



**CASE WESTERN RESERVE
UNIVERSITY**

INTERIOR SIGN GUIDELINES MANUAL VOLUME 01

VOLUME 01

**VERSION 1 | AUGUST 2025
VERSION 2 | JANUARY 2026**

SECTION 1

Introduction

SECTION 1

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Sign Program Philosophy

Case Western Reserve University is a dynamic urban campus interwoven with world-class cultural, medical, and educational institutions. Its location, scale, and architectural diversity create a vibrant but often complex environment to navigate—particularly within buildings, where inconsistent signage and confusing layouts can lead to frustration, delays, or missed appointments.

Navigating an unfamiliar interior space—whether to attend a class, locate a lab, or reach a meeting room—can be stressful, especially for first-time visitors or new students. A well-planned interior signage system helps reduce this stress by providing clear, consistent, and intuitive guidance at key decision points, empowering all users to move confidently through the built environment.

Signage is a visible expression of the Case Western Reserve University brand. By incorporating institutional colors, typography, and other brand elements, the program enhances legibility, supports accessibility, and reinforces a cohesive experience across all campus buildings.

Visitors will experience a variety of architectural environments in and around the CWRU campus(es). A uniform sign program eases wayfinding and reinforces a sense of belonging by presenting consistent information in a strategic manner.

The interior sign program has been developed to create a seamless wayfinding system that balances flexibility with consistency. While not a modular system, the program leverages standardized sizes, materials, and components to ensure uniformity across the facility.

This approach supports ease of maintenance, updates, replacement, and future expansion without compromising design integrity. All materials and components have been carefully selected to reflect the University's commitment to quality, durability, and long-term service.

The CWRU Sign Program was developed with a diverse visitor-base in mind. From enrolled students, faculty and staff, to prospective students and families, to visitors attending a meeting or event, the signage aims to communicate wayfinding information to *everyone*.

Adherence to the standards outlined in this manual is essential to maintaining a consistent, effective, and inclusive wayfinding system throughout the university.

Purpose & Usage

This manual introduces the Interior Signage Standards and Wayfinding Program for Case Western Reserve University and provides guidance for those responsible for planning, specifying, ordering, or maintaining interior signage across campus facilities.

Developed through a collaborative effort between university leadership and the wayfinding consultants at Guide Studio, the program establishes a consistent, modular signage system designed to support the diverse navigation needs of students, staff, faculty, patients, and visitors. The system allows for flexibility and scalability, ensuring information can be updated, replaced, or expanded as needed without compromising consistency or legibility.

This manual serves as both a design and implementation guide for new installations and ongoing maintenance. It ensures that all interior signage reinforces the university's brand, improves navigation, and enhances the overall campus experience.

While the standards outlined here should guide all interior sign applications, unique environments may occasionally require a custom solution. Any deviations from the standard sign family must be reviewed and approved by the Department of Campus Planning & Design to maintain alignment with the university's design intent and wayfinding goals.

INTENT

- » Help students, staff, faculty, patients, and visitors navigate interior campus environments with ease and confidence.
- » Reduce stress and support intuitive wayfinding at key decision points within buildings.
- » Create a sense of welcome and control throughout the user's journey.
- » Reflect Case Western Reserve University's brand through consistent design, messaging, and placement.
- » Reinforce the university's commitment to excellence, accessibility, and service.
- » Provide an aesthetically appropriate and cost-effective solution for a variety of interior spaces.
- » Offers a versatile, modular system that accommodates diverse facility needs and allows for easy updates and long-term maintenance.

USING THIS MANUAL

This manual is designed to guide the planning, specification, and implementation of interior signage across Case Western Reserve University facilities. It is organized into the following key sections:

Section 1: Introduction

Provides an overview of the CWRU Interior Sign Standards Manual, including the purpose, guiding philosophies, and development process behind the signage program.

Section 2: Visual Content and Materials

Details the visual elements that make up the signage system—logos, colors, typography, materials, nomenclature, and other foundational design standards.

Section 3: Sign Family Overview

Describes each sign type included in the program and its intended use. Refer to this section to determine the appropriate signage types for your specific project or location.

Section 4: Sign System Specifications

Defines technical standards that ensure consistency, durability, and quality across the entire signage program to guide fabrication, installation, and long-term maintenance of the system.

Section 5: Standard Mounting

Defines the standard mounting methods used to ensure signs are installed safely, consistently, and in harmony with the built environment to support clarity, visibility, and ease of maintenance.

Section 6: Design Intent Drawings

Contains sign type drawings that can be given to sign fabricators to use as guidance for fabricating.

Note: These drawings and notes are for the sole purpose of expressing visual design intent and are not intended for actual fabrication purposes.

SECTION 1

Contact Information

DESIGN, BUILD & CONSTRUCTION

For questions regarding the Case Western Reserve University Exterior Sign Program and Standards, please contact:

For planning & specifying signage:
Planning & Design, Campus Planning & Facilities Management

216-368-8622
planningmanagers@case.edu

For maintenance & re-ordering:
Customer Service, Campus Planning & Facilities Management

216-368-2580
customerservice@case.edu

VISUAL IDENTITY & COMMUNICATIONS

For questions regarding any CWRU branded communications or for artwork approval, please contact:

University Marketing & Communications (UMC)

216-368-4440
marcominfo@case.edu

SIGNAGE & WAYFINDING CONSULTANTS

This manual was prepared by Guide Studio, Inc., under the direction of Case Western Reserve University.

SECTION 2

Visual Content & Materials

CWRU Brand Standards

From the Case Western Reserve Brand Style Guide/Visual Identity, case.edu/brand/visual-identity:

Making projects look their best.

Brand identity is the visual representation of Case Western Reserve University—the tangible elements that make our brand recognizable and reinforce our core values and heritage.

Successful brand identity is shaped through consistency. Using our identity correctly and consistently helps students, faculty, staff, alumni, funders and others understand what Case Western Reserve represents. It reinforces our strength as one of the nation's premier research universities. Interdisciplinary activity as the surest path to our most significant academic breakthroughs.

The guidelines that follow will help you apply visual elements within an established system to ensure consistency in style & message.

In many cases, brand elements have been incorporated in ways applicable to signage based on legibility, readability, contrast, information hierarchy, & aesthetics. Use of these brand elements should not vary without approval from the Department of Campus Planning & Design, along with University Marketing & Communications (UMC).

SECTION 2

CWRU Logos

The CWRU logo comes in five configurations: two-line horizontal, four-line, four-line stacked, four-line centered and an acronym. The logo has been set with customized letterforms and letterspacing and should not be recreated by retyping. Use the official vector artwork.

The Exterior Sign Program primarily utilizes the left justified versions of the logo. Refer to the Design Intent Drawings (Section 4) for specific uses & layouts on each sign type.

UNIVERSITY TWO-LINE HORIZONTAL LOGO



UNIVERSITY STACKED FOUR-LINE LOGO



SECTION 2

Fonts

One primary font family has been used for the Sign Standards Program: Open Sans. For other acceptable CWRU fonts, please contact University Marketing for a copy of the Graphic Standards.

Typography Call-outs

These labels are used in Section 6 to indicate the typeface and other type-related specifications:



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For information about purchasing fonts specified on this page visit Trade Gothic: www.linotype.com

OPEN SANS

Open Sans Medium

is the primary type family of the CWRU standardized Sign Program. It fulfills the specific legibility requirements of interior signage and provides easy and quick recognition of characters at typical viewing distances and angles

Open Sans Semibold

is the secondary type family of the CWRU standardized Sign Program. It is used to highlight destination names.

Open Sans Bold

is the complementary type family of the CWRU standardized Sign Program. It is used to highlight building names and acts as a headline font.

BRAILLE

Grade 2 Braille (clear, unless otherwise noted) accompanies raised (tactile) copy on many interior sign types. The Americans with Disabilities Act (ADA) gives recommendations on Braille, and relevant Sign Type drawings for usage (see page 10).

1 ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 1234567890
Open Sans Medium

2 ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 1234567890
Open Sans Semibold

3 ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 1234567890
Open Sans Bold

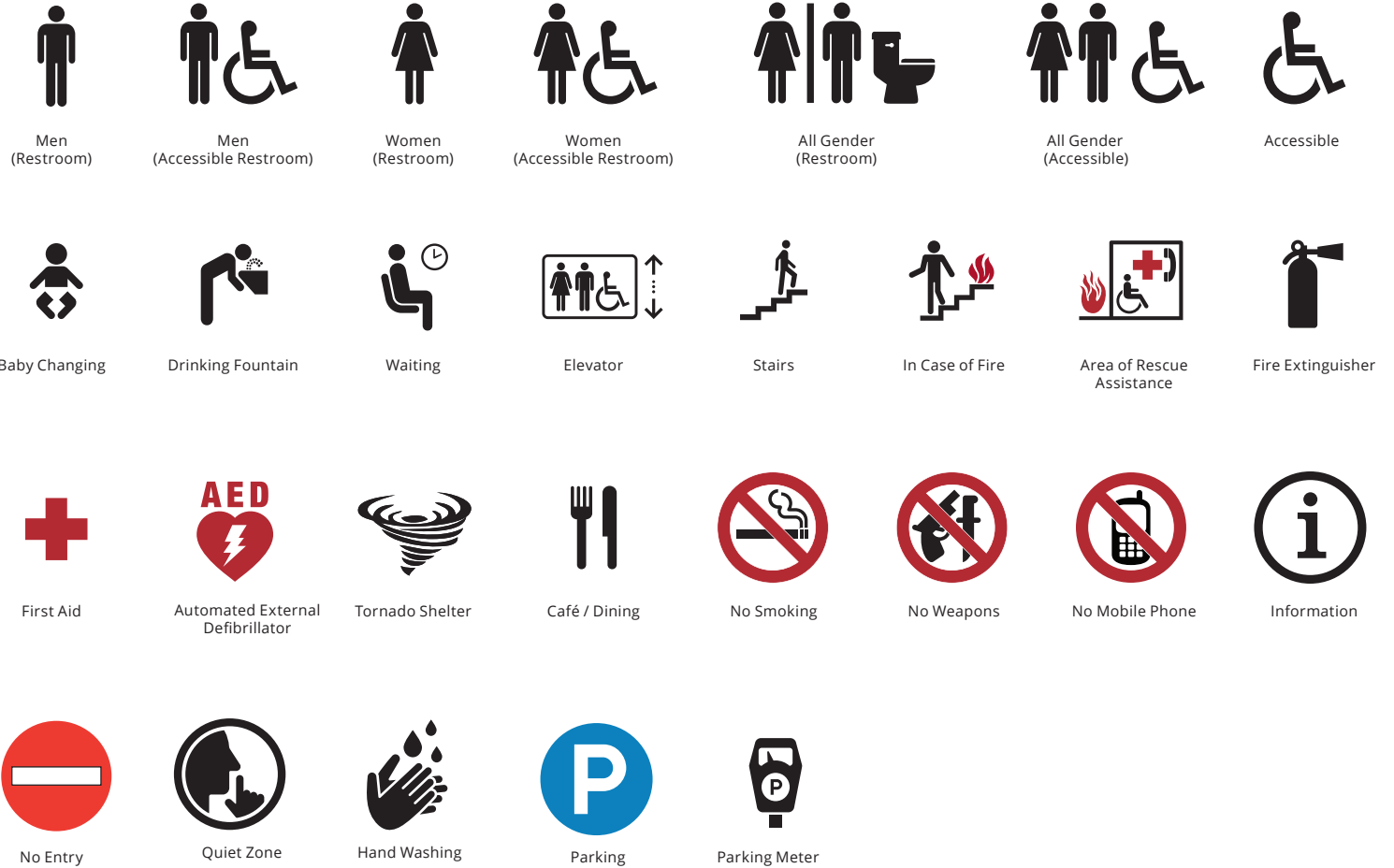
4 ⠠ ⠡ ⠢ ⠣ ⠤ ⠥ ⠦ ⠧ ⠨ ⠩ ⠪ ⠫ ⠬ ⠭ ⠮ ⠯ ⠰ ⠱ ⠲ ⠳ ⠴ ⠵ ⠶ ⠷ ⠸ ⠹ ⠺ ⠻ ⠼ ⠽ ⠾ ⠿ ⠀ ⠁ ⠂ ⠃ ⠄ ⠅ ⠆ ⠇ ⠈ ⠉ ⠊ ⠋ ⠌ ⠍ ⠎ ⠏ ⠑ ⠒ ⠓ ⠔ ⠕ ⠖ ⠗ ⠘ ⠙ ⠚ ⠛ ⠜ ⠝ ⠞ ⠟ ⠠ ⠡ ⠢ ⠣ ⠤ ⠥ ⠦ ⠧ ⠨ ⠩ ⠪ ⠫ ⠬ ⠭ ⠮ ⠯ ⠰ ⠱ ⠲ ⠳ ⠴ ⠵ ⠶ ⠷ ⠸ ⠹ ⠺ ⠻ ⠼ ⠽ ⠾ ⠿ ⠀ ⠁ ⠂ ⠃ ⠄ ⠅ ⠆ ⠇ ⠈ ⠉ ⠊ ⠋ ⠌ ⠍ ⠎ ⠏ ⠑ ⠒ ⠓ ⠔ ⠕ ⠖ ⠗ ⠘ ⠙ ⠚ ⠛ ⠜ ⠝ ⠞ ⠟ ⠠ ⠡ ⠢ ⠣ ⠤ ⠥ ⠦ ⠧ ⠨ ⠩ ⠪ ⠫ ⠬ ⠭ ⠮ ⠯ ⠰ ⠱ ⠲ ⠳ ⠴ ⠵ ⠶ ⠷ ⠸ ⠹ ⠺ ⠻ ⠼ ⠽ ⠾ ⠿

SECTION 2

Symbols & Arrows

Symbols, or pictograms, are an important tool in communicating to a diverse audience. Symbols cross language boundaries by employing images to identify and direct to public destinations and services. The CWRU sign program uses several of the internationally-recognized symbols developed through a collaboration between the AIGA and the U.S. Department of Transportation between 1974-1979.

These symbols have been selected for use with the CWRU sign system. Any additional symbols should be reviewed by CWRU prior to use.



(Refer to Exterior Design Standards for more info)

ARROWS

The directional arrow selected for the sign program is legible and easily-recognized. It may be positioned in (8) different directions as shown.



SECTION 2

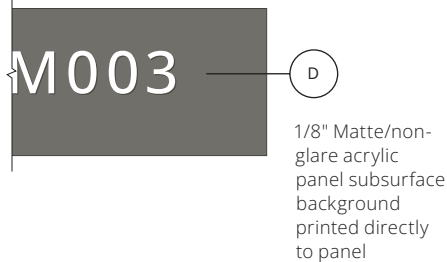
Sign Family Primary Colors

For maximum consistency and ease of recognition, a primary color palette has been established for the CWRU sign program. These colors were carefully selected based on the CWRU Identity Guidelines, while providing excellent contrast, readability, and legibility.

Refer to the Design Intent Drawings (Section 6) for specific uses.

Color Call-outs

These labels are used in Section 6 to indicate the color/material.



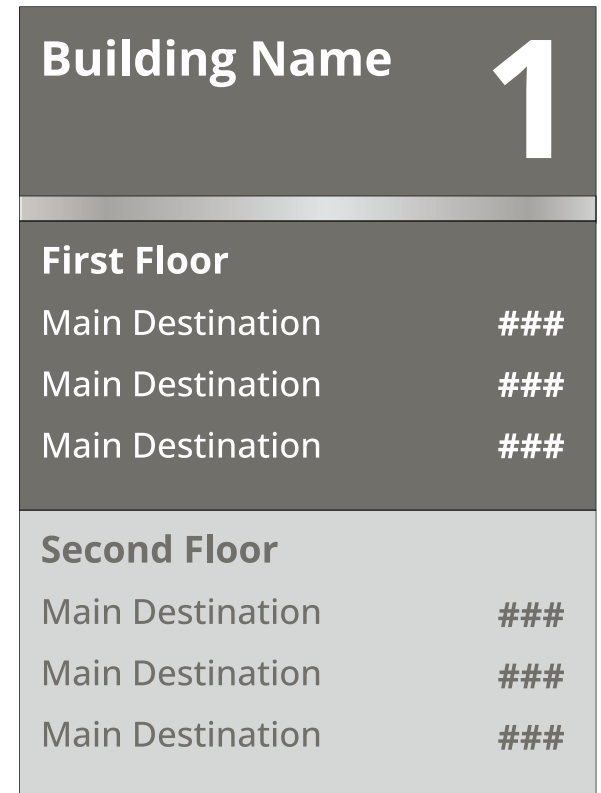
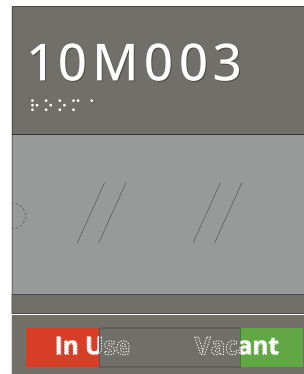
Each color is designated in the Design Intent Drawings with a call-out (C#). Refer to the Design Intent Drawings (Section 4) for specifications.



These colors are reserved for specific details or functional highlights.



This color is reserved for on glass vinyl on see sign type C2.



Sign Examples – Room Identification and Directories

SECTION 2

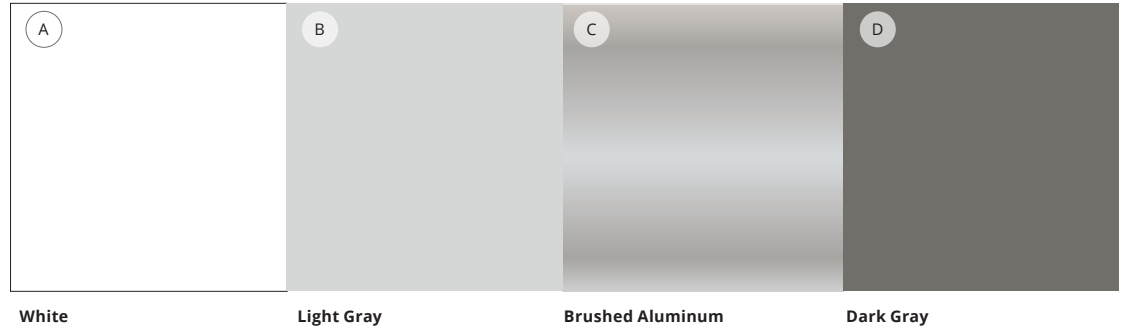
Colors & Materials

These represent CWRU primary sign color and materials palette. The colors make up the bulk of the colors utilized in all sign applications and are created through subsurface digital graphics or subsurface paint.

All materials specified as part of the CWRU Sign Program were selected for their durability, quality, changeability and compliance.

The letter designations shown are used to indicate the color or finish of any component of a sign (see Section 3 Sign Drawings).

Follow the color ratios below as closely as possible to help ensure the right balance of color. Most visual materials should be dominated by white and accented with the other colors in the brand palette.



Pantone <i>PMS, Coated</i>	PMS 425	Cool Gray 2 C	-
CMYK		C:0, M:0, Y:1, K:18	C:0, M:2, Y:9, K:68
Paint <i>Matthews</i>	MP32071 White Wonder	-	Mathews MP 41342SP Brushed Aluminum Mathews MP74828
Vinyl <i>3M Opaque Graphic Film</i>	7725-20 Matte White	-	3M Satin Aluminum 120



Pantone <i>PMS, Coated</i>	7625 C	360 C	
Paint <i>Matthews</i>	-	-	
Vinyl <i>3M Opaque Graphic Film</i>	Avery Tangerine #315	Avery Apple Green #760	3M Sapphire Blue 37

SECTION 2

The 2010 Americans with Disabilities Act Standards for Accessible Design

“Each facility or part of a facility constructed by, on behalf of, or for the use of a public entity shall be designed and constructed in such manner that the facility or part of the facility is readily accessible to and usable by individuals with disabilities...”

28 CFR 35.151 (a)(1)

Note: It is the fabricator's responsibility to ensure the built CWRU sign program is ADA compliant.

The 2010 Americans with Disabilities Act Standards for Accessible Design (hereafter referred to as the ADA Standards) guided the planning & design of the CWRU Interior Sign program outlined herein.

The following highlights applicable code excerpts that were particularly influential in these accessible design-related decisions.

For further information on the ADA Standards or the official full-text version, visit the U.S. Department of Justice's ADA website: <http://www.ada.gov/>

ADA CHAPTER 2: SCOPING REQUIREMENTS 216: SIGNS

216.2 Designations. Interior and exterior signs identifying permanent rooms and spaces shall comply with 703.1, 703.2, and 703.5. Where pictograms are provided as designations of permanent interior rooms and spaces, the pictograms shall comply with 703.6 and shall have text descriptors complying with 703.2 and 703.5. EXCEPTION: Exterior signs that are not located at the door to the space they serve shall not be required to comply with 703.2.

Advisory 216.2 Designations. Section 216.2 applies to signs that provide designations, labels, or names for interior rooms or spaces where the sign is not likely to change over time. Examples include interior signs labeling restrooms, room and floor numbers or letters, and room names. Tactile text descriptors are required for pictograms that are provided to label or identify a permanent room or space. Pictograms that provide information about a room or space,

such as “no smoking,” occupant logos, and the International Symbol of Accessibility, are not required to have text descriptors.

216.3 Directional and Informational Signs. Signs that provide direction to or information about interior spaces and facilities of the site shall comply with 703.5.

Advisory 216.3 Directional and Informational Signs. Information about interior spaces and facilities includes rules of conduct, occupant load, and similar signs. Signs providing direction to rooms or spaces include those that identify egress routes.

ADA CHAPTER 7: COMMUNICATION ELEMENTS AND FEATURES

703: SIGNS

703.1 General. Signs shall comply with 703. Where both visual and tactile characters are required, either one sign with both visual and tactile characters, or two separate signs, one with visual, and one with tactile characters, shall be provided.

703.2 Raised Characters. Raised characters shall comply with 703.2 and shall be duplicated in braille complying with 703.3. Raised characters shall be installed in accordance with 703.4.

Advisory 703.2 Raised Characters. Signs that are designed to be read by touch should not have sharp or abrasive edges.

703.2.1 Depth. Raised characters shall be 1/32 inch (0.8 mm) minimum above their background.

703.2.2 Case. Characters shall be uppercase.

703.2.3 Style. Characters shall be sans serif. Characters shall not be italic, oblique, script, highly decorative, or of other unusual forms.

703.2.4 Character Proportions. Characters shall be selected from fonts where the width of the uppercase letter “O” is 55 percent minimum and 110 percent maximum of the height of the uppercase letter “I”.

703.2.5 Character Height. Character height measured vertically from the baseline of the character shall be 5/8 inch (16 mm) minimum and 2 inches (51 mm) maximum based on the height of the uppercase letter “I”.

EXCEPTION: Where separate raised and visual characters with the same information are provided, raised character height shall be permitted to be 1/2 inch (13 mm) minimum.

703.2.6 Stroke Thickness. Stroke thickness of the uppercase letter “I” shall be 15 percent maximum of the height of the character.

703.2.7 Character Spacing. Character spacing shall be measured between the two closest points of adjacent raised characters within a message, excluding word spaces. Where characters have rectangular cross sections, spacing between individual raised characters shall be 1/8 inch (3.2 mm) minimum and 4 times the raised character stroke width maximum. Where characters have other cross sections, spacing between individual raised characters shall be 1/16 inch (1.6 mm) minimum and 4 times the raised character stroke width maximum at the base of the cross sections, and 1/8 inch (3.2 mm) minimum and 4 times the raised character stroke width maximum at the top of the cross sections. Characters shall be separated from raised borders and decorative elements 3/8 inch (9.5 mm) minimum.

703.2.8 Line Spacing. Spacing between the baselines of separate lines of raised characters within a message shall be 135 percent minimum and 170 percent maximum of the raised character height.

703.3 Braille. Braille shall be contracted (Grade 2) and shall comply with 703.3 and 703.4.

703.3.1 Dimensions and Capitalization. Braille dots shall have a domed or rounded shape and shall comply with Table 703.3.1. The indication of an uppercase letter or letters shall only be used before the first word of sentences, proper nouns and names, individual letters of the alphabet, initials, and acronyms.

SECTION 2

Table 703.3.1 Braille Dimensions

Measurement Range	Minimum in Inches Maximum in Inches
Dot base diameter	0.059 (1.5 mm) to 0.063 (1.6 mm)
Distance between two dots in the same cell ¹	0.090 (2.3 mm) to 0.100 (2.5 mm)
Distance between corresponding dots in adjacent cells ¹	0.241 (6.1 mm) to 0.300 (7.6 mm)
Dot height	0.025 (0.6 mm) to 0.037 (0.9 mm)

¹ Measured center to center.

703.3.2 Position. Braille shall be positioned below the corresponding text. If text is multi-lined, braille shall be placed below the entire text. Braille shall be separated 3/8 inch (9.5 mm) minimum from any other tactile characters and 3/8 inch (9.5 mm) minimum from raised borders and decorative elements.

EXCEPTION: Braille provided on elevator car controls shall be separated 3/16 inch (4.8 mm) minimum and shall be located either directly below or adjacent to the corresponding raised characters or symbols.

703.4 Installation Height and Location. Signs with tactile characters shall comply with 703.4.

703.4.1 Height Above Finish Floor or Ground. Tactile characters on signs shall be located 48 inches (1220 mm) minimum above the finish floor or ground surface, measured from the baseline of the lowest tactile character and 60 inches (1525 mm) maximum above the finish floor or ground surface, measured from the baseline of the highest tactile character.

EXCEPTION: Tactile characters for elevator car controls shall not be required to comply with 703.4.1.

703.4.2 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 inches (455 mm) minimum by 18 inches (455 mm) minimum, centered on the tactile characters, is provided beyond the arc of any door swing between the closed position and 45 degree open position.

EXCEPTION: Signs with tactile characters shall be permitted on the push side of doors with closers and without hold-open devices.

703.5 Visual Characters. Visual characters shall comply with 703.5.

EXCEPTION: Where visual characters comply with 703.2 and are accompanied by braille complying with 703.3, they shall not be required to comply with 703.5.2 through 703.5.9.

703.5.1 Finish and Contrast. Characters and their 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.

Advisory 703.5.1 Finish and Contrast. Signs are more legible for persons with low vision when characters contrast as much as possible with their background. Additional factors affecting the ease with which the

text can be distinguished from its background include shadows cast by lighting sources, surface glare, and the uniformity of the text and its background colors and textures.

703.5.2 Case. Characters shall be uppercase or lowercase or a combination of both.

703.5.3 Style. Characters shall be conventional in form. Characters shall not be italic, oblique, script, highly decorative, or of other unusual forms.

703.5.4 Character Proportions. Characters shall be selected from fonts where the width of the uppercase letter "O" is 55 percent minimum and 110 percent maximum of the height of the uppercase letter "I".

703.5.5 Character Height. Minimum character height shall comply with Table 703.5.5. Viewing distance shall be measured as the horizontal distance between the character and an obstruction preventing further approach towards the sign. Character height shall be based on the uppercase letter "I".

Table 703.5.5 Visual Character Height

Height to Finish Floor or Ground From Baseline of Character: 40 inches (1015 mm) to less than or equal to 70 inches (1780 mm)

Horizontal Viewing Distance: less than 72 inches (1830 mm)

Minimum Character Height: 5/8 inch (16 mm)

Horizontal Viewing Distance: 72 inches (1830 mm) and greater

Minimum Character Height: 5/8 inch (16 mm), plus 1/8 inch (3.2 mm) per foot (305 mm) of viewing distance above 72 inches (1830 mm)

Height to Finish Floor or Ground From

Baseline of Character: Greater than 70 inches (1780 mm) to less than or equal to 120 inches (3050 mm)

Horizontal Viewing Distance: less than 180 inches (4570 mm)

Minimum Character Height: 2 inches (51 mm)

Horizontal Viewing Distance: 180 inches (4570 mm) and greater

Minimum Character Height: 2 inches (51 mm), plus 1/8 inch (3.2 mm) per foot (305 mm) of viewing distance above 180 inches (4570 mm)

Height to Finish Floor or Ground From Baseline of Character: greater than 120 inches (3050 mm)

Horizontal Viewing Distance: less than 21 feet (6400 mm)

Minimum Character Height: 3 inches (75 mm)

Horizontal Viewing Distance: 21 feet (6400 mm) and greater

Minimum Character Height: 3 inches (75 mm), plus 1/8 inch (3.2 mm) per foot (305 mm) of viewing distance above 21 feet (6400 mm)

703.5.6 Height From Finish Floor or Ground. Visual characters shall be 40 inches (1015 mm) minimum above the finish floor or ground.

EXCEPTION: Visual characters indicating elevator car controls shall not be required to comply with 703.5.6.

703.5.7 Stroke Thickness. Stroke thickness of the uppercase letter "I" shall be 10 percent minimum and 30 percent maximum of the height of the character.

703.5.8 Character Spacing. Character spacing shall be measured between the two closest points of adjacent characters, excluding word spaces. Spacing between individual characters

shall be 10 percent minimum and 35 percent maximum of character height.

703.5.9 Line Spacing. Spacing between the baselines of separate lines of characters within a message shall be 135 percent minimum and 170 percent maximum of the character height.

703.6 Pictograms. Pictograms shall comply with 703.6.

703.6.1 Pictogram Field. Pictograms shall have a field height of 6 inches (150 mm) minimum. Characters and braille shall not be located in the pictogram field.

703.6.2 Finish and Contrast. Pictograms and their field shall have a non-glare finish. Pictograms shall contrast with their field with either a light pictogram on a dark field or a dark pictogram on a light field.

Advisory 703.6.2 Finish and Contrast. Signs are more legible for persons with low vision when characters contrast as much as possible with their background. Additional factors affecting the ease with which the text can be distinguished from its background include shadows cast by lighting sources, surface glare, and the uniformity of the text and background colors and textures.

703.6.3 Text Descriptors. Pictograms shall have text descriptors located directly below the pictogram field. Text descriptors shall comply with 703.2, 703.3 and 703.4.

703.7 Symbols of Accessibility. Symbols of accessibility shall comply with 703.7.

703.7.1 Finish and Contrast. Symbols of accessibility and their background shall have a non-glare finish. Symbols of accessibility shall contrast with their background with either a light symbol on a dark background or a dark symbol on a light background.

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Advisory 703.6.2 Finish and Contrast.

Signs are more legible for persons with low vision when characters contrast as much as possible with their background. Additional factors affecting the ease with which the text can be distinguished from its background include shadows cast by lighting sources, surface glare, and the uniformity of the text and background colors and textures.

703.6.3 Text Descriptors. Pictograms shall have text descriptors located directly below the pictogram field. Text descriptors shall comply with 703.2, 703.3 and 703.4.

703.7 Symbols of Accessibility.

Symbols of accessibility shall comply with 703.7.

703.7.1 Finish and Contrast. Symbols of accessibility and their background shall have a non-glare finish. Symbols of accessibility shall contrast with their background with either a light symbol on a dark background or a dark symbol on a light background.

Advisory 703.7.1 Finish and Contrast.

Signs are more legible for persons with low vision when characters contrast as much as possible with their background. Additional factors affecting the ease with which the text can be distinguished from its background include shadows cast by lighting sources, surface glare, and the uniformity of the text and background colors and textures.

703.7.2 Symbols.

703.7.2.1 International Symbol of Accessibility. The International Symbol of Accessibility shall comply with Figure 703.7.2.1.



Figure 703.7.2.1 International Symbol of Accessibility

703.7.2.2 International Symbol of TTY. The International Symbol of TTY shall comply with Figure 703.7.2.2.



Figure 703.7.2.2 International Symbol of TTY

703.7.2.3 Volume Control Telephones. Telephones with a volume control shall be identified by a pictogram of a telephone handset with radiating sound waves on a square field such as shown in Figure 703.7.2.3.



Figure 703.7.2.3 Volume Control Telephone

703.7.2.4 Assistive Listening Systems. Assistive listening systems shall be identified by the International Symbol of Access for Hearing Loss complying with Figure 703.7.2.4.



Figure 703.7.2.4 International Symbol of Access for Hearing Loss

SECTION 2

Ohio Building Code

Note: It is the fabricator's responsibility to ensure the built CWRU sign program is Ohio Building Code compliant.

The following highlights applicable code excerpts that were particularly influential in these accessible design-related decisions.

For further information on the Ohio Building Code or the official full-text version, visit the Ohio Department of Commerce website:
<http://www.com.ohio.gov/dico/bbs>

2024 OHIO FIRE CODE / OHIO ADMINISTRATIVE CODE MEANS OF EGRESS

SECTION 1004 OCCUPANT LOAD

1004.9 Posting of occupant load.

Every room or space that is an assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space, for the intended configurations. Posted signs shall be of an approved legible permanent design and shall be maintained by the owner or the owner's representative.

SECTION 1009 ACCESSIBLE MEANS OF EGRESS

1009.9 Signage

Signage indicating special accessibility provisions shall be provided as shown:

1. Each door providing access to an area of refuge from an adjacent floor area shall be identified by a sign stating, "AREA OF REFUGE."
2. Each door providing access to an exterior area for assisted rescue shall be identified by a sign stating, "EXTERIOR AREA FOR ASSISTED RESCUE."

Signage shall comply with the ICC A117.1 requirements for visual characters and include the International Symbol of Accessibility.

Where exit sign illumination is required by Section 1013.3, the signs shall be illuminated. Additionally, visual characters, raised character and braille signage complying with ICC A117.1 shall be located at each door to an area of refuge and exterior area for assisted rescue in accordance with Section 1013.4.

1009.10 Directional signage

Directional signage indicating the location of all other means of egress and which of those are accessible means of egress shall be provided at the following:

1. At exits serving a required accessible space but not providing an approved accessible means of egress.

2. At elevator landings.

3. Within areas of refuge.

SECTION 1013 EXIT SIGNS

1013.4 Raised character and braille exit signs

Where exit signs are provided at an area of refuge with direct access to a stairway, an exterior area for assisted rescue, an exit stairway or ramp, an exit passageway, a horizontal exit and the exit discharge, a sign stating "EXIT" in visual characters, raised characters and braille and complying with ICC A117.1 shall be provided.

1013.6.1 Graphics

Every exit sign and directional exit sign shall have plainly legible letters not less than 6 inches (152 mm) high with the principal strokes of the letters not less than 3/4 inch (19.1 mm) wide. The word "EXIT" shall have letters having a width not less than 2 inches (51 mm) wide, except the letter "I," and the minimum spacing between letters shall be not less than 3/8 inch (9.5 mm). Signs larger than the minimum established in this section shall have letter widths, strokes and spacing in proportion to their height.

The word "EXIT" shall be in high contrast with the background and shall be clearly discernible when the means of exit sign illumination is or is not energized. If a chevron directional indicator is provided as part of the exit sign, the construction shall be such that the direction of the chevron directional indicator cannot be readily changed.

SECTION 1023 INTERIOR EXIT STAIRWAYS AND RAMPS

1023.9 Stairway identification signs

A sign shall be provided at each floor landing in an interior exit stairway and ramp connecting more than three stories designating the floor level, the terminus of the top and bottom of the interior exit stairway and ramp and the identification of the stairway or ramp. The signage shall state the story of and direction to the exit discharge, and the availability of roof access from the interior exit stairway and ramp for the fire department. The bottom of the sign shall be located not less than 5 feet (1524 mm) above the floor landing in a position that is readily visible when the doors are in the open and closed positions.

1023.9.1 Signage requirements.

Stairway identification signs shall comply with all of the following requirements:

1. The signs shall be a minimum size of 18 inches (457 mm) by 12 inches (305 mm).
2. The letters designating the identification of the interior exit stairway and ramp shall be not less than 1 1/2 inches (38 mm) in height.
3. The number designating the floor level shall be not less than 5 inches (127 mm) in height and located in the center of the sign.
4. Other lettering and numbers shall be not less than 1 inch (25 mm) in height.
5. Characters and their background shall have a nonglare finish. Characters shall contrast with their background, with either light characters on a dark background or dark characters on a light background.

6. Where signs required by Section 1023.9 are installed in the interior exit stairways and ramps of buildings subject to Section 1025, the signs shall be made of the same materials as required by Section 1025.4.

2024 OHIO EXISTING BUILDING CODE/HISTORIC BUILDINGS

SECTION 1203 FIRE SAFETY

1203.11 Exit signs

Where exit sign or egress path marking location would damage the historic character of the building, alternative exit signs are permitted with approval of the building official. Alternative signs shall identify the exits and egress path.

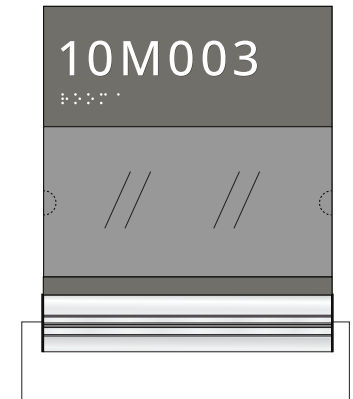
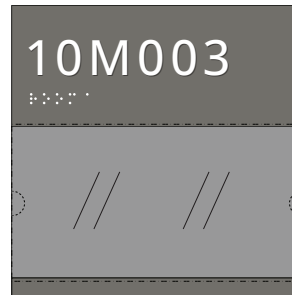
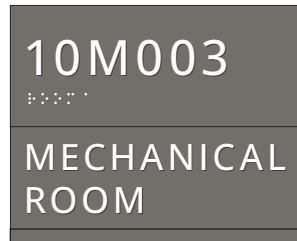
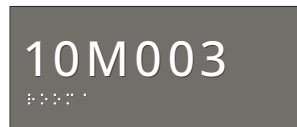
SECTION 3

Sign Family Overview

SECTION 3

Sign Family Overview

Room Identification



A1

Room ID - Generic

6" w x 2-1/2"h

Scale: 3" = 1' 0"

Non-Public ADA compliant plaque - room number only

Non-public rooms

A2

Room ID - Permanent Function

6" w x 5"h

Scale: 3" = 1' 0"

Public ADA compliant plaque - room number & insert.

Public, Classrooms & Offices

A2.1

Room ID - Typical Office

6" w x 6"h

Scale: 3" = 1' 0"

Public ADA compliant plaque - room number & insert.

Public, Classrooms & Offices

A2.2

In Use/Vacant Component

6" w x 1-1/4"h

Scale: 3" = 1' 0"

Component attached to only A2

A2.3

Paperholder Component

6" w x 1-1/4"h

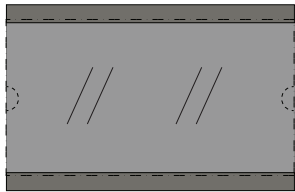
Scale: 3" = 1' 0"

Component attached to only A2

SECTION 3

Sign Family Overview

Room Identification



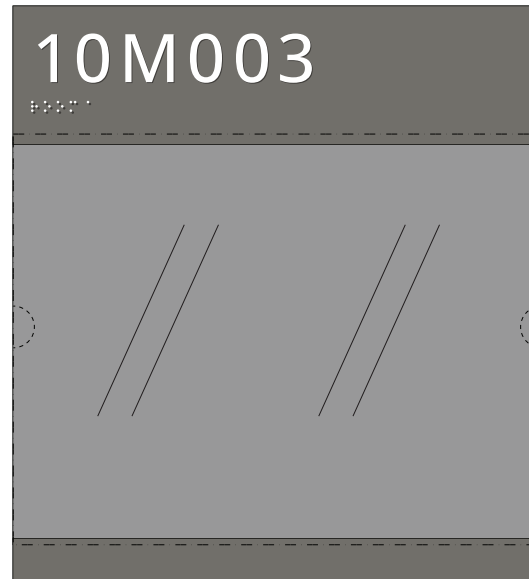
A3

Insert Only

6" w x 4 1/4" h

Scale: 3" = 1' 0"

Used for cubicles, partial walls, and workstations



A4.1

Room ID - Large

11" w x 11-1/2" h

Scale: 3" = 1' 0"

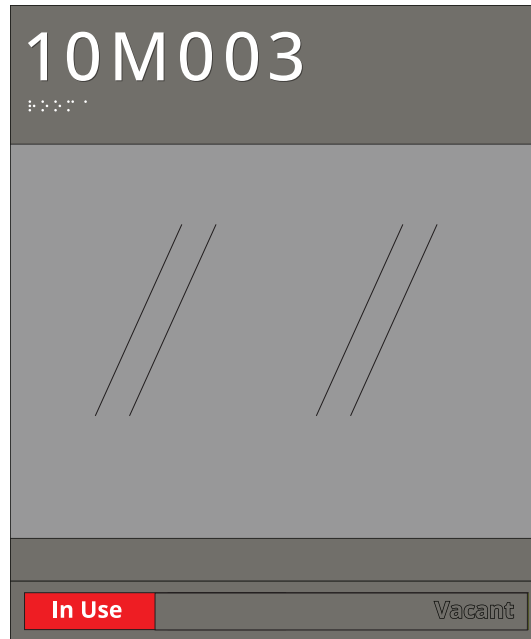
Public ADA compliant plaque - room number & insert.

Public, Labs, Lecture Halls, and Departmental Suites

SECTION 3

Sign Family Overview

Room Identification



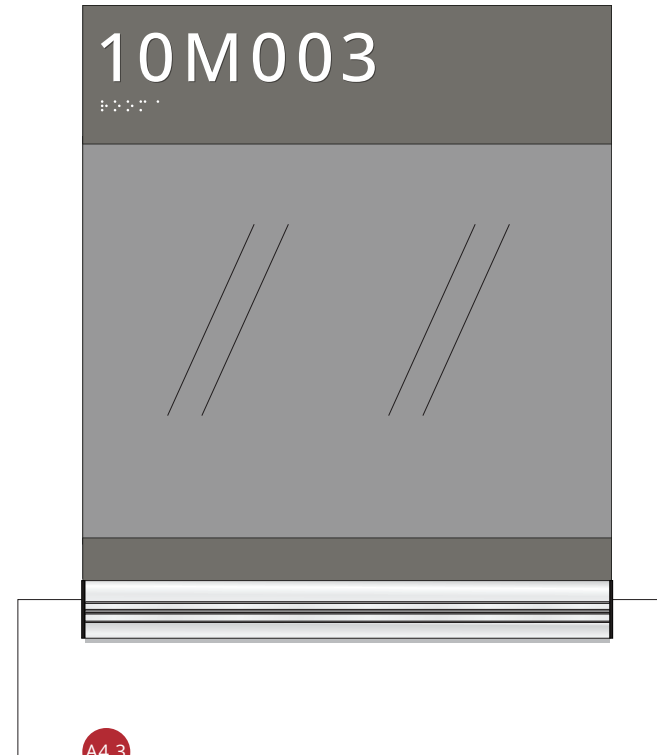
A4.2

In Use/Vacant Component - Large

11" w x 1-1/4"h

Scale: 3" = 1' 0"

Component attached to only A3



A4.3

Paper holder Component - Large

11" w x 1-1/4"h

Scale: 3" = 1' 0"

Component attached to only A3

SECTION 3

Sign Family Overview

Public Convenience



B1

Projecting

12" w x 8"h

Scale: 3" = 1' 0"

Projecting overhead sign - symbol only



B2.1

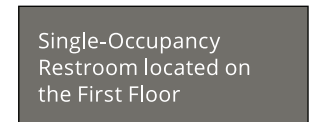
Plaque

6" w x 8"h

Scale: 3" = 1' 0"

ADA compliant plaque with symbol, room name, & number

1 sign type with choice of symbol/text



B2.2

Plaque - Component

6" w x 2 1/2" h

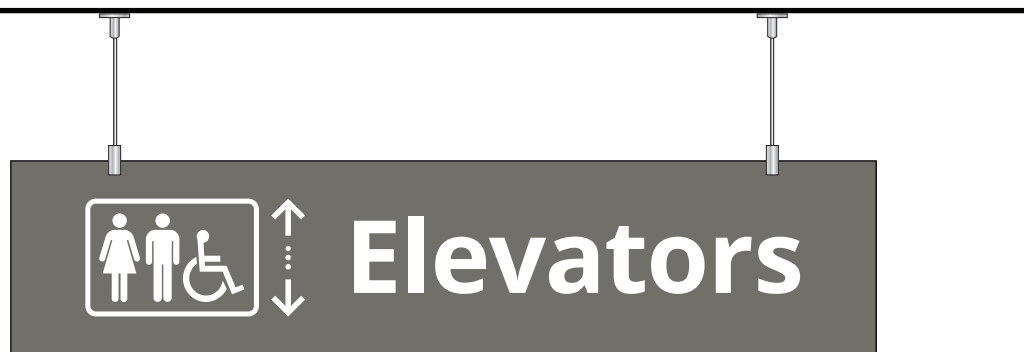
Scale: 3" = 1' 0"

ADA compliant component

SECTION 3

Sign Family Overview

Public Convenience



B3

Ceiling Hung

w (varies) x 8" h

Scale: 1 1/2" = 1' 0"

Suspended overhead plaque

SECTION 3

Sign Family Overview

Department/General Identification



C1

Dimensional Letters w/panel Identification

w (varies) x 10" h

Scale: 3/8" = 1' 0"

Background panel with Individual applied dimensional letters identifying a space, room, department entry or transition between buildings



C2

Vinyl Letters

28" w x h (varies)

Scale: 3/8" = 1' 0"

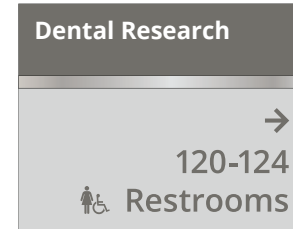
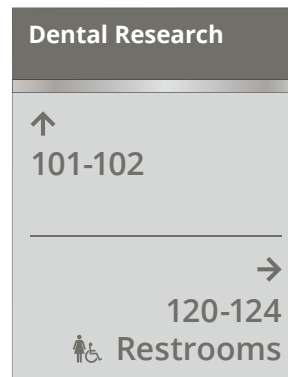
Cut vinyl mounted to a plaque, wall or glass

SECTION 3

Sign Family Overview

Direction & Orientation

Dental Research 2	
Ground Floor	
Bio Box	G50A
Biology Labs	G55 - G79
First Floor	
University Health Services	104
Second Floor	
University Counseling Services	200
Third Floor	
Biological Sciences	332A
Bolton Brush Studies	308



D1

Floor Directory

12" w x h (varies)

Scale: 1 1/2" = 1' 0"

List of rooms, offices, or people within a building that typically occurs at elevators and stairs

D2

Directional - Wall Mounted

12" w x h (varies)

Scale: 1 1/2" = 1' 0"

Plaque with directional info (varies in height depending on amount of messages)

D3

Directional - Projecting

18" w x 8" h

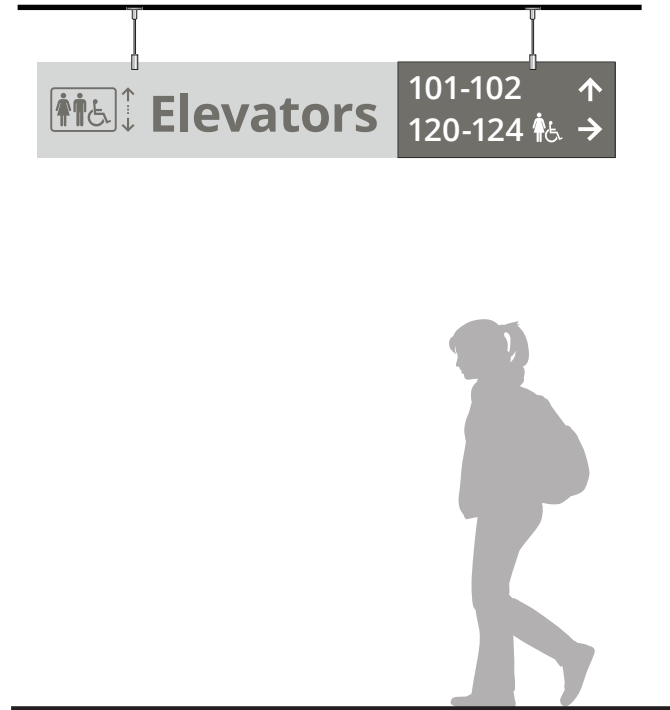
Scale: 1 1/2" = 1' 0"

Projecting overhead sign - typically room for 1 message

SECTION 3

Sign Family Overview

Direction & Orientation



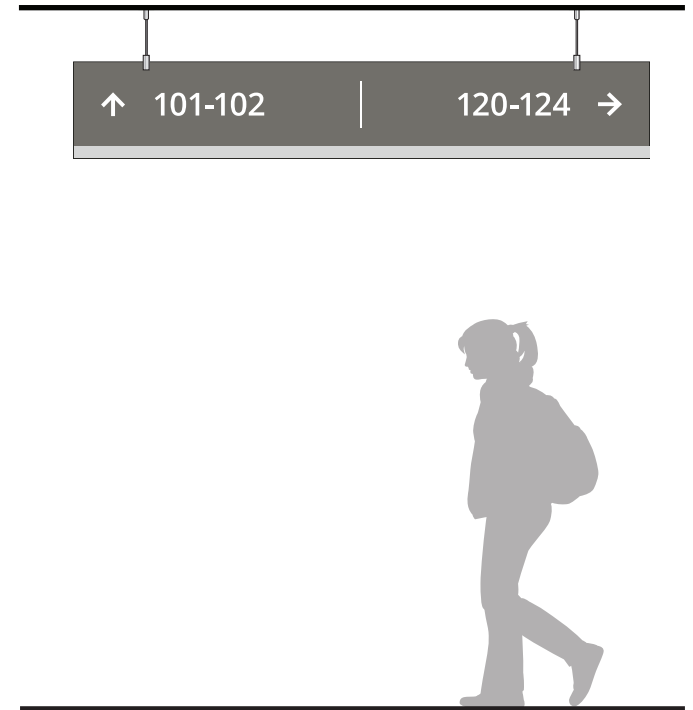
D4.1

Directional - Projecting w/ Message and Room Numbers

18" w x 8"h

Scale: 3/4" = 1' 0"

Projecting overhead sign - typically room for 1 message and 2 rows of room numbers



D4.2

Directional - Projecting Room Number Only

18" w x 8"h

Scale: 3/4" = 1' 0"

Projecting overhead sign - typically room for 2 room numbers

SECTION 3

Sign Family Overview

Regulatory & Informational



E1

Max Occ. Number

6" w x 6"h

Scale: 3" = 1' 0"

Permanent plaque with special information



E2

Window Sign

11" w x 9-1/2"h

Scale: 3" = 1' 0"

Plaque with 8 1/2" x 11" window for paper insert

SECTION 3



E2.1

Window Sign

17" w x 11"h

Scale: 3" = 1' 0"

Plaque with 17" x 11" window for paper insert



E3

In Case of Fire

8-1/2" w x 12"h

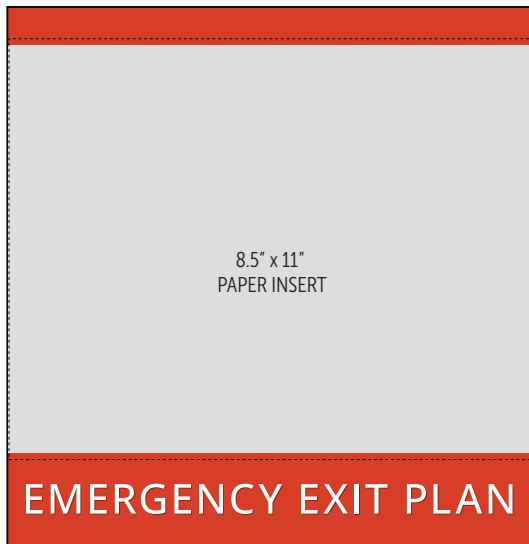
Scale: 3" = 1' 0"

Regulatory info at elevator buttons

SECTION 3

Sign Family Overview

Regulatory & Informational



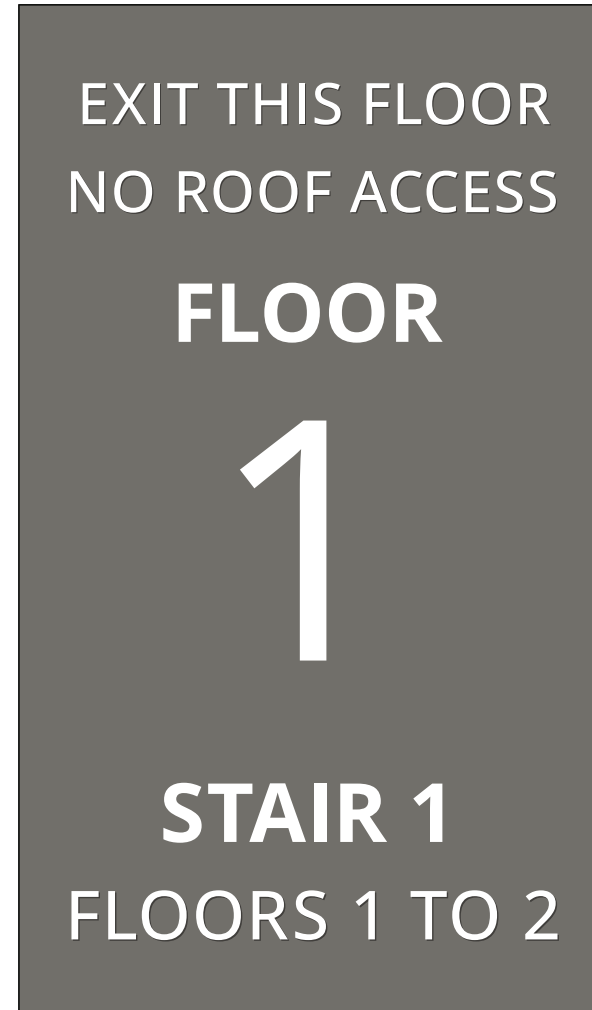
E4

In Case of Fire/Evacuation Map

11" w x 8.5"h & 11" w x 17" h

Scale: 3" = 1' 0"

Regulatory info at elevator buttons along with window for evacuation route



E5

Inside Stairwell Level ID/Egress Info

12" w x 21" h

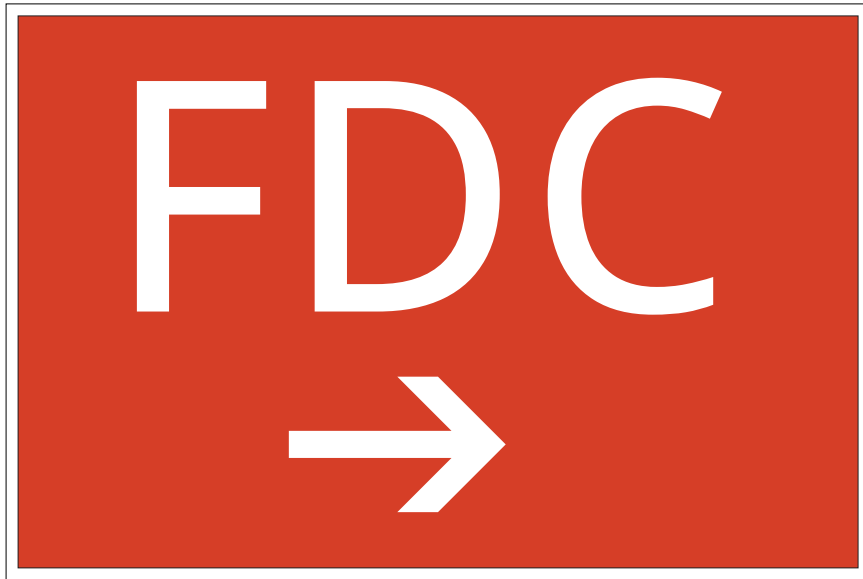
Scale: 3" = 1' 0"

Code-required sign inside stairwells

SECTION 3

Sign Family Overview

Regulatory & Informational



E6

FDC

12" w x 9"h

Scale: 3" = 1' 0"



E7

FACP

6" w x 2-1/4"h

Scale: 3" = 1' 0"

SECTION 3

Sign Family Overview

Regulatory & Informational



E8

Fire Pump

6" w x 4"h

Scale: 3" = 1' 0"



E09

Sprinkler Control Valve

10" w x 6"h

Scale: 3" = 1' 0"



E10

Fire Riser Room

10" w x 4"h

Scale: 3" = 1' 0"

SECTION 3

Sign Family Overview

Regulatory & Informational



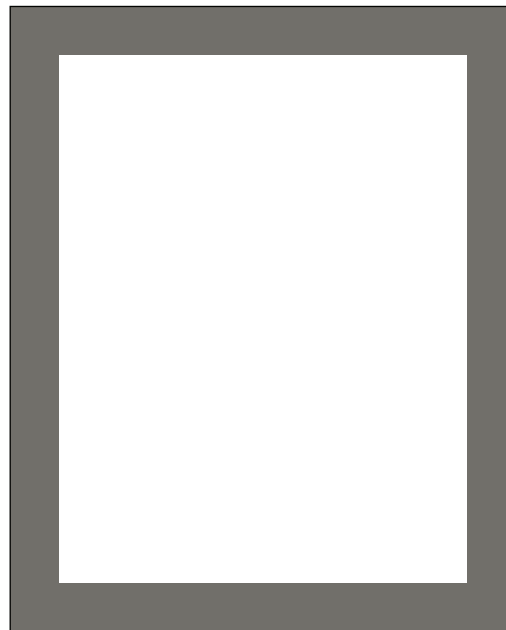
E11

Exit ID

6" w x 2-1/2"h

Scale: 3" = 1' 0"

Code-required sign inside stairwells at exit doors



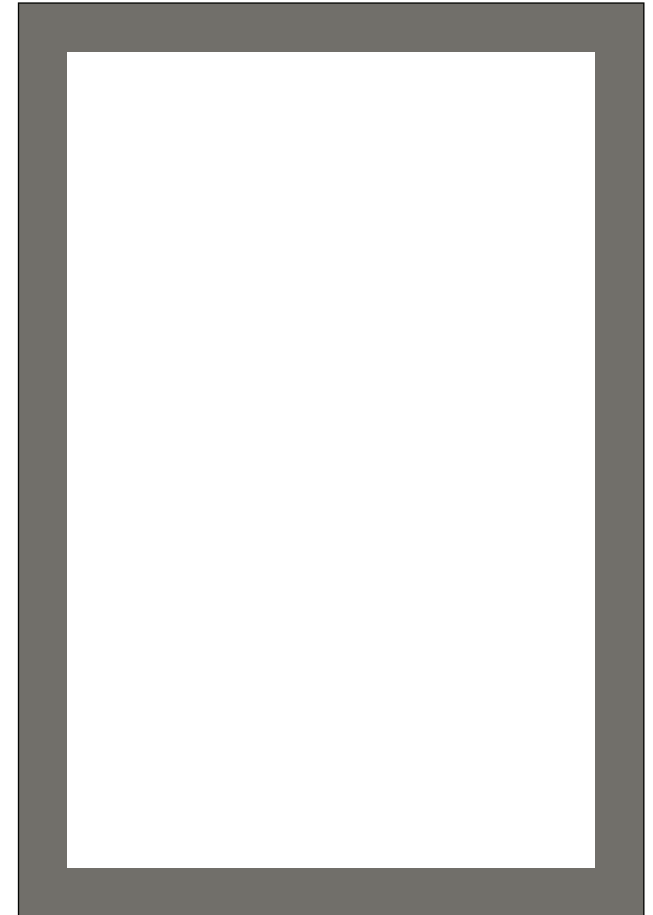
E12.1

Poster Holder - Typical

10-1/2" w x 13"h

Scale: 3" = 1' 0"

Mechanism to hang posters, banners, etc. without taping or damaging walls



E12.2

Poster Holder - Larger

13" w x 19"h

Scale: 3" = 1' 0"

Mechanism to hang posters, banners, etc. without taping or damaging walls

SECTION 3

Sign Family Overview

Regulatory & Informational



E13

Exit Only - Please Use Main Entrance

10" w x 3-3/8"h

Scale: 3" = 1' 0"

Red as appropriate color



E14

Push Button To Activate Door

10" w x 4"h

Scale: 3" = 1' 0"



E15

No Food Or Drink In This Room

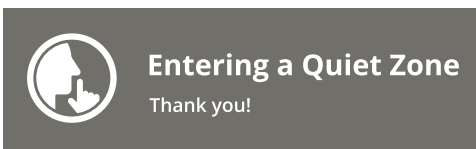
10" w x 2-5/8"h

Scale: 3" = 1' 0"

SECTION 3

Sign Family Overview

Regulatory & Informational



E16

Entering a Quiet Zone

10" w x 3"h

Scale: 3" = 1' 0"

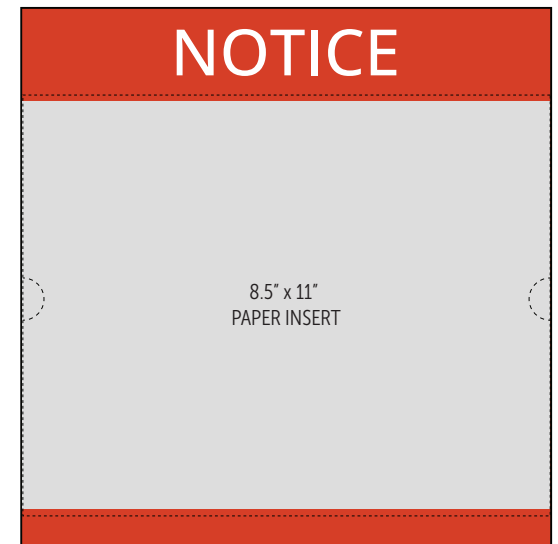


E17

Employee Must Wash Hands

10" w x 3"h

Scale: 3" = 1' 0"



E18

Notice

11" w x 11 -1/4"h

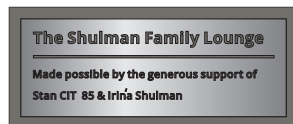
Scale: 3" = 1' 0"

SECTION 3

Sign Family Overview

Donor

NOTE: THE FOLLOWING SIGNS ARE OPTIONS THAT HAVE BEEN SUCCESSFULLY INSTALLED IN CWRU BUILDINGS TO RECOGNIZE DONORS. ALL DONOR SIGNAGE SIZES, CONTENT, AND INSTALLION DETAILS WILL BE COORDINATED WITH CWRU PLANNING & DESIGN AND CWRU DONOR RELATIONS PRIOR TO FABRICATION AND INSTALLATION.

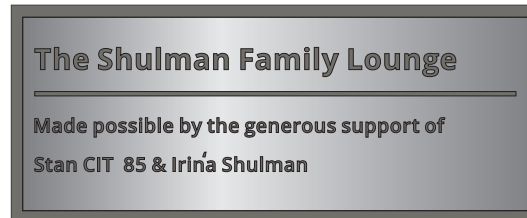


F1

Donor Component Typical

6" w x 2 1/2" h

Scale: 3" = 1' 0"



F2

Donor Component Large

11" w x 4 1/2" h

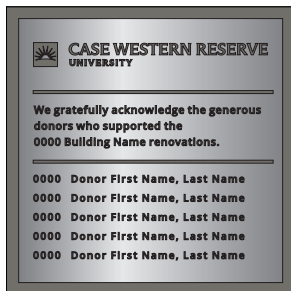
Scale: 3" = 1' 0"

SECTION 3

Sign Family Overview

Donor

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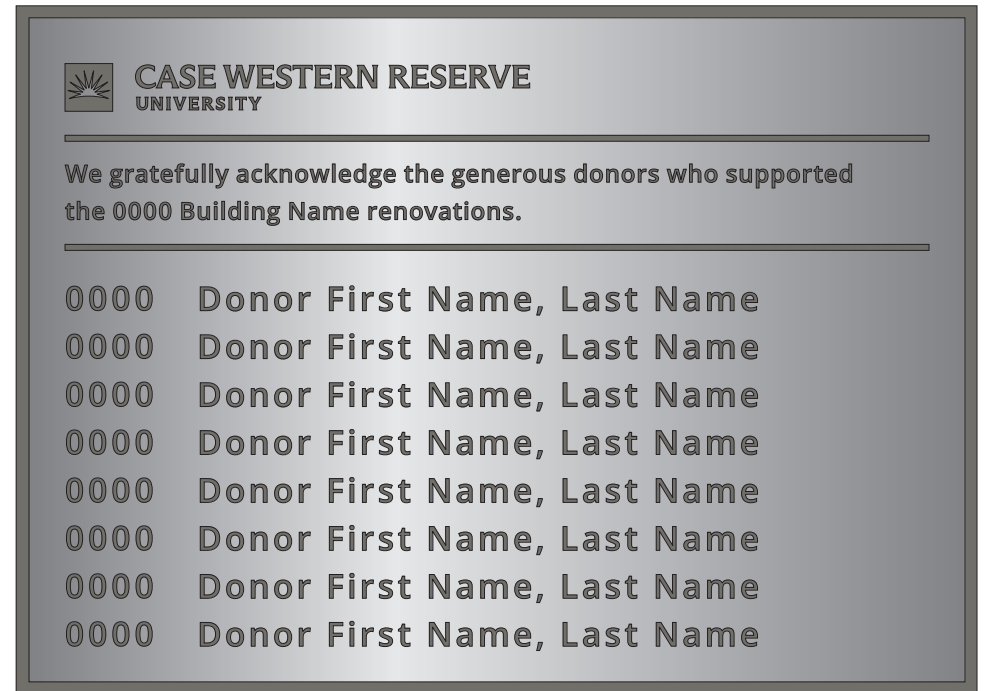


F3

Donor Stand Alone - Typical

6" w x 6" h

Scale: 3" = 1' 0"



F4

Donor Stand Alone - Large

1'-8" w x varies h

Scale: 3" = 1' 0"

SECTION 3

Sign Family Overview

Donor

NOTE: THE FOLLOWING SIGNS ARE OPTIONS THAT HAVE BEEN SUCCESSFULLY INSTALLED IN CWRU BUILDINGS TO RECOGNIZE DONORS. ALL DONOR SIGNAGE SIZES, CONTENT, AND INSTALLION DETAILS WILL BE COORDINATED WITH CWRU PLANNING & DESIGN AND CWRU DONOR RELATIONS PRIOR TO FABRICATION AND INSTALLATION.

F5

Pin Letters

6" w x 6" h

Scale: 3" = 1' 0"

F6

Plaque with photo & text

1'-8" w x varies h

Scale: 3" = 1' 0"

SECTION 3

Sign Family Overview

Donor

NOTE: THE FOLLOWING SIGNS ARE OPTIONS THAT HAVE BEEN SUCCESSFULLY INSTALLED IN CWRU BUILDINGS TO RECOGNIZE DONORS. ALL DONOR SIGNAGE SIZES, CONTENT, AND INSTALLION DETAILS WILL BE COORDINATED WITH CWRU PLANNING & DESIGN AND CWRU DONOR RELATIONS PRIOR TO FABRICATION AND INSTALLATION.

F7

Multi Donor Wall

6" w x 6" h

Scale: 3" = 1' 0"

F8

Donor Stand Alone - Large

1'-8" w x varies h

Scale: 3" = 1' 0"

SECTION 4

Sign System Specifications

SECTION 4

Performance Specifications

SECTION 101400 - SIGNAGE

PART 1 - GENERAL

Design Intent Drawings:

These drawings/specifications are for the sole purpose of visual design intent only and not intended for construction purposes.

The Sign Contractor is responsible for engineering, design, construction technique, materials and installation.

The Architect, Construction manager and Owner shall review the shop drawings only for conformance with general design intent, and will in no way be responsible or liable for any results of construction from working drawings, materials selection, shop drawings, contract documents or other agreements other than agreement with the Owner or architect authorizing these documents.

Sign Contractor shall verify and be responsible for all dimensions and conditions shown in the Design Intent documents. If dimensions are missing or are unclear — consult the Owner for direction. The Owner must review shop drawings and details prior to fabrication.

SUMMARY

This Section includes interior sign types found in the Design Intent Drawings.

DEFINITIONS

ADA-ABA Accessibility Guidelines: U.S. Architectural & Transportation Barriers Compliance Board's "Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities; Architectural Barriers Act (ABA) Accessibility Guidelines."

Documents: Refers to the drawings, specifications, sign messages and locations, including all addendum and modifications incorporated therein for their execution. When applicable, additional appendages provided by Architect, Construction Manager or Designer shall become part of the documents.

Signage Contractor/Fabricator: Refers to the group(s), firm(s), or corporation(s) designated in an Agreement with the Owner, and shall apply to any such group(s) under contractual obligation to perform any fabrication, installation, finishing, printing or other work related to signs and graphics, as referred in this document.

Work: As employed herein, includes any materials, equipment, construction, labor, installation, service or maintenance, and warranties required to complete the fabrication prescribed in these specifications and contract documents. This shall include, but is not limited to, all of the sign types listed in the sign message schedule and drawings.

Addendum: Covering changes, corrections, and special interpretations of the drawings and specifications; shall become part of the documents.

Substitutions: When one or more than one product is specified and the signage contractor wishes to offer a substitute product which will completely accomplish the purpose of the contract documents.

Final Completion: The date when the Owner finds the entire work as described in the contract documents, acceptable and fully performed, as written in the final certificate of payment. Coordinate first paragraph below with qualification requirements

in Division 01 Section "Quality Requirements" and as supplemented in "Quality Assurance" Article.

QUALITY ASSURANCE

Installer Qualifications: An employer of workers trained and approved by manufacturer of signage .

Fabricator Qualifications: Shop that employs skilled workers who custom-fabricate products similar to those required for this Project and whose products have a record of successful in-service performance.

Source Limitations for Signs: Obtain each sign type indicated from one source from a single manufacturer.

Regulatory Requirements: Comply with applicable provisions in ADA-ABA Accessibility Guidelines, OBC, OEBC, CC/ANSI A117.1, and IBC as applicable.

Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, Article 100, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.

SUBMITTALS

By the approval and submission of shop drawings and samples, the Signage Contractor thereby represents that he has determined and verified all field measurements, including heights, field construction criteria, materials, catalogue numbers and similar data or will do so, and that he has checked and coordinated each shop drawing and sample with the requirements of the work and the contract documents. All submittals and shop drawings are to be submitted to the Owner/Program Manager for distribution.

Schedule: A detailed graphic schedule by phases of production and installation is to be submitted by the Sign Contractor within five (5)

business days of signing of contract with the Owner.

Samples: Submit (3) 3" x 3" samples of each material, color and finish of exposed materials, accessories and exposed fasteners, or final material substrate to be used in the project.

Shop Drawings:

Submit (1) one copy of electronic shop drawings in 11" x 17" format for the manufacturing, fabrication and erection of signs and graphic work at large scale. Show joints, anchorage, accessory items, and finishes.

Acceptance of shop drawings does not in any way change the documents. Documents may only be changed in writing. The Owner is responsible for reviewing shop drawings for conformance with the design intent documents and notifying, in writing, the Sign Contractor of any variation from the documents.

Changes to the shop drawings are to be made by the Sign Contractor as directed by the Architect/Designer/Owner.

Copy Layouts: Copy layouts are to be provided for each sign type. Submit scaled drawings of typical sign faces showing copy layout. For multiple message sign types, a typical of each variation to the original layout should be provided.

Manufacturer's Data: Submit (1) copy of the manufacturer's printed specifications, anchorage details and installation, and maintenance instructions for all products to be used in the fabrication of signs and graphics work.

SUBSTITUTIONS

Any substitution requests will be considered under these cases:

- When specified product is not

available.

- When certain product or process is specified, a warranty of performance is required, and, in the judgment of the Signage Contractor, the specified product or process will not produce the desired results.
- When such substitutions is in the best interest of the Owner.
- Requests for substitutions of products, materials or processes other than those specified will be accompanied by the evidence that the proposed substitution...
- Is equal in quality and serviceability to the specified item;
- Will not entail changes in details and construction related to work;
- Will be acceptable in consideration of the required design and artistic effect;
- Will provide cost advantage to the Owner.

The Sign Contractor shall furnish with his request such drawings, specification samples, performance data and other information as may be required of him to assist the Owner in determining whether the proposed substitution is acceptable. The burden of proof shall be upon the Signage Contractor.

Regardless of the evidence submitted or any review or independent investigation by the Owner or Designer, a request for a substitution of products, materials, or processes is a warranty by the Signage Contractor to the Owner that the requested substitution...

- Is equal in quality and

SECTION 4

Performance Specifications

serviceability to the specified item;

- Will not entail changes in details and construction related to work;
- Will be acceptable in consideration of the required design and artistic effect;
- Will provide cost advantage to the Owner.

Proposed substitutions will be made after the signing of the contract and not during the bid phase. Signage Contractor shall submit requests for substitutions to the Designer in writing with the first round of shop drawings, giving sufficient information and samples for evaluation with the differences in costs, if any. Substitutions must be approved in writing by the Owner before they may be used.

DELIVERY, STORAGE, AND HANDLING

Comply with manufacturer's ordering instructions and lead time requirements to avoid construction delays.

Deliver products in manufacturer's original, unopened, undamaged containers with identification labels intact.

Store products protected from weather, temperature, and other harmful conditions as recommended by supplier.

Handle products in accordance with manufacturer's instructions.

PROJECT CONDITIONS

Field Measurements: If applicable, the Sign Contractor shall take field measurements before fabrication and indicate measurements on Shop Drawings.

COORDINATION

Coordinate placement of anchorage devices with templates for installing signs.

WARRANTY

General Note: The special warranty specified in this Article shall not deprive the Owner of other rights the Owner may have under other provisions of the Contract Documents and shall be in addition to, and run concurrent with, other warranties made by the Contractor under requirements of the Contract Documents.

Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace components of signs that fail in materials or workmanship within specified warranty period.

Failures include, but are not limited to, the following:

- Deterioration of polymer finishes beyond normal weathering.
- Structural failures.
- Noise or vibration caused by thermal movements.
- Failure of system to meet performance requirements.
- Failure of operating components to function normally.
- Warranty Period: Five years from date of Substantial Completion.

GENERAL NOTES

Sign Contractor includes all work related to sign construction including but not limited to excavation and backfill, lawn and/or pavement restoration, concrete, reinforcing, structural steel, polycarbonates and plastics, finishes and electrical work associated with signs.

Sign Contractor shall be responsible to provide adequate supports and blocking to accommodate this work; including attachment to concealed structure.

Sign Contractor shall be responsible for the coordination of work by trades as it relates to the work described in this contract. These responsibilities include but are not limited to coordination with architectural package, Architect's lighting consultant, civil engineer, etc. in issues regarding signage, coordination with Architect's structural, mechanical and electrical engineering consultants in issues regarding signage and their locations.

Sign Contractor shall be responsible for coordination of schedule and installation with Owner/Construction Manager.

Sign Contractor shall comply with existing codes and shall be responsible for securing signage permits required by local authorities.

PART 2 - PRODUCTS

MATERIALS

Separation of Metals: There shall be no bare aluminum in contact with any other metals, wood or concrete. Contact surfaces shall be separated by a coating of zinc chromate and aluminum paint, or a heavy body bituminous paint or by a gasket.

Acrylic Faces & Characters: Provide lettering and graphics precisely formed to comply with relevant ADA regulations and requirements indicated for size, style, spacing, content, position, and colors. Computerized translation of sign copy to be responsibility of the manufacturer. Refer to drawings for additional details. Provide smooth sign panel surfaces constructed to remain flat under installed conditions within a tolerance of plus or minus 1/16 inch

(1.5 mm) measured diagonally from corner to corner.

Acrylic Sheet: ASTM D 4802, Category A-1 (cell-cast sheet), Type UVA (UV absorbing).

Aluminum Castings: ASTM B 26/B 26M, of alloy and temper recommended by sign manufacturer for casting process used and for use and finish indicated.

Aluminum Sheet and Plate: ASTM B 209 (ASTM B 209M), alloy and temper recommended by aluminum producer and finisher for type of use and finish indicated, and with at least the strength and durability properties of Alloy 5005-H32.

Aluminum Extrusions: ASTM B 221 (ASTM B 221M), alloy and temper recommended by aluminum producer and finisher for type of use and finish indicated, and with at least the strength and durability properties of Alloy 6063-T5.

Applied Vinyl film: Die-cut characters from vinyl film of nominal thickness of 3 mils (0.076 mm) with pressure-sensitive adhesive backing, suitable for exterior applications.

Laser-cut Characters: Provide characters with square-cut smooth edges.

Fabricated Channel Characters: Form exposed faces and sides of characters to produce surfaces free from warp and distortion. Include internal bracing for stability and attachment of mounting accessories. Comply with the following requirements and those shown on Design Intent Drawings:

Aluminum Sheet: Not less than 0.090 inch thick.

Illuminated Channel Letters: Provide translucent acrylic face sheet of thickness indicated. Attach characters

to sheet metal back channels. Sign faces are required to illuminate evenly.

Illuminated Signs: Signs shall be illuminated with Manufacturer's standard LED lighting including transformers, insulators, and other components. Make provisions for servicing and concealing connections to building electrical system.

Digital Graphics: Opaque, continuous-tone, photo-quality print at minimum 720 DPI. Graphics must be printed directly to substrate and applied smoothly, free of peeling, bubbling, or defects, and must adhere securely. Inks should be UV- and weather-resistant, with exterior graphics rated to resist fading and other environmental damage.

Anchors and Inserts: Provide nonferrous-metal or hot-dip galvanized anchors and inserts for exterior installations and elsewhere as required for corrosion resistance. Use toothed steel or lead expansion-bolt devices for drilled-in-place anchors. Furnish inserts, as required, to be set into concrete or masonry work.

FABRICATION

General: Provide manufacturer's standard signs of configurations indicated.

Welded Connections: Comply with AWS standards for recommended practices in shop welding. Provide welds behind finished surfaces without distortion or discoloration of exposed side. Clean exposed welded surfaces of welding flux and dress exposed and contact surfaces.

Mill joints to tight, hairline fit. Form joints exposed to weather to exclude water penetration.

Pre-assemble signs in the shop to greatest extent possible. Disassemble

SECTION 4

Performance Specifications

signs only as necessary for shipping and handling limitations. Clearly mark units for reassembly and installation, in location not exposed to view after final assembly.

Conceal fasteners if possible; otherwise, locate fasteners where they will be inconspicuous.

Provide weep holes as needed.

FINISHES, GENERAL

Comply with NAAMM's "Metal Finishes Manual for Architectural and Metal Products" for recommendations for applying and designating finishes.

Protect mechanical finishes on exposed surfaces from damage by applying a strippable, temporary protective covering before shipping.

Appearance of Finished Work:

Variations in appearance of abutting or adjacent pieces are acceptable if they are within one-half of the range of approved Samples. Noticeable variations in the same piece are not acceptable. Variations in appearance of other components are acceptable if they are within the range of approved Samples and are assembled or installed to minimize contrast.

Surface Preparation: Signage

Contractor shall remove mill scale and rust, if present, from uncoated steel and prime to finish.

Only highest quality 2-part catalyst-hardened acrylic polymer coatings to be used. Color fastness is of utmost importance as well as quality and other assurances against abnormal deterioration such as peeling, cracking, crazing, etc.

All coatings (paint, ink, etc.) should have UV inhibitors, and should not fade or discolor when exposed to ultraviolet light.

Colors shall match color designations as indicated on the drawings.

Sign Contractor shall protect mechanical finishes on exposed surfaces from damage by applying strippable, temporary protective covering before shipping.

PART 3 - EXECUTION

EXAMINATION

Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for installation tolerances and other conditions affecting performance of work.

Verify that items including anchor inserts, and electrical power are sized and located to accommodate signs.

Proceed with installation only after unsatisfactory conditions have been corrected.

INSTALLATION

Locate signs and accessories where indicated, using mounting methods of types described and complying with manufacturer's written instructions.

Install signs level, plumb, and at heights indicated, with sign surfaces free of distortion and other defects in appearance.

Mounting: Comply with sign manufacturer's written instructions except where more stringent requirements apply.

Mechanical Fasteners: Use non-removable mechanical fasteners placed through pre-drilled holes. Attach signs with fasteners and anchors suitable for secure attachment to substrate as recommended in writing by sign manufacturer.

Fasteners should be concealed. Where fasteners cannot be concealed, Sign Contractor shall finish exposed fasteners to match adjacent surfaces

and as directed by Owner to achieve an attractive, finished appearance.

VHB and Silicone Adhesive: As recommended by Sign Contractor

It is the Sign Contractor's responsibility to install signs in accordance with ADA-ABA Accessibility Guidelines and local building codes.

Concrete Footers: Sign Contractor shall be responsible for providing concrete footers to the minimum depth and size as required by local code or as needed per wind load requirements. Sign Contractor shall be responsible for any concrete reinforcement and anchor bolts as needed.

CLEANING AND PROTECTION

After installation, clean soiled sign surfaces according to manufacturer's written instructions. Protect signs from damage until acceptance by Owner.

SECTION 5

Standard Mounting & Placement

SECTION 5

Standard Mounting & Placement

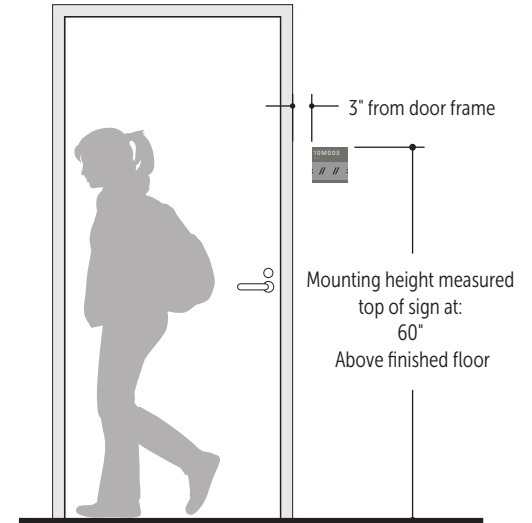
Wall Signs

Consistent and proper sign placement is essential to the effectiveness of an interior wayfinding system. Proper mounting supports accessibility, meets ADA requirements, and ensures users of all abilities can easily find their destination.

Well-positioned signs help reduce confusion, improve circulation, and provide confidence for all users navigating a space.

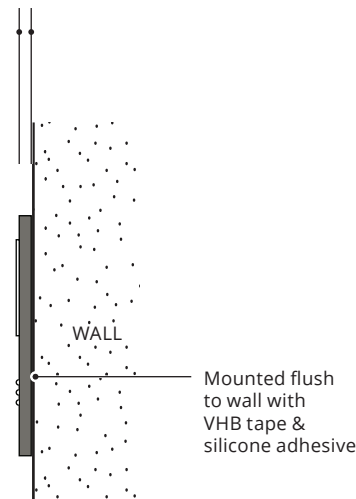
CONSIDERATIONS

- » **Mounting Height:** Follow ADA standards by mounting signs with tactile characters between 48"–60" above the finished floor, measured to the baseline of the lowest tactile character.
- » **Placement Near Doorways:** Wall-mounted signs identifying permanent rooms should be located on the latch side of the door, typically 3" from the door frame. Avoid placing signs directly on doors unless there is no wall space available.
- » **Protrusion Limits:** Signs should not protrude more than 4" into circulation paths, ensuring compliance with ADA accessibility guidelines.
- » **Consistency:** Maintain consistent placement throughout the building to reinforce intuitive navigation and support users who rely on predictability.



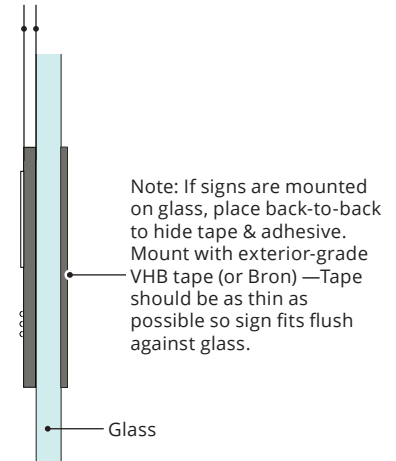
TYPICAL ELEVATION (CONDITIONS WILL VARY)
SCALE: 3/8" = 1' 0"

As noted on drawings



SIDE VIEW
SCALE: 6" = 1' 0"

As noted on drawings



SIDE VIEW
MOUNTED ON GLASS
SCALE: 6" = 1' 0"

SECTION 5

Standard Mounting & Placement

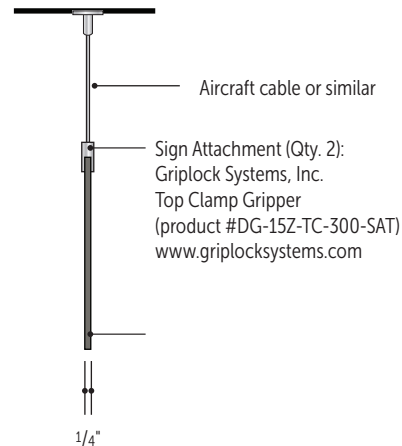
Ceiling Hung

Consistent and proper sign placement is essential to the effectiveness of an interior wayfinding system. Proper mounting supports accessibility, meets ADA requirements, and ensures users of all abilities can easily find their destination.

Well-positioned signs help reduce confusion, improve circulation, and provide confidence for all users navigating a space.

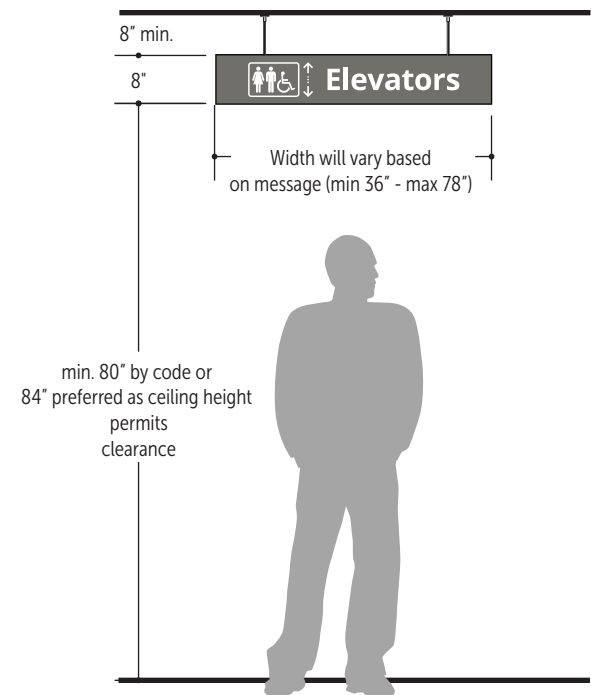
CONSIDERATIONS

- » **Mounting Height & Clearance:** Ensure a minimum vertical clearance of 80" from the floor to the bottom edge of the sign per ADA and IBC guidelines. In areas with pedestrian traffic, verify that signs do not reduce required headroom or interfere with emergency equipment (e.g., sprinklers, detectors).
- » **Visibility & Line of Sight:** Install signs at a height and location where they are easily visible from typical approach distances, especially at decision points such as intersections, elevator lobbies, or corridor transitions. Consider ceiling height and potential visual obstructions (e.g., lights, beams, HVAC equipment).
- » **ADA & Accessibility:** Ceiling signs are not required to include tactile characters or braille, as they are considered directional rather than identification signage. Supplement with wall-mounted tactile signs as needed for room identification and code compliance.



SIDE VIEW

SCALE: 1 1/2" = 1' 0"



TYPICAL ELEVATION (CONDITIONS WILL VARY)

SCALE: 3/8" = 1' 0"

SECTION 5

Standard Mounting & Placement

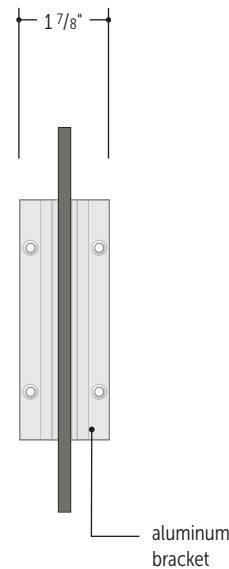
Projecting

Consistent and proper sign placement is essential to the effectiveness of an interior wayfinding system. Proper mounting supports accessibility, meets ADA requirements, and ensures users of all abilities can easily find their destination.

Well-positioned signs help reduce confusion, improve circulation, and provide confidence for all users navigating a space.

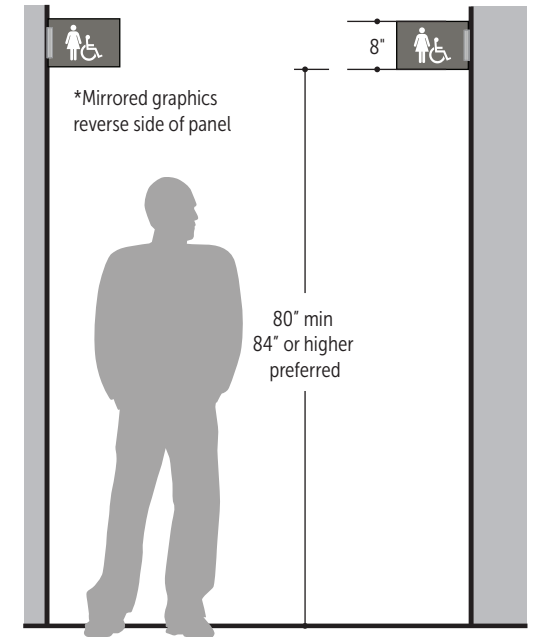
CONSIDERATIONS

- » **Mounting Height & Clearance:** Maintain a minimum clearance of 7'-0" from the finished floor to the bottom edge of wall projecting sign to meet ADA and IBC vertical clearance requirements. In tight corridors or low ceilings, confirm signage placement does not create a hazard or violate local codes.
- » **Protrusion Limitations:** Signs mounted between 27" and 80" above the floor may not project more than 4" from the wall into circulation paths to comply with ADA protrusion limits. To exceed 4", signs must be installed above 80" clear to bottom edge.
- » **Double-Sided Messaging:** Projecting signs should have double-sided messages to be legible from both directions of approach. Ensure consistent content and layout across both faces.
- » **ADA Requirements:** Projecting signs are not required to have tactile characters or braille, but they must be paired with ADA-compliant wall-mounted signs near the latch side of the door for room identification.



SIDE VIEW

SCALE: 3" = 1' 0"



TYPICAL ELEVATION (CONDITIONS WILL VARY)

SCALE: 3/8" = 1' 0"



TOP VIEW

SCALE: 3" = 1' 0"

SECTION 5

Standard Mounting & Placement

Multiple Sign Placement

Consistent and proper sign placement is essential to the effectiveness of an interior wayfinding system. Proper mounting supports accessibility, meets ADA requirements, and ensures users of all abilities can easily find their destination.

Well-positioned signs help reduce confusion, improve circulation, and provide confidence for all users navigating a space.

CONSIDERATIONS

- » **Visual Hierarchy:** Establish a clear hierarchy of information. Prioritize signage by:
 1. Regulatory (e.g., ADA-required identification signs)
 2. Directional/wayfinding
 3. Informational or temporary signageUse size, contrast, and vertical positioning to emphasize the most critical message first.
- » **ADA Mounting Height Compliance:** All tactile signs (e.g., room IDs with braille) must be mounted 48"–60" above finished floor to the baseline of the lowest tactile character. Ensure signs with tactile elements are not mounted too high or stacked above other signs that would interfere with this required range.
- » **Vertical Spacing Between Signs:** Maintain a minimum of 1" and a maximum of 2" vertical spacing between stacked signs to avoid visual crowding while keeping the group legible and cohesive.
- » **Horizontal Alignment:** When mounting signs side-by-side (e.g., double door configurations), align the tops or baselines depending on the visual flow and sign content type. Use consistent offset from architectural features such as door frames, mullions, or wall corners (typically 3" from door frame to sign edge).
- » **Wall Space & Visibility:** Avoid overloading narrow wall sections with excessive messages. If space is limited, consider alternative locations nearby, or combine compatible messages into a single sign assembly.
- » **Temporary or Changeable Signs:** Do not block or overlap permanent code-compliant signs with temporary notices or digital displays. Provide dedicated space adjacent or below for removable signage or inserts.

