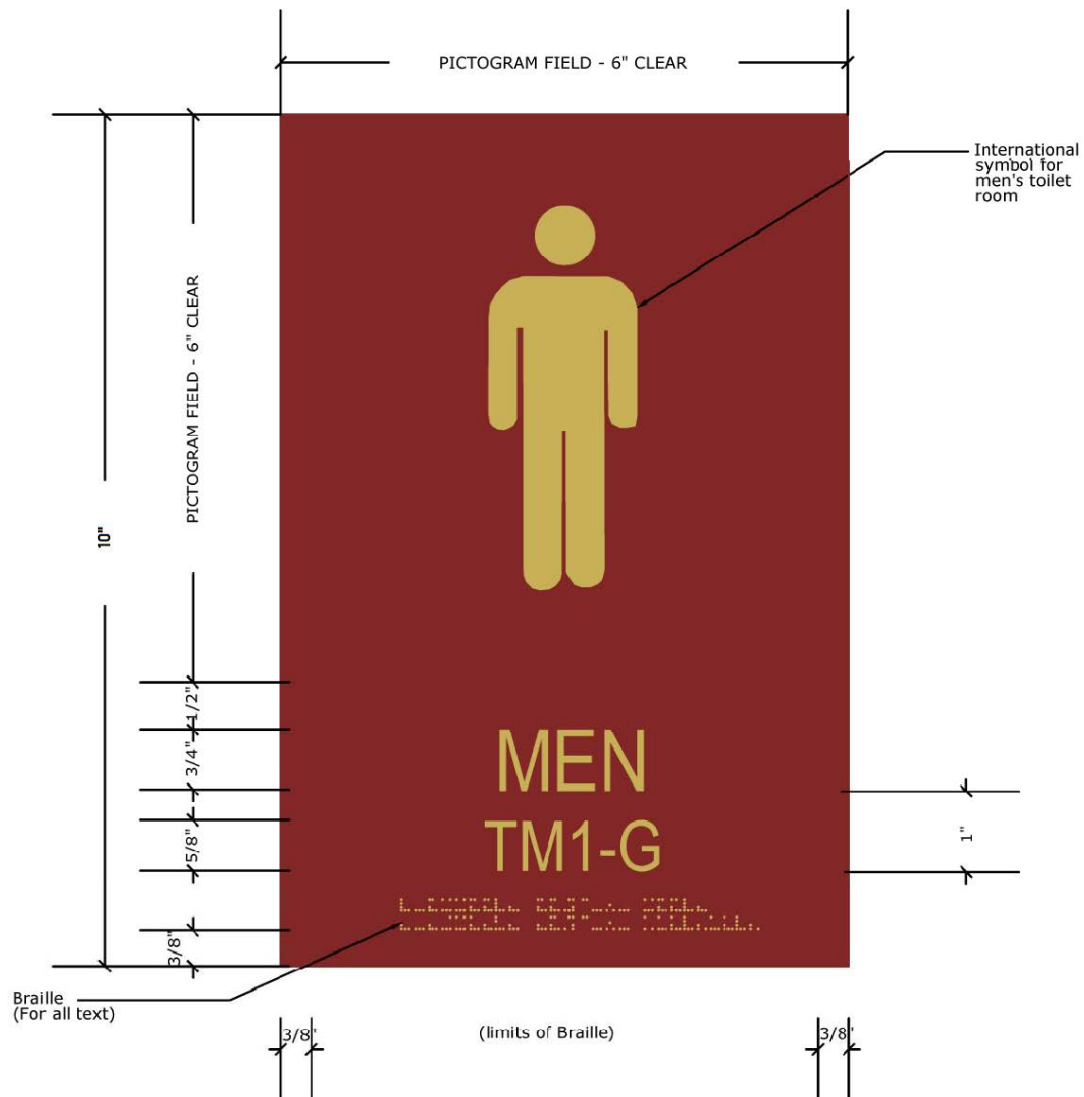
See Illustration for Sign Type li-21.



Non-Accessible Men's Toilet Room

Location:

Outside of room adjacent to latch-side jamb



SIGN TYPE li-22: Specification and Layout Information

Size 6" x 10"

Type Style/Font:	Raised 1/32", Helvetica Regular
Message:	MEN, Room #
Braille:	Contracted (Grade 2) Braille

Layout Information:

- Text, Braille and graphic to be horizontally centered on sign face.
- Text is 5/8" – 3/4" high, 100% horizontal.
- There will be 3/8" above, below, before and after Braille dots.
- Men graphic to be 4" high.
- Graphic to be centered horizontally on sign face and vertically within pictogram field.
- Mounting Height: See standard mounting height details at end of interior signage section.

Color Palette:

- To replace individual signs, match existing building sign colors for background and text.
- For new construction and major renovations, the design professional may recommend color selections for approval by the KU Facilities Department.

See Illustration for Sign Type li-22.



SIGN TYPE li-23:

Location:

Accessible Women's Toilet Room (Directional)

Outside of non-accessible women's toilet room



SIGN TYPE li-23: Specification and Layout Information

Size 6" x 11"

Type Style/Font:	Raised 1/32", Helvetica Regular
Message:	TO ACCESSIBLE WOMEN'S ROOM
Braille:	Contracted (Grade 2) Braille

Layout Information:

- Text, Braille and graphic to be horizontally centered on sign face.
- Text is 5/8" high, 100% horizontal.
- There will be 3/8" above, below, before and after Braille dots.
- Women and Accessibility graphic to be 4" high.
- Graphic to be centered horizontally on sign face and vertically within pictogram field.
- Directional arrow to be centered horizontally on sign face and vertically within 2" clear space. Direction of arrow is placement specific.
- Mounting Height: See standard mounting height details at end of interior signage section.

Color Palette:

- To replace individual signs, match existing building sign colors for background and text.
- For new construction and major renovations, the design professional may recommend color selections for approval by the KU Facilities Department.

See Illustration for Sign Type li-23.



Accessible Men's Toilet Room (Directional)

Location:

SIGN TYPE li-24: Specification and Layout Information

Size 6" x 11"

Type Style/Font:	Raised 1/32", Helvetica Regular
Message:	TO ACCESSIBLE MEN'S ROOM
Braille:	Contracted (Grade 2) Braille

Layout Information:

- Text, Braille and graphic to be horizontally centered on sign face.
- Text is 5/8" high, 100% horizontal.
- There will be 3/8" above, below, before and after Braille dots.
- Women and Accessibility graphic to be 4" high.
- Graphic to be centered horizontally on sign face and vertically within pictogram field.
- Directional arrow to be centered horizontally on sign face and vertically within 2" clear space. Direction of arrow is placement specific.
- Mounting Height: See standard mounting height details at end of interior signage section.

Color Palette:

- To replace individual signs, match existing building sign colors for background and text.
- For new construction and major renovations, the design professional may recommend color selections for approval by the KU Facilities Department.

See Illustration for Sign Type li-24.



SIGN TYPE li-25: Specification and Layout Information

Size 7 1/2" x 11"

Type Style/Font:	Raised 1/32", Helvetica Regular
Message:	TO ACCESSIBLE TOILET ROOM
Braille:	Contracted (Grade 2) Braille

Layout Information:

- Text, Braille and graphic to be horizontally centered on sign face.
- Text is 5/8" high, 100% horizontal.
- There will be 3/8" above, below, before and after Braille dots.
- Unisex and Accessibility graphics to be 4" high.
- Graphic to be centered horizontally on sign face and vertically within pictogram field.
- Directional arrow to be centered horizontally on sign face and vertically within 2" clear space. Direction of arrow is placement specific.
- Mounting Height: See standard mounting height details at end of interior signage section.

Color Palette:

- To replace individual signs, match existing building sign colors for background and text.
- For new construction and major renovations, the design professional may recommend color selections for approval by the KU Facilities Department.

See Illustration for Sign Type li-25.



SIGN TYPE li-26:

Location:

Assistive Listening System Available

Near primary entrance to room



SIGN TYPE li-26: Specification and Layout Information

Size 6" x 12"

Type Style/Font:	Raised 1/32", Helvetica Regular
Message:	ASSISTIVE LISTENING SYSTEM AVAILABLE
Braille:	Contracted (Grade 2) Braille

Layout Information:

- Text, Braille and graphic to be horizontally centered on sign face.
- Text is 5/8" high, 100% horizontal.
- There will be 3/8" above, below, before and after Braille dots.
- Graphic to be 4" high.
- Graphic to be centered horizontally on sign face and vertically within pictogram field.
- Mounting Height: See standard mounting height details at end of interior signage section.

Color Palette:

- To replace individual signs, match existing building sign colors for background and text.
- For new construction and major renovations, the design professional may recommend color selections for approval by the KU Facilities Department.

See Illustration for Sign Type li-26.



3.7 Sign Types and Specifications – Directional Type Di (Old Main)

Type Di Signs

Illustration, Specifications and Layout Information

Additional Specifications

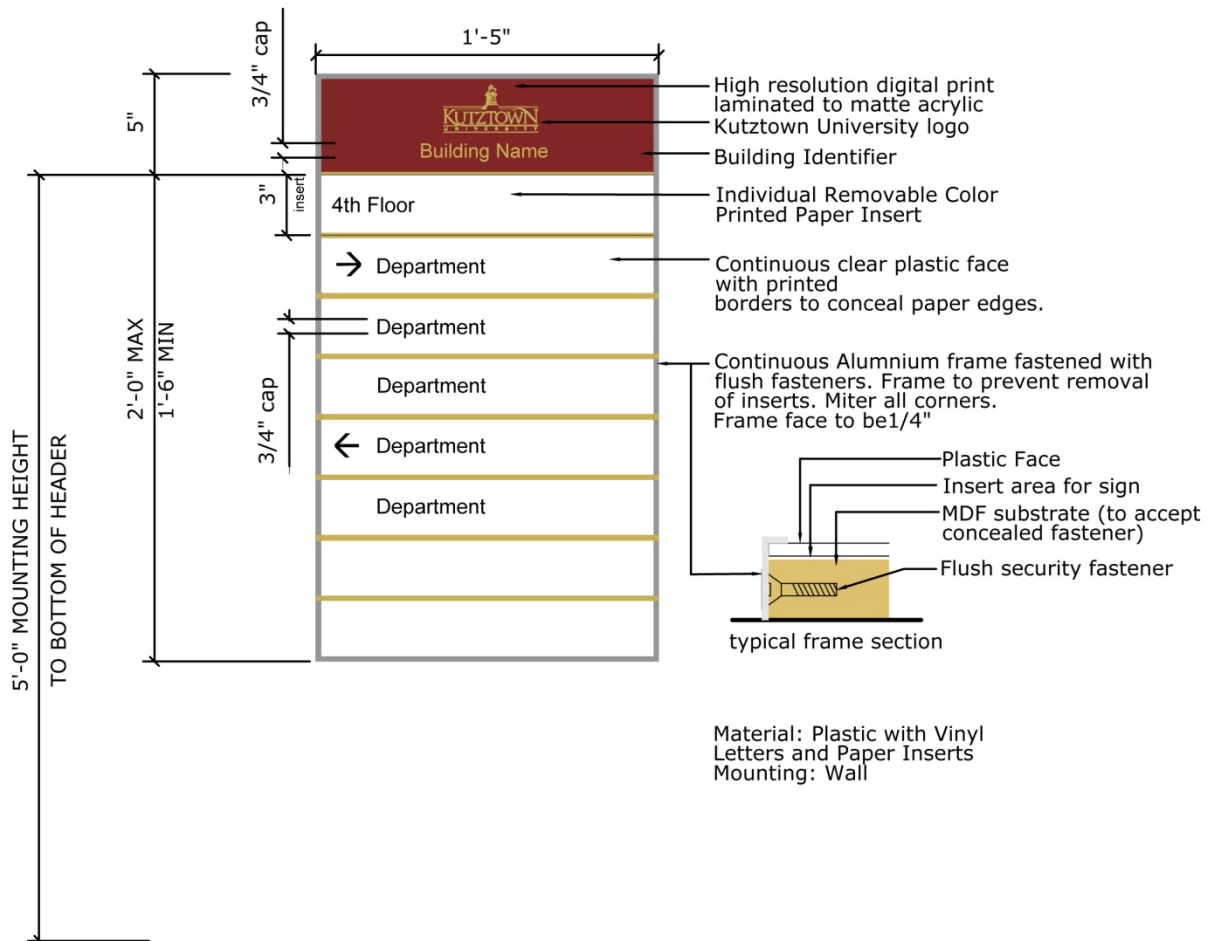


SIGN TYPE Di-1

Floor Directory

Location:

In corridors at exit points from stairs and elevators
and/or at corridor intersection decision points



SIGN TYPE Di-1: Additional Specifications

Size 1'-5" wide x 1'-11" to 2'-5" long

Type Style/Font:	Helvetica Regular
Material:	As noted on Illustration for Sign Type Di-1
Location:	Hallways at decision points
Mounting Height:	60" maximum to bottom of header
Length:	To be determined based on proposed occupancy

Color Palette:

- Kutztown Official Colors – PMS 195 Maroon
- Kutztown Official Colors – PMS 123 Gold

See Illustration for Sign Type Di-1.



3.8 Sign Types and Specifications – Orientation Type Oi (Old Main)

Type Oi Signs

Illustration, Specifications and Layout Information

Additional Specifications

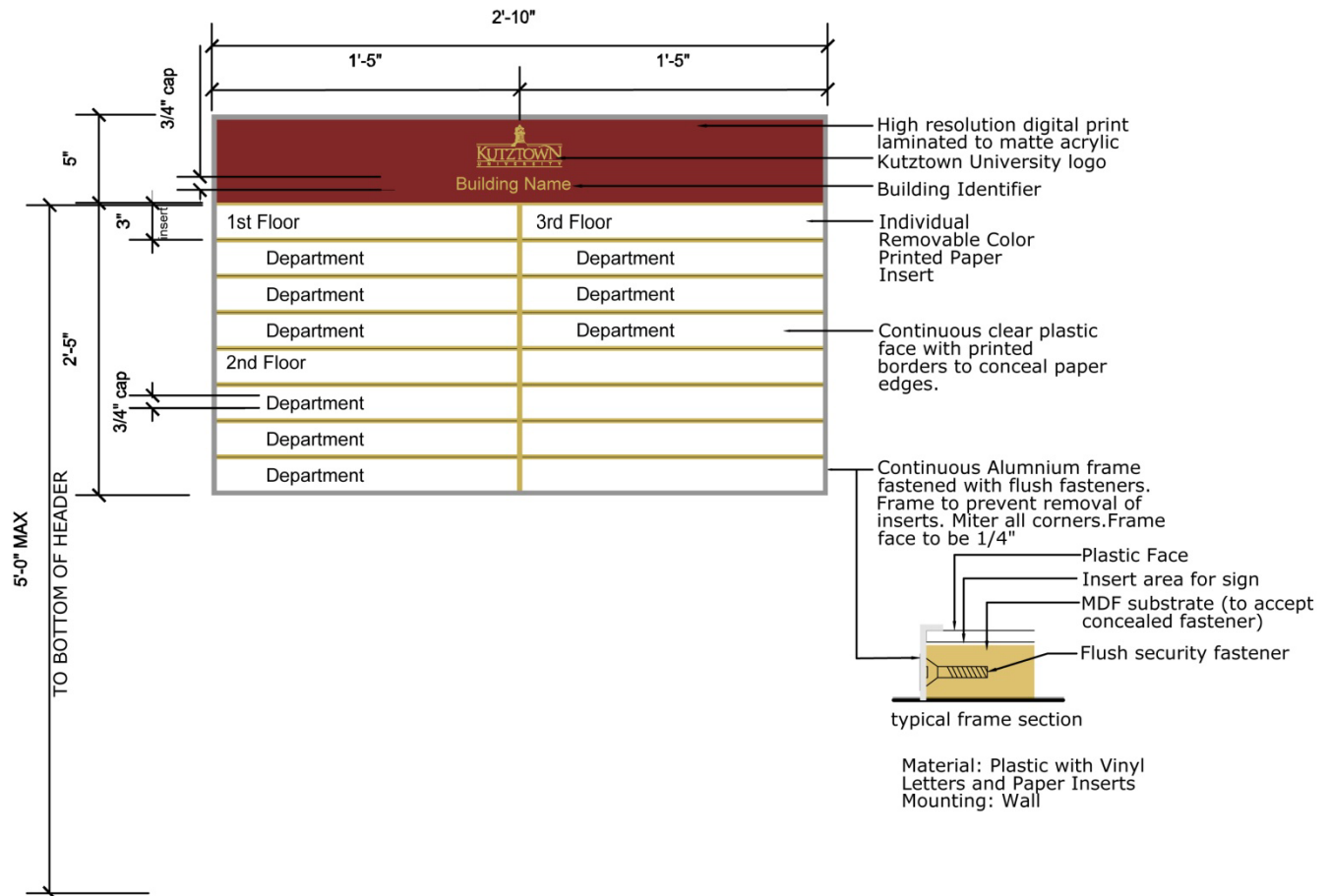


SIGN TYPE Oi-1

Location:

Building Directory

Within stair towers at each floor landing and outside of elevators



SIGN TYPE Oi-1: Additional Specifications

Size 2'-10" wide x 2'-5" long or as needed

Type Style/Font:	Helvetica Regular
Material:	As noted on Illustration for Sign Type Oi-1
Location:	Adjacent to elevators and in stairways at each floor
Mounting Height:	60" maximum to bottom of header
Length:	To be determined based on proposed occupancy

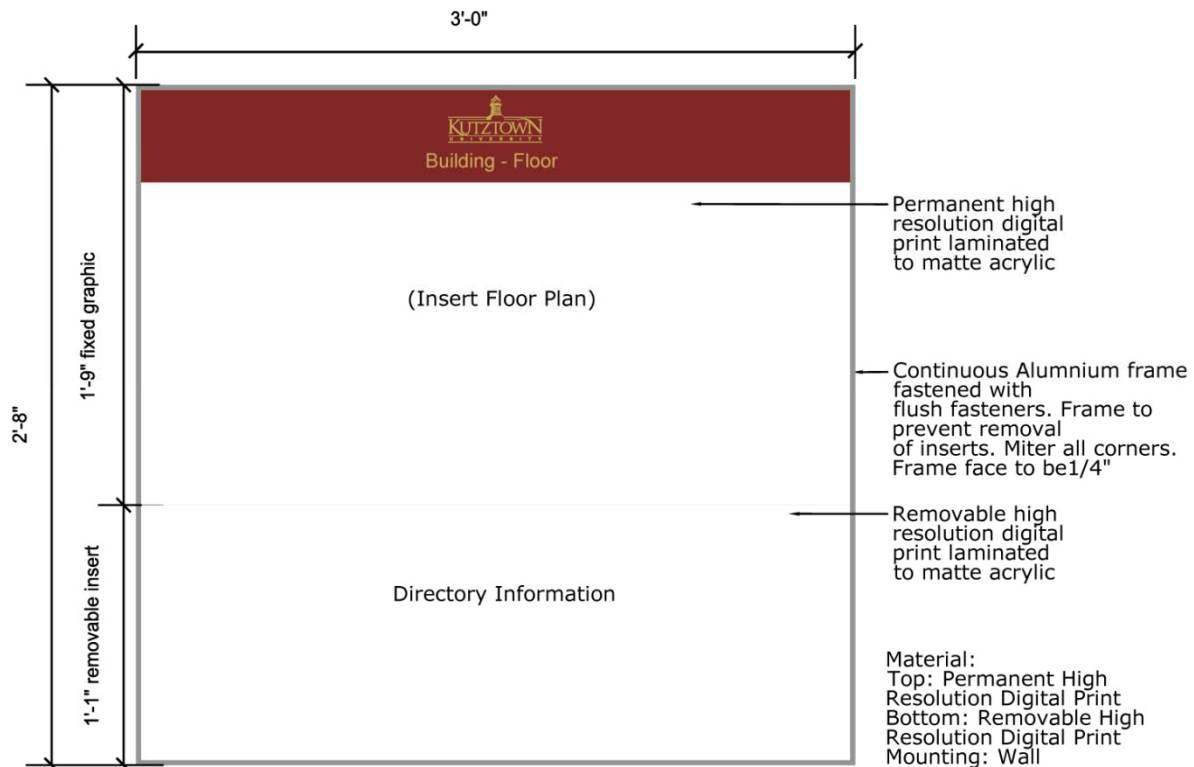
Color Palette:

- Kutztown Official Colors – PMS 195 Maroon
- Kutztown Official Colors – PMS 123 Gold

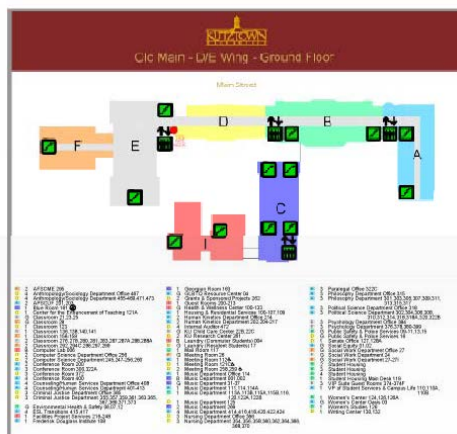
See Illustration for Sign Type Oi-1.



SIGN TYPE Oi-2: Building Map and Directory
Location: At all public entrances to the building



Example



Note: Legend will be limited to department and program identification only. No "individual" contact information will be listed.



SIGN TYPE Oi-2: Additional Specifications

Size 3'-0" wide x 2'-8" long

Type Style/Font:	Helvetica Regular, varies based on space available
Material:	As noted on Illustration for Sign Type Oi-2
Location:	Vestibule directory, typical at <u>all</u> public entrances
Graphic Orientation:	Varies for each building based on specific public entrance
Mounting Height:	60" maximum to bottom of header

Color Palette:

- Kutztown Official Colors – PMS 195 Maroon
- Kutztown Official Colors – PMS 123 Gold

See Illustration for Sign Type Oi-2.



3.9 QUALITY ASSURANCE

General Requirements

- Manufacturer Qualifications: Employ only manufacturers with at least five (5) years experience making the specified materials as a current catalog and regular production items.
- Contractor Qualifications: Employ only experienced Contractors (Installers) skilled in the successful installation of the specified materials and assemblies on similar projects for a minimum of five (5) years.
- Field Verification: Contractor (Installers) shall verify that conditions in the field will accept the specified signage in the locations on the contract documents. Notify project manager of any conflicts prior to installation.
- Preparation: Verify that Shop Drawings have been successfully submitted, reviewed and returned.
- Source Limitations: Unless specifically noted otherwise, provide products of the same manufacturer for each type of unit specified.

Submittal Requirements

- Manufacturer's Product Data sheets shall be required for each item specified.
- Shop Drawings: Provide message list for each sign, including exact room name, room number, graphic symbol (if any) and Braille location. Indicate location of each sign on floor plan with shop drawing.
- Samples shall be specifically required for non-specified manufacturer's products submitted as a Substitution.

Delivery and Storage

Deliver materials to job in manufacturer's original sealed containers with brand name marked thereon. Protect materials from damage.



3.10 INSTALLATION SPECIFICATIONS

Installation of accessible signage can be a technically challenging aspect of the signage project. While existing guidelines address the majority of sign applications, the built environment may dictate other placement solutions. The project manager can provide guidance when these circumstances present themselves.

Room Identification Signs

Wall-mounted room identification signs must be installed so that the baseline of the top most text (not including the frame if applicable) is at 60 inches above the finished floor. The tactile sign shall be located alongside the door at the latch side with 9 inches measured from the center line of the sign to the door jamb. Where a tactile sign is provided at double doors with one active leaf, the sign shall be located on the inactive leaf side. Where a tactile sign is provided at double doors with two active leaves, the sign shall be located to the right of the right hand door. Where there is no wall space at the latch side of a single door or at the right side of double doors, signs shall be located on the nearest adjacent wall. Signs containing tactile characters shall be located so that a clear floor space of 18 inches wide (455 mm) minimum is provided beyond the arc of any door swing between the closed position and 45 degree open position.

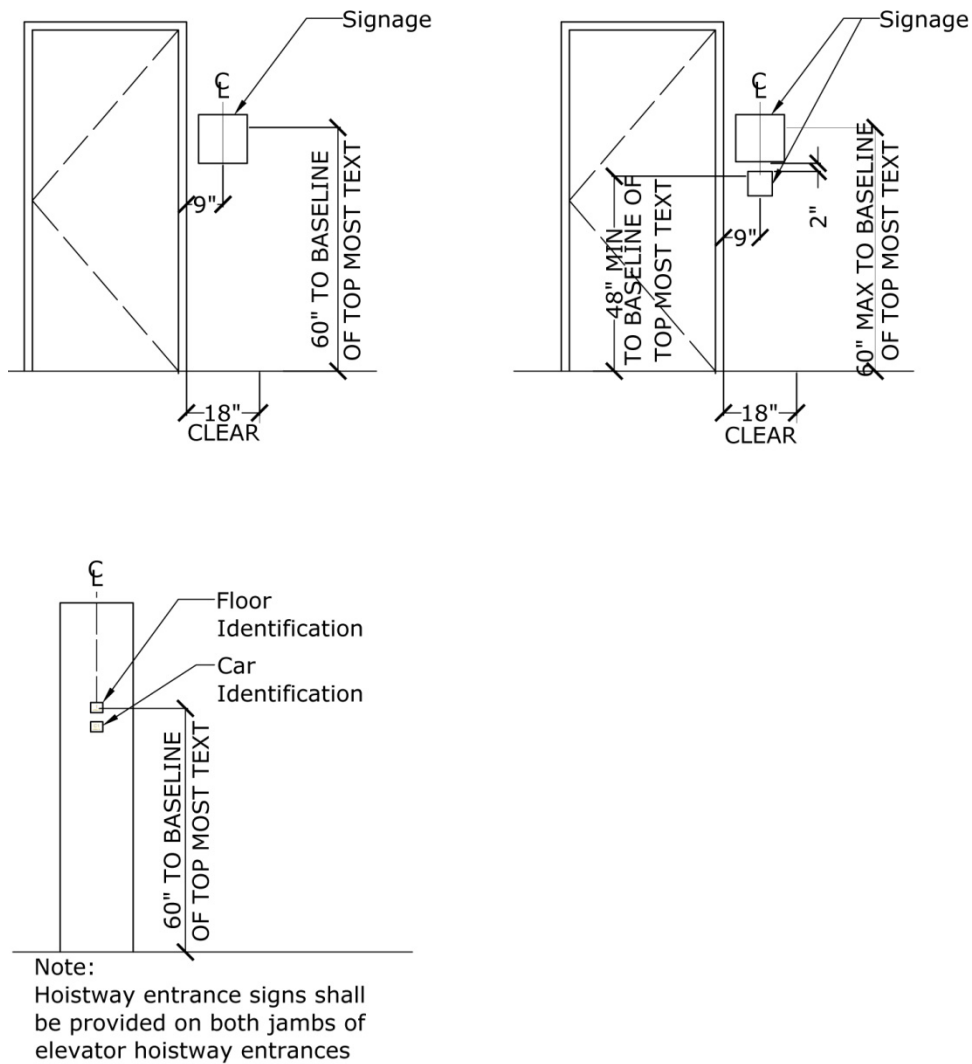
Installation:

- Signs shall be installed with double-faced adhesive tape and a clear bead of silicone around the perimeter.
- Signs shall be installed at uniform heights compliant with the most stringent accessibility requirements and on the latch side of the door.
- Signs shall be installed plumb and level.
- All fastening methods shall be tamper proof and concealed.
- If signage is installed on glazing, adhere blank plate of same sign background color to opposite side to glazing to conceal fasteners.



3.11 TYPICAL MOUNTING HEIGHTS

Note: If signage is installed on glazing, adhere blank plate to opposite side to conceal fasteners.



Section 4.0

EXTERIOR SIGNAGE

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4.1 INTRODUCTION

An effective exterior signage system is necessary to project a clear Kutztown University identity, support ease of access to campus facilities and events as well as address the pragmatic issues of parking and vehicular and pedestrian circulation.

This section specifies the requirements for exterior signage for gateway and building identifiers, parking lot identification, street name identifiers, vehicular directional guides and pedestrian guides. New exterior signs shall comply with these guidelines.



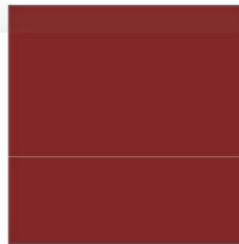
4.2 COLOR PALETTE

Paint/Vinyl Specifications:

CAUTION!

CONSISTENT AND ACCURATE COLOR REPRODUCTION IN THIS DOCUMENT CANNOT BE ASSURED DUE TO THE LIMITATIONS OF COLOR COPYING TECHNOLOGY.

Fabricator is responsible for matching all colors and materials as specified and is required to provide Kutztown University color and material samples for approval. The Coated Pantone Matching System®, 3M or Avery vinyl system, and **Matthews Paint** system are used for specifying signage color matches. Brand substitutions are not acceptable. (In the absence of actual sign material color chip reference sets, actual specified product color swatches should be referenced for color matching.) Shown here are approximations of the primary signage background colors and supporting accent colors. Actual color finishes on signage are to be satin, matte, or low luster (not shiny or glossy) and exclusively a premium acrylic polyurethane. Signage paints produced by Matthews Paint Company are to be the standard reference.



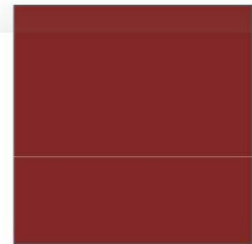
Red

Paint:

Matthews MP16105 Satin

Vinyl:

Avery A7819-R
Burgundy Reflective



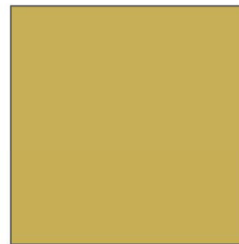
Red Topcoated with Tactile Clear

Paint:

Matthews MP16105 Satin
with 6125SP Tactile Clear

Note:

Clearcoat only goes on Dx-1
Directory Campus Map



Gold Metallic

Paint:

Matthews MP21109



White

Paint:

Matthews, Match paint to 3M
Scotchlite White

Reflective Vinyl:

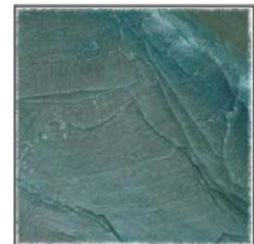
3M Engineer Grade Reflective White



Black

Paint:

Matthews Jet Black Satin



Natural Local Slate

Match roof accents
on existing Landmark
brick sign.

**Sample will be required
before fabrication of sign.**



4.3 TYPOGRAPHY

To maintain a consistent image and for required legibility, the following type styles have been chosen for exterior signage use on campus. Font substitutions are not acceptable. It is recommended the fabricator purchase these fonts. These fonts can be purchased from Adobe. www.adobe.com

TRANJAN PRO BOLD

AA BB CC DD EE FF GG HH II JJ KK LL MM
NN OO PP QQ RR SS TT UU VV WW XX YY ZZ
0123456789

CLEARFACE GOTHIC LH 65 MEDIUM

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm
Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz
0 1 2 3 4 5 6 7 8 9

HELVETICA REGULAR

ABCDEFGHIJKLMN
OPQRSTUVWXYZ
abcdefghijklmn
opqrstuvwxyz
1234567890!\$%&

ELECTRONIC ARTWORK:

Electronic files will be provided and are to be used for producing final art. A hard copy proof will be provided to check against final product. Please use these hard copy proofs for color and content matching. Any variation in the final product from these originals will be the fabricators responsibility and liability. Please sent approval proofs and/or forward any proofs from outside productions sources for Kutztown University's approval. Waiving this approval step can only be done with Kutztown's consent.



4.4 SYMBOLS AND GRAPHICS

The following symbols and graphics used in this signage manual should appear uniformly throughout the system.



KU Logo



Parking



KU Logo



4.5 Sign Types and Specifications – Gateway Identifier Ix-1

Type Ix-1 Sign

Illustration, Specifications and Layout Information

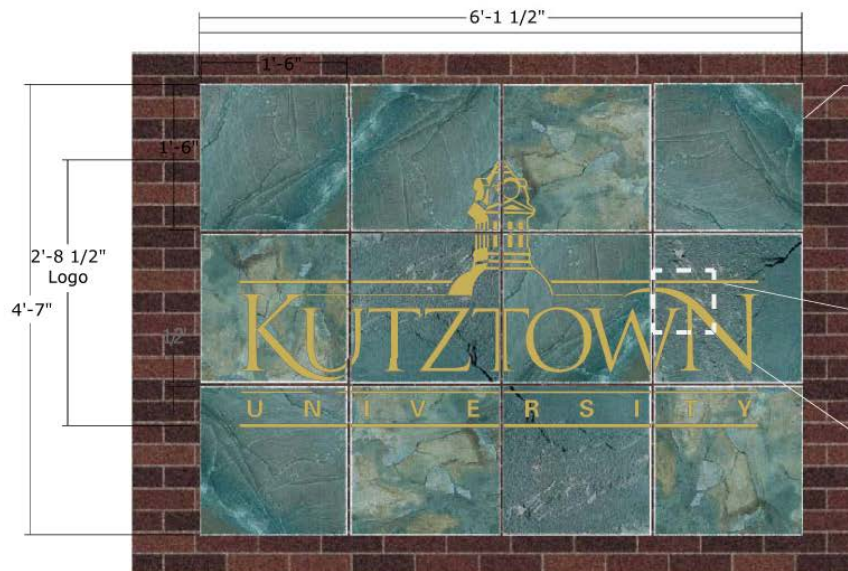


SIGN TYPE Ix-1:

Gateway Identifier

Location:

Major vehicular entrances to the university grounds

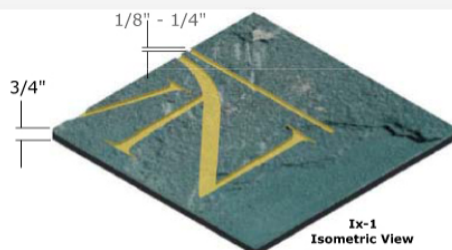
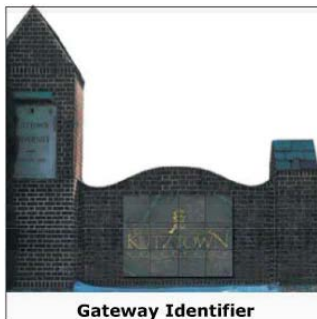


Individual, minimum 3/4" (th.), 18" square-cut, natural face with calibrated back, Pennsylvania or Vermont slate tiles to match existing slate cap colors (slate is closer to gray in color than what is depicted in drawing) on existing boundary markers. Tiles are mounted with a 1/2" gap between them. Mounted flush to the brick wall using studs and mastic. Actual mounting technique TBD by fabricator. The use of individual aluminum mounting plates are acceptable. See Back Detail 1A.

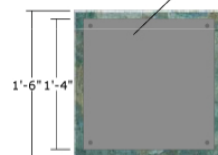
Note: An 8" x 8" sample section of slate will need to be provided by the awarded fabricator prior to sign fabrication. The desired section is highlighted with a white dotted line on the drawing.

Custom sand-blasted or sand-carved slate tiles. Engraved logo to be approximately 1/8"-1/4" deep. Tiles are then in-filled gold leaf.

Ground-lit illumination to be provided by University when funds become available.



Alternate use
of 1/2" thick slate:



Ix-1
Back Detail 1A

Optional fabrication: 1/8" (th.) aluminum plate to provide strength, rigidity, and a mounting surface for stud mounts, bonded to the back of the slate tiles. If this method is chosen, 1/2" (th. min.) slate tiles can be used. Mounting plate to be painted to match black.

Note: Actual fabrication TBD by awarded fabricator.



4.6 Sign Types and Specifications – Building Identifiers

Type Ix-2 Sign Series

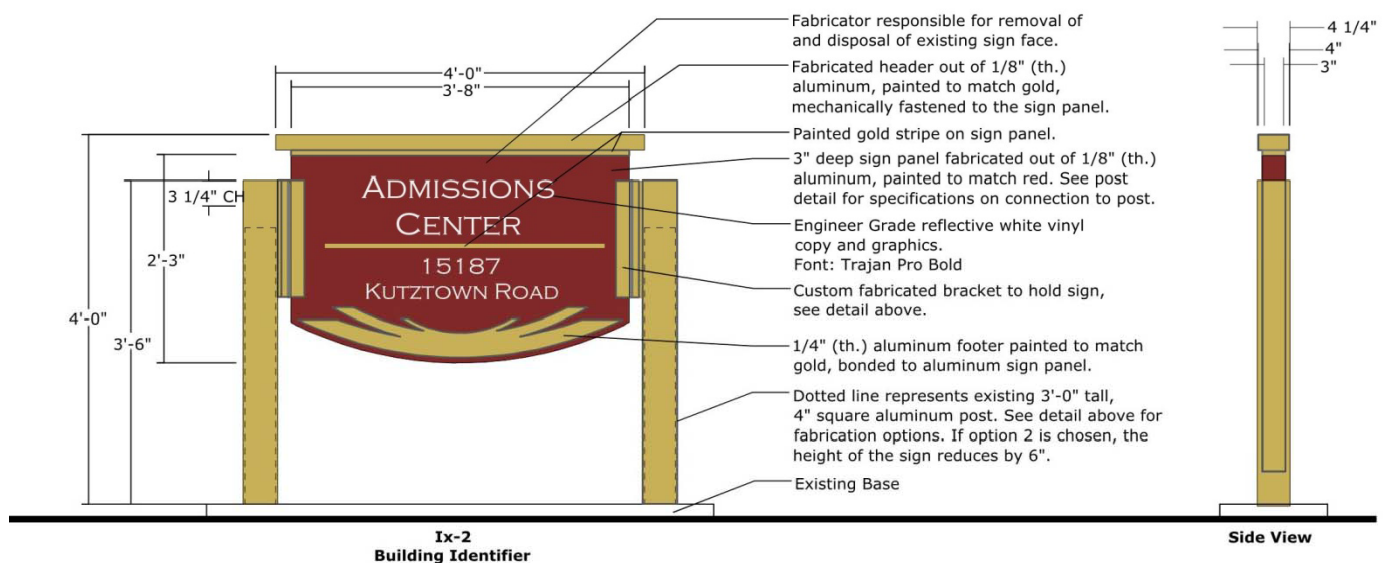
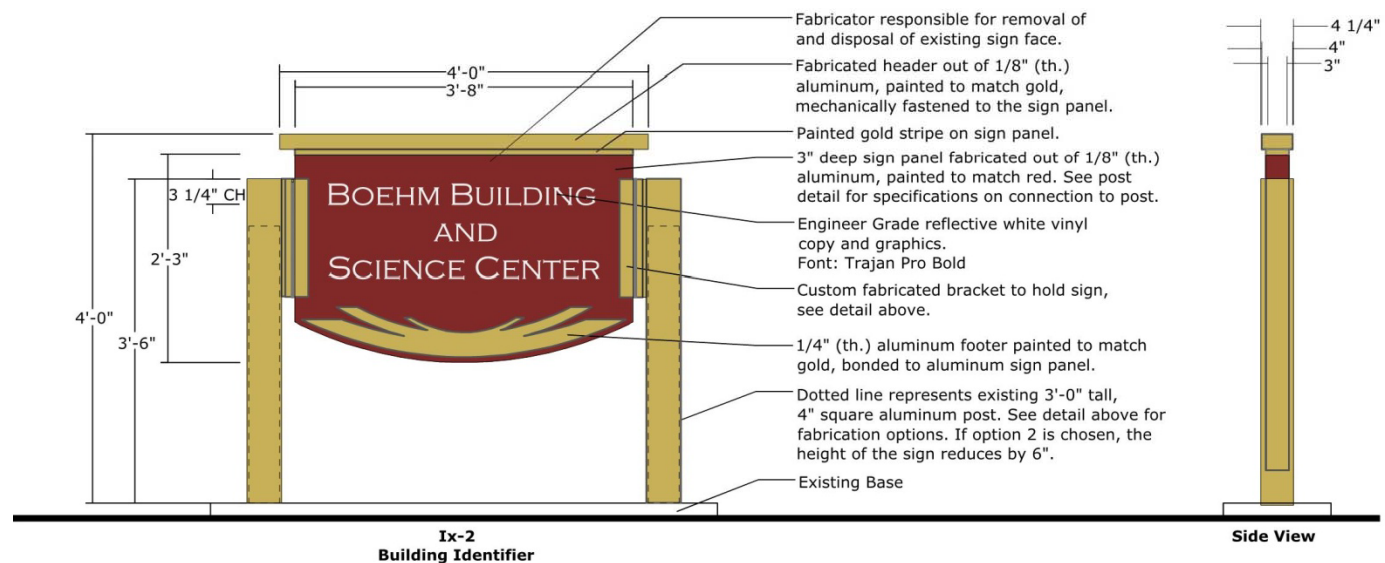
Illustration, Specifications and Layout Information



Building Identifier (Free Standing)

Location:

In front of buildings along campus perimeter roads and internal to campus as necessary for reference



Note: It is desirable for this sign type to be double-faced and placed perpendicular to the face of the building for additional visibility.

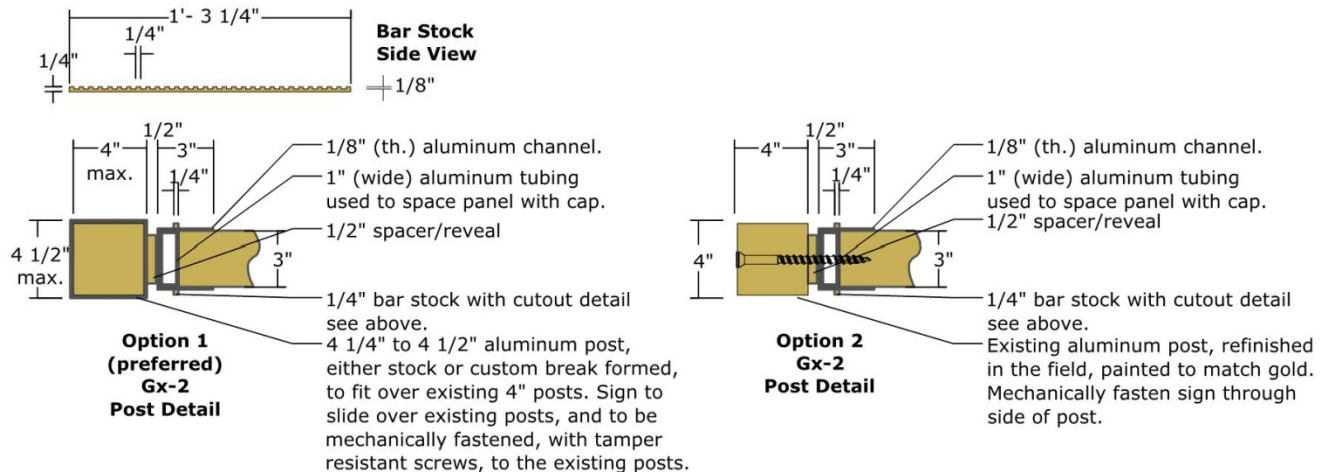


Sign Type Ix-2:

Location:

Building Identifier (Free Standing)

In front of buildings along campus perimeter roads and internal to campus as necessary for reference



Existing Signs

Retro-fit existing signs, reusing by covering existing posts. (Sign panels are 4'-0" wide)

Note: It is desirable for existing signs oriented parallel to the building face to be replaced with a double-faced sign placed perpendicular to the face of the building for additional visibility.

Sign Type Ix-2a:

Building Identifier (Building Mounted)

Location:

On building facades along major vehicular and pedestrian sight lines



For reference

DIXON HALL

SIGN TYPE Ix-2a: Specification and Layout Information

Type Style/Font:	Helvetica Regular.
Height:	Dependant on viewing distance, typically 8"-12" high, 100% horizontal.
Material:	Brushed aluminum letters studded into the wall.
Note:	Manufacturer to provide shop drawings with overall font size and mounting heights on elevation/photograph prior to fabrication.

See Illustration for Sign Type Ix-2a.



4.7 Sign Types and Specifications – Parking Identifiers

Type Ix-3, Type Ix-4 and Type Ix-5 Signs
Illustration, Specifications and Layout Information

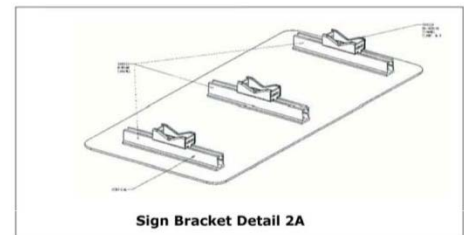
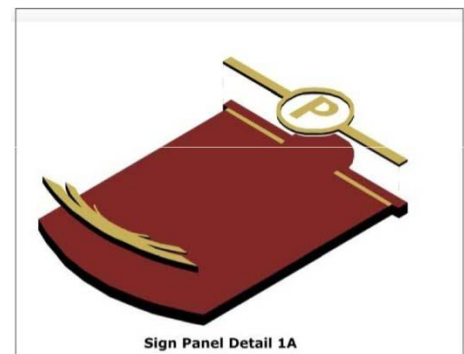
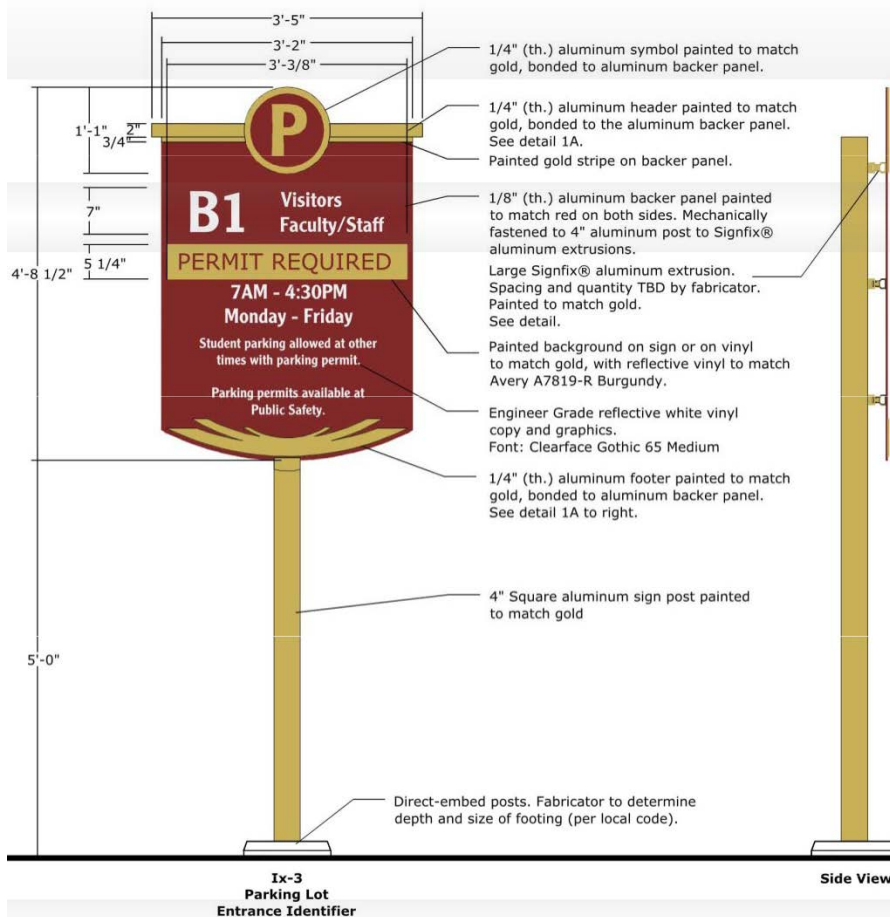


Sign Type Ix-3:

Location:

Parking Lot Entrance ID

At primary vehicle entries into parking lots

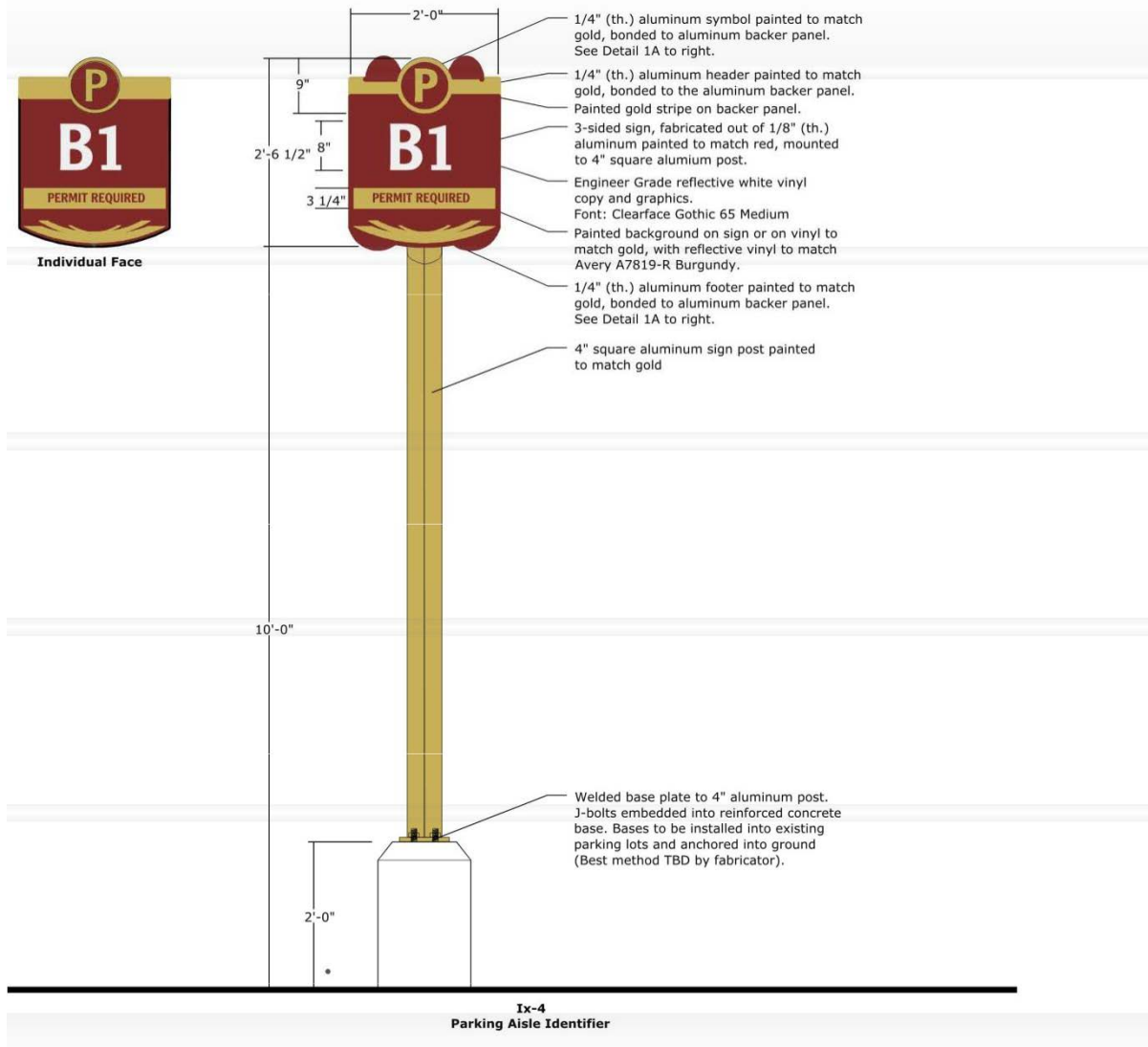


Sign Type Ix-4:

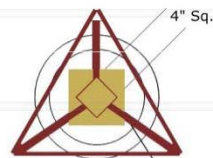
Location:

Parking Lot Aisle ID

Within large parking lots subdivided into named aisles



Sign Type IX-4: Parking Lot Aisle ID



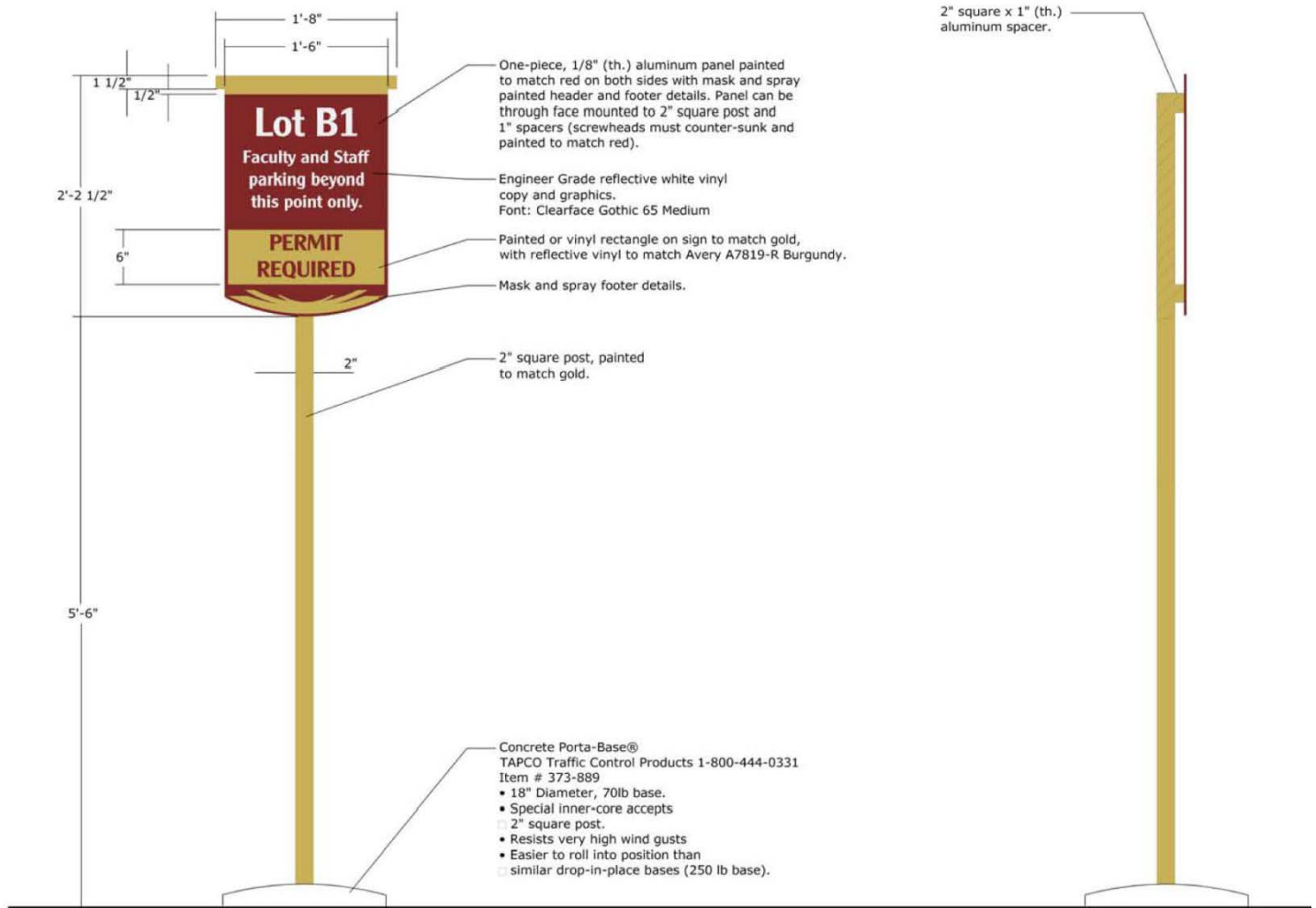
Internal aluminum sign structure
to be engineered by fabricator.

Sign Type Ix-5:

Location:

Parking Lot Space ID

Placed within parking lots to reinforce reserved parking areas



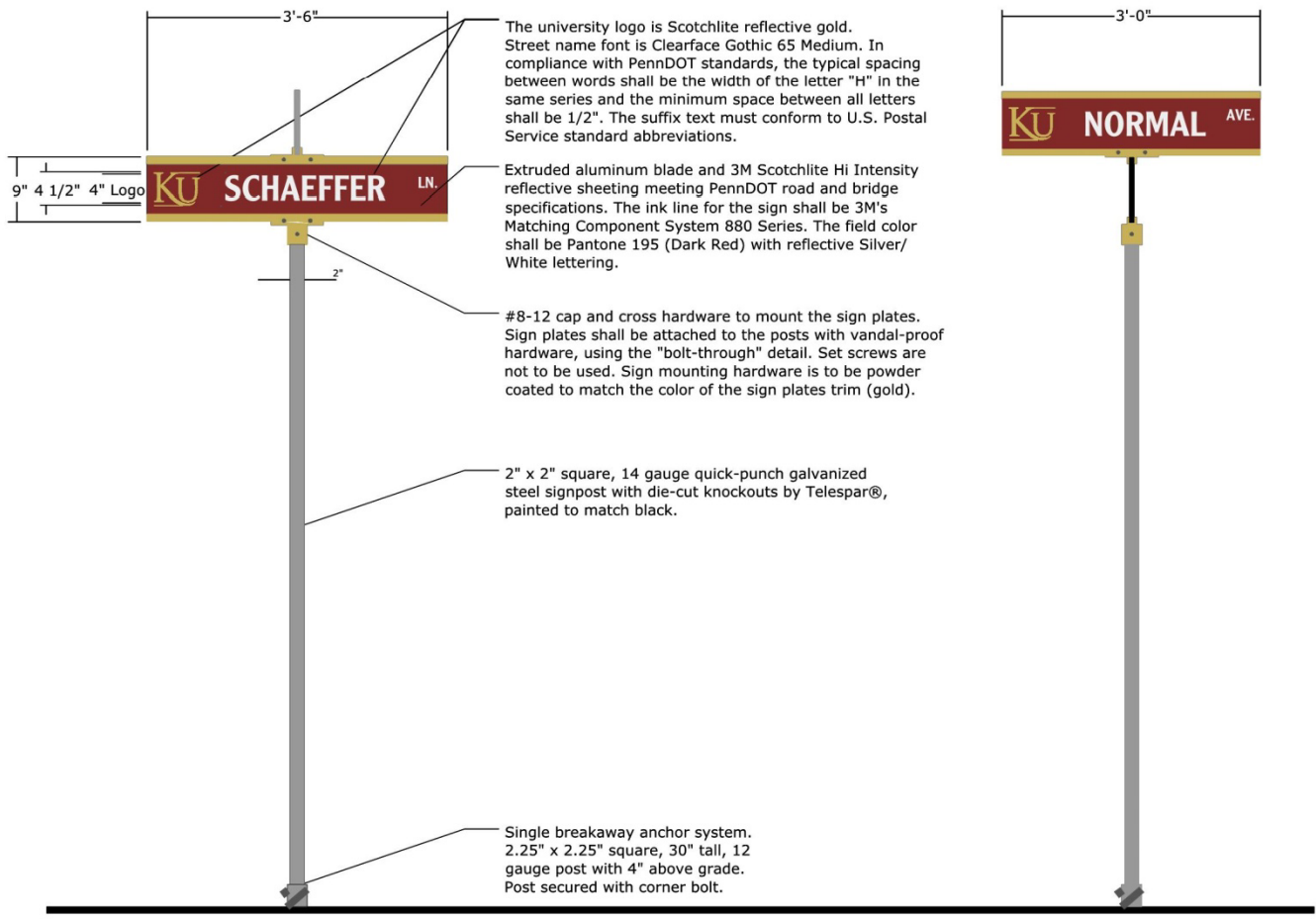
4.8 Sign Types and Specifications – Street Name Identifiers

Type Ix-7 Sign

Illustration, Specifications and Layout Information



Sign Type IX-7: Street Name Identifier



Note: Breakaway anchor system to be "Minute Man" system by Marion Steel



4.9 Sign Types and Specifications – Vehicular and Pedestrian Guides

Type Gx-1, Gx-2 and Gx-3 Signs

Illustration, Specifications and Layout Information

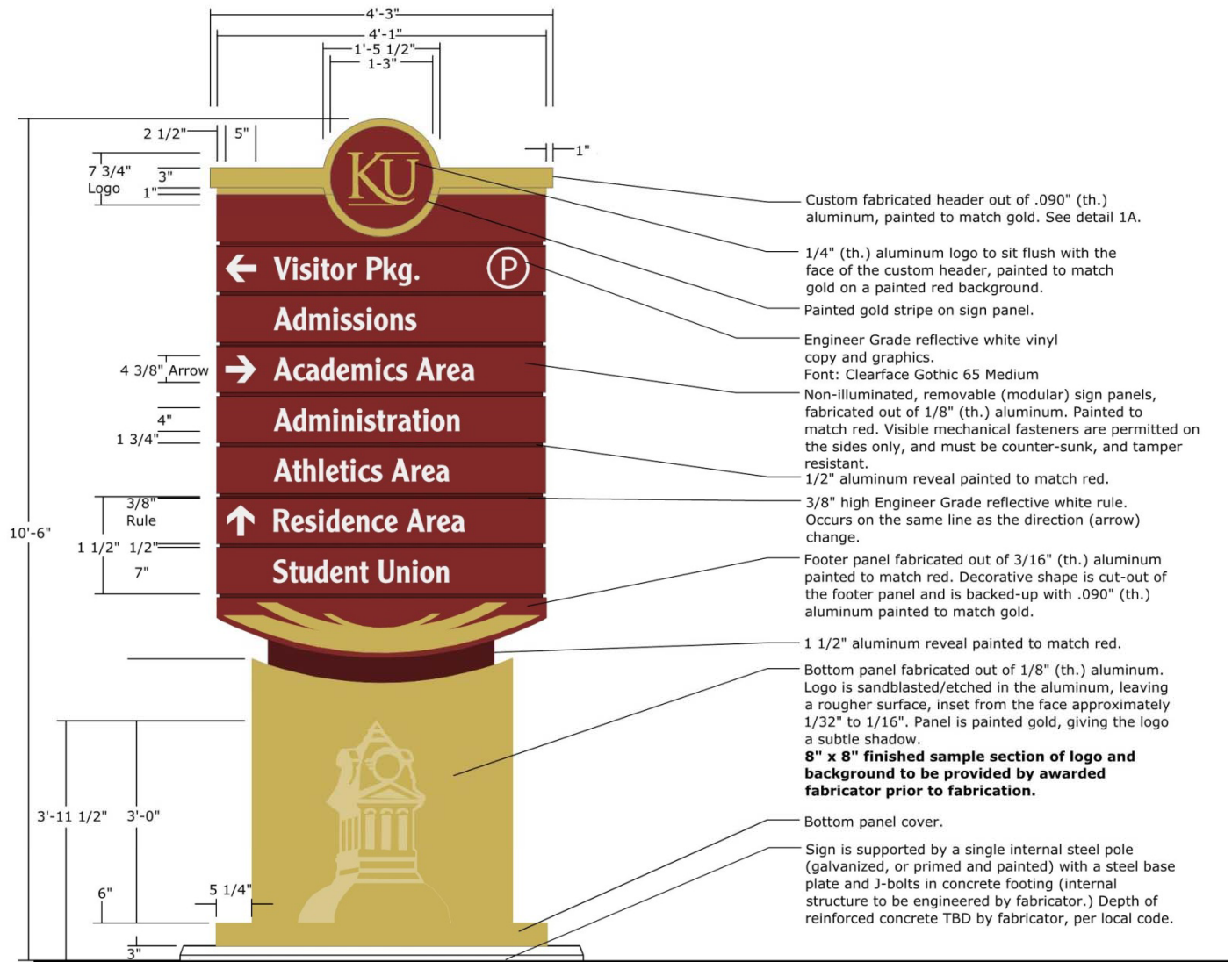


Sign Type Gx-1:

Large Vehicular Guide

Location:

Along public roads at campus perimeter

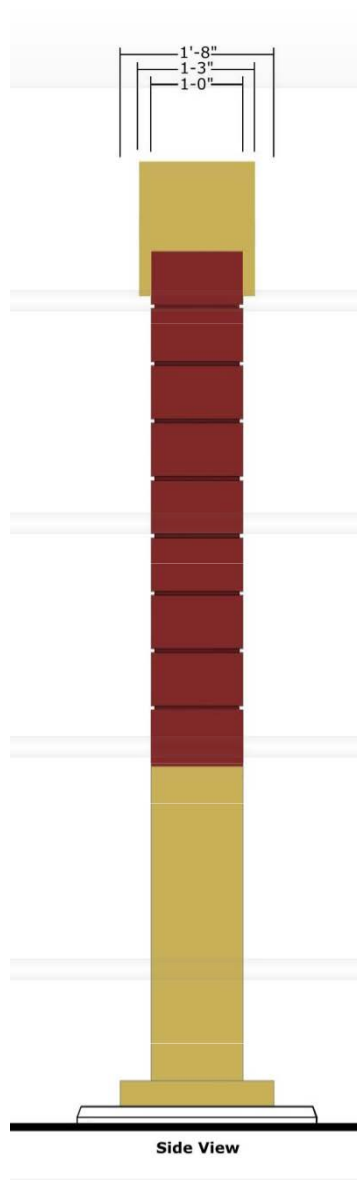


Sheet 1 of 2

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Sign Type Gx-1: Large Vehicular Guide



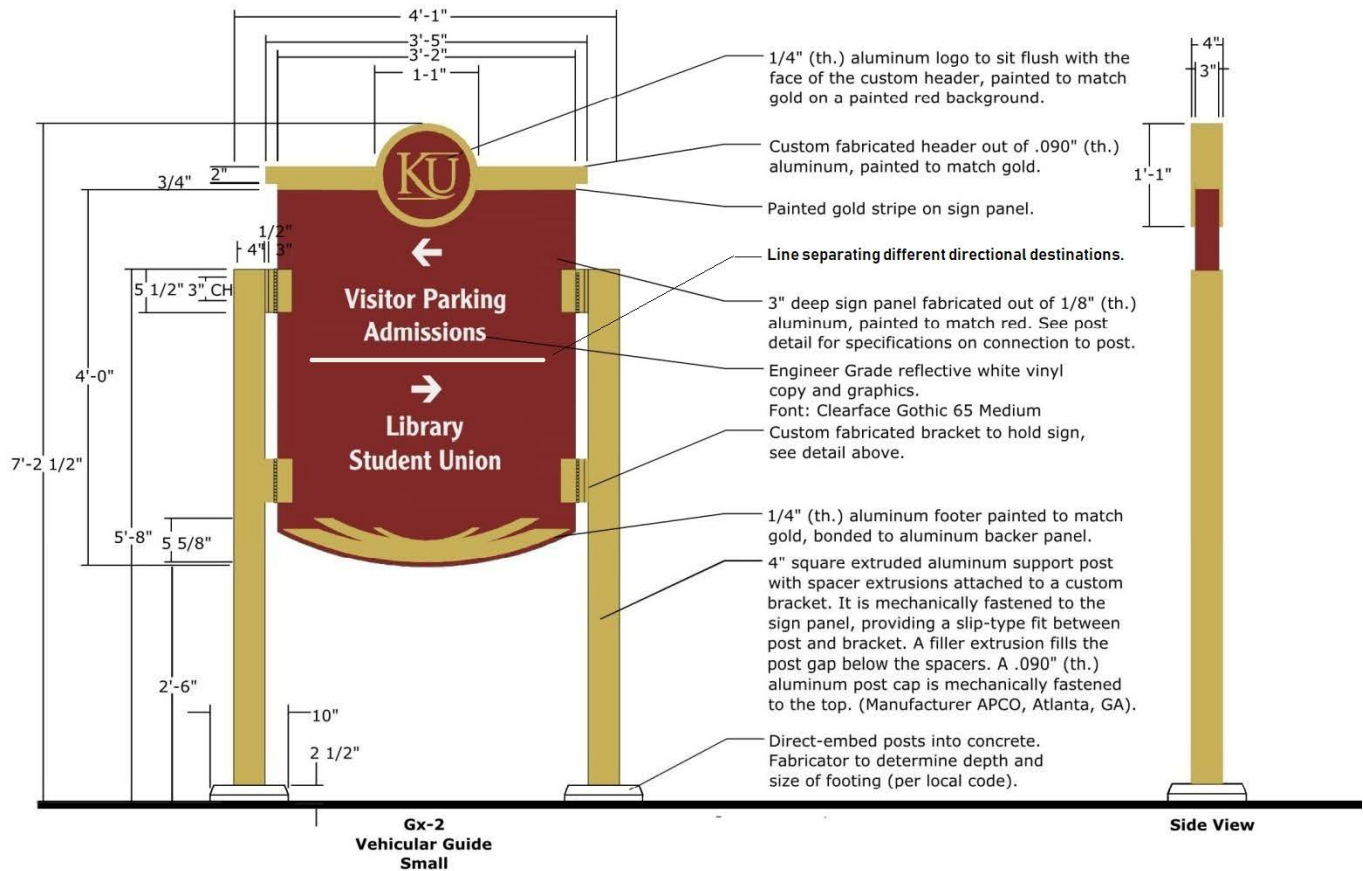
**Detail 1A
Header Isometric**

Sign Type Gx-2:

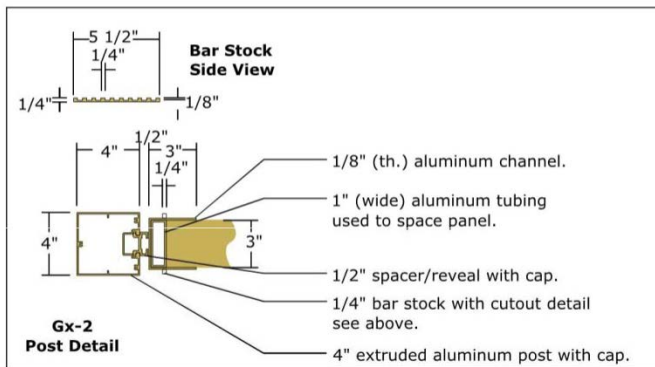
Small Vehicular Guide

Location:

Along internal campus roads



Sign Type Gx-2: Small Vehicular Guide

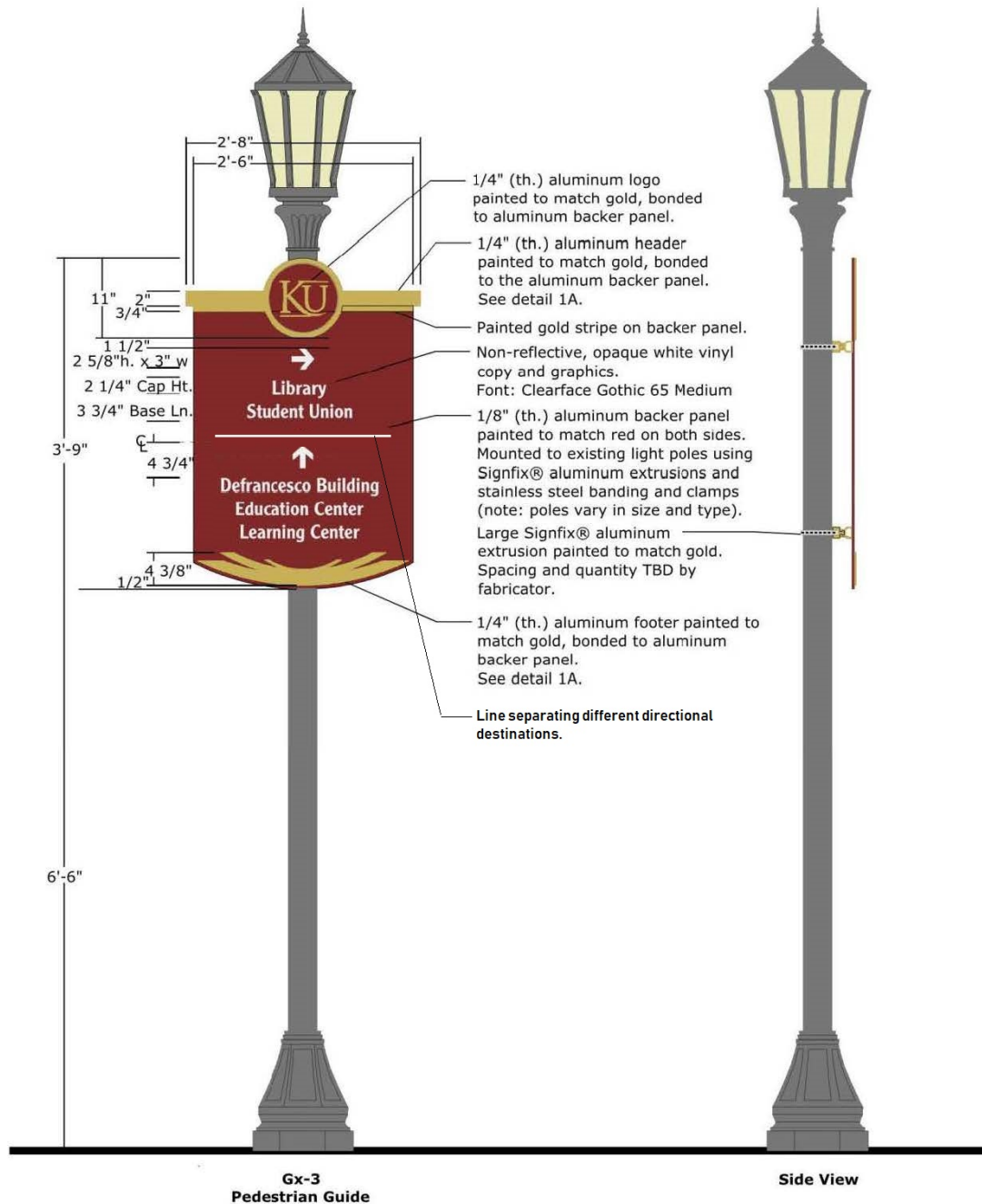


Sign Type Gx-3:

Pedestrian Guide

Location:

At decision points along major pedestrian paths



4.10 Sign Types and Specifications – Campus Map

Type Dx-1 Sign

Illustration, Specifications and Layout Information

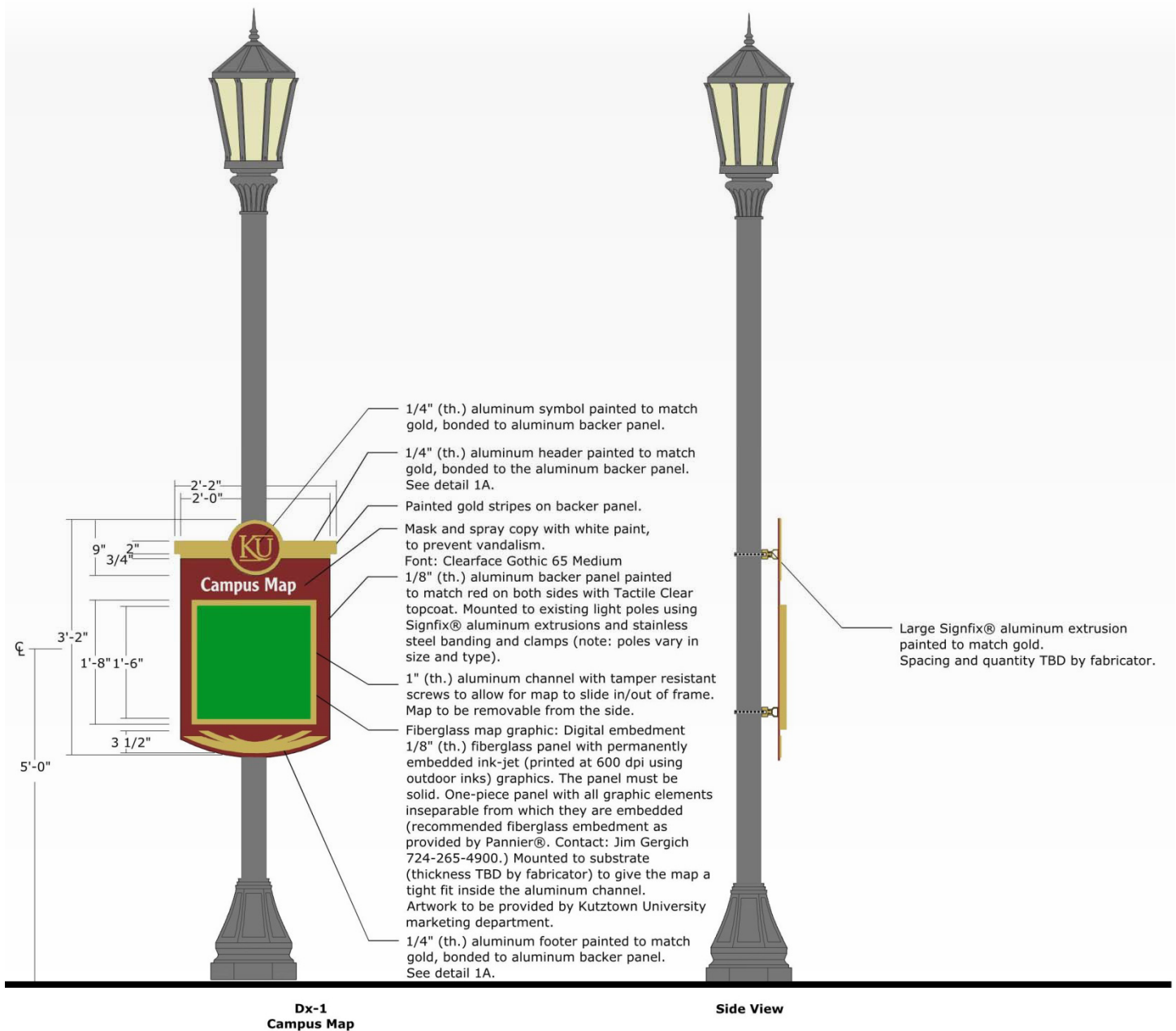


Sign Type Dx-1:

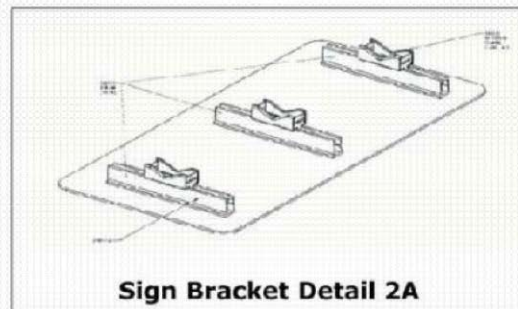
Location:

Campus Map

At decision points along major pedestrian paths



Sign Type Dx-1: Campus Map



See **Appendix A** for mapped locations of all Campus Maps.

Sign Type Dx-1: Campus Map

Locations of Dx-1 Campus Map (You Are Here) Signs. All maps are mounted to light poles unless otherwise noted.

North Campus:

Academic Forum	BH-47
Boehm Graduate	GC-20
Center Lytle	GC-9
McFarland SUB	LY-27
McFarland SUB	SU-24
McFarland SUB	SU-36
Parking Lot B-3	GR-10
Rohrbach Library	RL-28
Rickenbach	LC-5
Sharadin	SH-1

South Campus:

DMZ (North)	DN-37
DMZ (South)	D-N26
Keystone	KY-7 A
Old Main (A Wing)	1
Old Main (Bell Plaza)	AD-5
Old Main (Main Street)	Stand-alone Post
Stratton	Stand-alone Post

See **Section 5.0** for mapped locations of all Campus Maps.



4.11 Sign Types and Specifications – Miscellaneous Exterior Signs

Type Mx-1 (TYPE A): Accessible Entrance Sign

Type Mx-1 (TYPE B): Accessible Entrance Sign

General Specifications, Illustration, Specifications and Layout Information

Type Mx-2: Department ID

Illustration, Specifications and Layout Information



General Specifications – Type Mx-1, Mx-3 and Mx-4

Specifications for all exterior informational signs shall conform to include the following:

1. Signs shall comply with all accessibility regulations for signage content, message, signage contrast, colors, graphics, etc. In cases of conflicting requirements, the most stringent requirement shall prevail.
2. Design specification standards:
 - Embossed signs: Signs shall be a minimum of .040" thick PVC based polymer layer with a .120 inch stable phenol plastic substrate; finished edges without frames; consisting of backer sheet, bonded acrylic overlay, embossed tactile and Braille content.
 - Signs shall have square edges.
 - Provide tactile copy and Grade 2 Braille, raised 1/32" minimum from sign surface, upper case lettering only.
 - Copy shall be precisely formed, uniformly opaque to comply with relevant accessibility regulations.
 - Font shall be Helvetica Regular.
 - Copy height shall be as indicated on attached details or as otherwise agreed upon by design professional and the KU Facilities Department.
 - Clear overlay: Clear, matte one side, .040 inch thick, provide at message inserts. Provide thumb cutout on one side of message overlay or as indicated in the layout drawings.
3. Installation:
 - Signs shall be installed with double faced adhesive tape.
 - A bead of clear silicone shall be applied around the perimeter of the sign.
 - Signs shall be installed at uniform heights compliant with the applicable accessibility requirements and on the latch side of the door wherever possible.
 - Signs mounted on glass shall have a matching blank panel installed on the opposite face of the glass to conceal fastening method.
 - Signs shall be installed plumb and level.



SIGN TYPE Mx-1 (Type A): Accessible Entrance

Location: At exterior of accessible public entrances of buildings with both accessible and non-accessible public entrances



SIGN TYPE Mx-1 (Type A): Specifications and Layout Information

Size 6" x 9"

Type Style/Font:	Raised 1/32", Helvetica Regular
Message:	ACCESSIBLE ENTRANCE
Braille:	Contracted (Grade 2) Braille

Layout Information:

- Text and Braille to be horizontally centered on sign face. The Braille will read the wording above it.
- Text is 5/8" high, 100% horizontal.
- There will be 3/8" above, below, before and after Braille dots.
- Graphic to be 4" high and centered horizontally on sign face and vertically within pictogram field.
- Mounting Height: See standard mounting height details at end of interior signage section.

Color Palette:

- To replace individual signs, match existing sign colors for background and text.
- For new construction and major renovations, the design professional may recommend color selections for approval by the KU Facilities Department.

See Illustrations for Sign Type Mx-1 (Type A).



SIGN TYPE Mx-1 (Type B): Accessible Entrance (Directional)

Location: At exterior of non-accessible public entrances of buildings with both accessible and non-accessible public entrances



SIGN TYPE Mx-1 (Type B): Specifications and Layout Information

Size 6" x 11"

Type Style/Font:	Raised 1/32", Helvetica Regular
Message:	ACCESSIBLE ENTRANCE
Braille:	Contracted (Grade 2) Braille

Layout Information:

- Text and Braille to be horizontally centered on sign face. The Braille will read the wording above it.
- Text is 5/8" high, 100% horizontal.
- There will be 3/8" above, below, before and after Braille dots.
- Graphic to be 4" high and centered horizontally on sign face and vertically within pictogram field.
- Directional arrow (where applicable) to be centered horizontally on sign face and vertically within 2" clear space. Direction of arrow is placement specific.
- Mounting Height: See standard mounting height details at end of interior signage section.

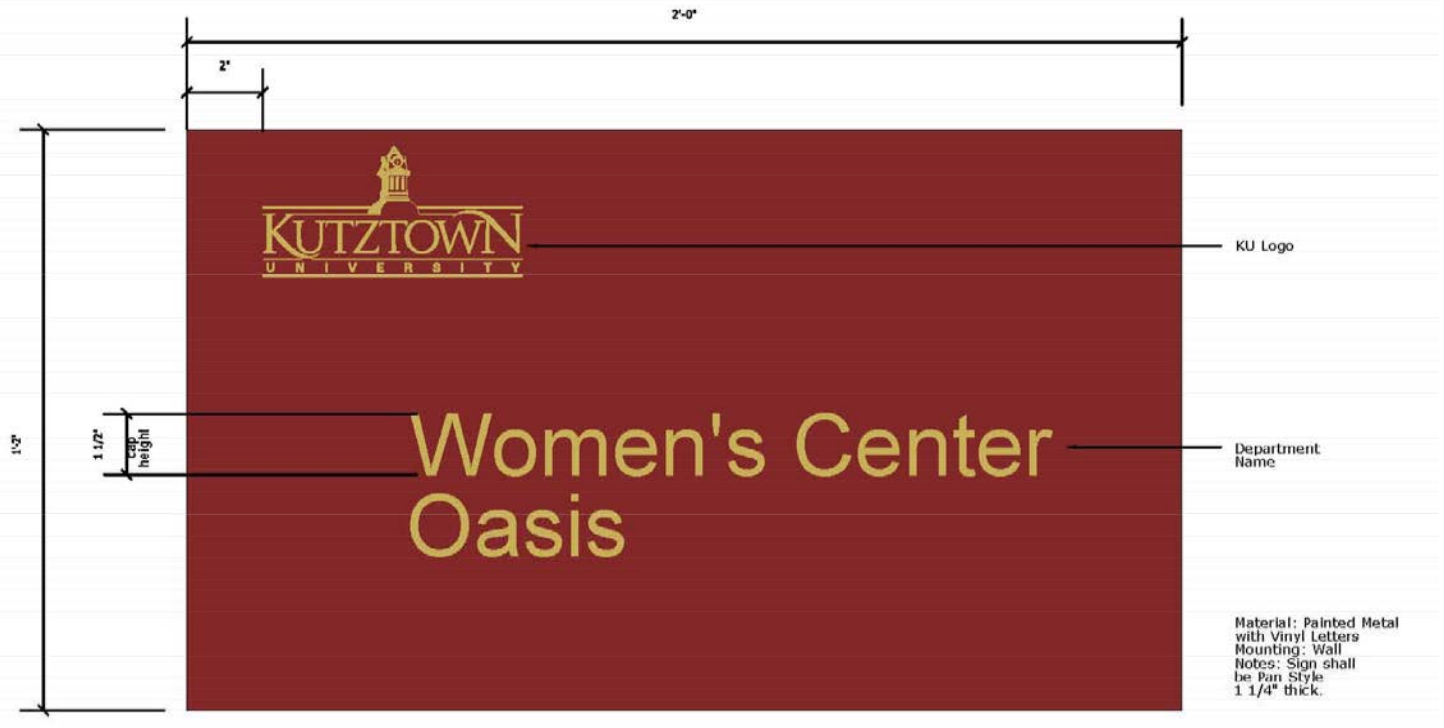
Color Palette:

- To replace individual signs, match existing sign colors for background and text.
- For new construction and major renovations, the design professional may recommend color selections for approval by the KU Facilities Department.

See Illustrations for Sign Type Mx-1 (Type B).



SIGN TYPE Mx-2: Old Main Department ID (by exception)
Location: Outside of ground level doors leading directly to departmental space



SIGN TYPE Mx-2: Specifications and Layout Information

Size 2'-0"x 1'-2"

Type Style/Font:	Helvetica Regular
Material:	Painted Metal with Vinyl Letters
Message:	Department Name
Location:	Exterior Department Identification

Layout Information:

- Text is 1-1/2" high, 100% horizontal.
- Kutztown University logo is 3" high.
- Arrow height is 4".

Color Palette:

- PMS 195 Maroon
- PMS 123 Gold

See Illustration for Sign Type Mx-2.



SIGN TYPE Mx-3: Designated Smoking Area (by exception)

Location: Placed near, but not at, the building entrance ID'd as the designated smoking area. Must be a minimum of 25' from building entrances, operable windows and air intake.



SIGN TYPE Mx-3: Specifications and Layout Information

Size 8" x 12"

Type Style/Font:	Raised 1/32", Helvetica Regular
Message:	DESIGNATED SMOKING AREA
Braille:	Contracted (Grade 2) Braille

Layout Information:

- Text and Braille to be horizontally centered on sign face. The Braille will read the wording above it.
- Text is 1" high, 100% horizontal.
- There will be 3/8" above, below, before and after Braille dots.
- Graphic to be 4" high and centered horizontally on sign face and vertically within pictogram field.
- Mounting Height: See standard mounting height details at end of interior signage section.

Color Palette:

- To replace individual signs, match existing sign colors for background and text.
- For new construction and major renovations, the design professional may recommend color selections for approval by the KU Facilities Department.

See Illustrations for Sign Type Mx-3.



Location: Placed near all building entrances not ID'd as designated smoking areas.



Location: Placed ½ inch below all Mx-4 (Type A) signs.



SIGN TYPE Mx-4: Specification and Layout Information

Type A: Size 10" x 14"

Type B: Size 4" x 10"

Type Style/Font:	Raised 1/32", Helvetica Regular
Message (Type A):	SMOKING PROHIBITED EXCEPT IN DESIGNATED AREAS
Message (Type B):	DESIGNATED AREA DOOR, Door #
Braille:	Contracted (Grade 2) Braille

Layout Information:

- Text and Braille to be horizontally centered on sign face.
- Text is 5/8" to 1" high, 100% horizontal.
- There will be 3/8" above, below, before and after Braille dots.
- Graphic to be centered horizontally on sign face.
- Directional arrow to be located on left and centered vertically on text.
- Mounting Height: See standard mounting height details at end of interior signage section.

Color Palette:

- To replace individual signs, match existing building sign colors for background and text.
- For new construction and major renovations, the design professional may recommend color selections for approval by the KU Facilities Department.

See Illustrations for Sign Type Mx-4 (Type A and Type B).



Section 5.0

REFERENCES

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5.3 Accessibility - ADA	146
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5.5 Exterior Signage Location Map	147



5.1 INTRODUCTION

The Kutztown University Signage Standards Manual is to be used for all projects involving new construction as well as major renovations. Attempts will be made to keep this Manual updated with the latest technical information available related to updates in applicable building codes as well as the latest accessibility standards issued by the US Department of Justice in support of the Americans with Disabilities Act.

Individual replacement signs in existing buildings should match the color, finish and style of the existing signage provided that the signs comply with all accessibility regulations.

5.2 BUILDING CODE

Consult the Commonwealth of Pennsylvania Department of Labor and Industry's "Uniform Construction Code (UCC)" website for the latest accessibility regulations.

5.3 ADA

Consult the ADA website for the latest applicable scoping and technical requirements. New construction and major renovation projects must be fully compliant.

5.4 CONFLICTS BETWEEN BUILDING CODE AND ADA

Where conflicts arise between the requirements of the applicable building code and the ADA Standards for Accessible Design, the most stringent requirements shall become the basis of design.



5.5 EXTERIOR SIGNAGE LOCATION MAP



KLINGSTUBBINS



Kutztown University
Existing Site Signage Location Plan

Project No: 04-0189-00

Cadd File:

Drawn By: SAK

Reference:

Scale: NTS

Date: 7 April 2010

Revised: 01 March 2011

-END -
SIGNAGE STANDARDS MANUAL

