

WVU DESIGN GUIDELINES & CONSTRUCTION STANDARDS

DIVISION 10 - SPECIALTIES

SECTION 101410 – INTERIOR SIGNAGE

PART 1 - GENERAL

- 1.1 Any deviances from the following instructions must be approved during design by WVU Facilities Management Personnel.
- 1.2 DEFINITIONS
 - A PM Project Manager
 - B ADA American with Disabilities Act
- 1.3 For large Capital Construction projects, the interior signage shall be part of the General Construction bid package. Signage design and submittals shall be reviewed by the WVU PM and the Campus Planner.
- 1.4 The Signage standard sets standards for construction, installation, maintenance, and graphics guidelines to provide logical continuity for the University's growth and future needs.
- 1.5 All signage must go through WVU Project Manager and Facilities Planning Campus Planner to ensure visual continuity and production quality.
- 1.6 All signage background shall be WVU Blue PMS 295 and surface painted.
- 1.7 Font style shall be Helvetica Medium with White tactile color.
- 1.8 All graphics shall be raised and shall be confirmed with WVU PM and Campus Planner.
- 1.9 Braille shall be grade II and background color. Braille should be 3/8" away from edge of sign.
- 1.10 Signs installed on wall/hard surface shall be with industrial double-sided tape or silicone adhesive as recommended by manufacturer.
- 1.11 Signs that are installed on glass side lights need to have a glass backer installed to cover up adhesive tape.
- 1.12 When signage is applied to cubicle systems furniture panels, use a pin mount. Submit sample/specs of pin or alternate method for approval.
- 1.13 All signage shall be positioned to latch side of the door and mounted per the current ADA guidelines and 2" from door frame. Special cases shall be considered.
- 1.14 Directory sign type and size may vary depending on the number of floors in the building. (work with Facilities Planning Campus Planner on location and size for building)
- 1.15 Room numbers are assigned by WVU Planning Department.

WVU DESIGN GUIDELINES & CONSTRUCTION STANDARDS

DIVISION 10 - SPECIALTIES

- 1.16 All inserts shall be paper inserts provided by the end user/department for office/conference room labeling. Building directory will be done by Campus Planner to keep a consistent look on campus. The format was created by University Relations to keep with the WVU approved blue. Directories are typically 11"x17" in size.
- 1.17 Submittals
- A For each type of product indicated, include construction details relative to materials, dimensions of individual components, profiles, and finishes for each type of sign. Submit physical sample for approval.
 - B Shop Drawings: show fabrication and installation details for signs.
- 1.18 Warranty: Provide manufacturer's standard two-year limited warranty covering manufacturing defects.

PART 2 - PRODUCTS

- 2.1 Signage Type and Room Numbers
- A See attachments for types, style, size, etc.

PART 3 - EXECUTION

- 3.1 N/A

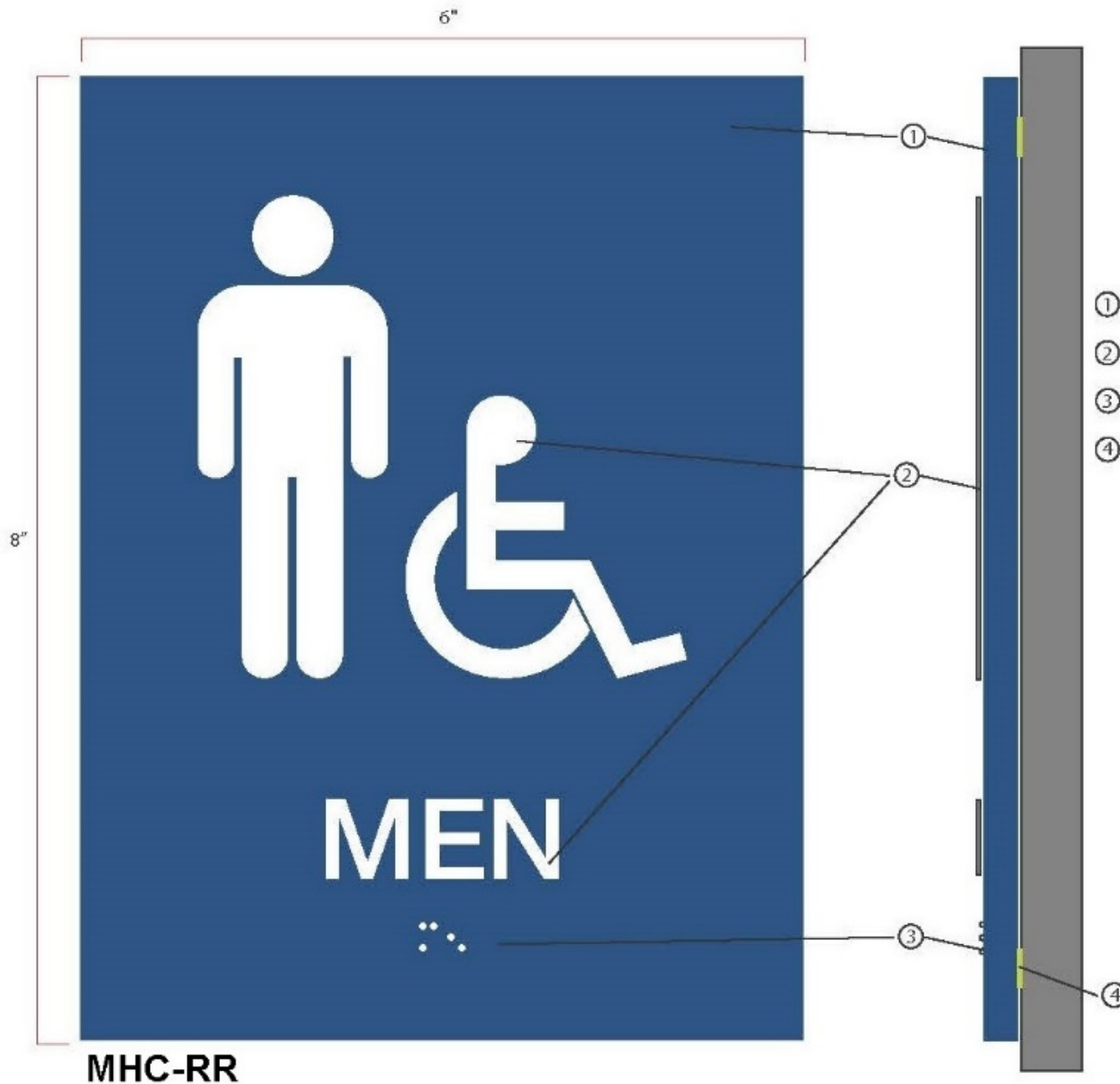
Note: This standard does not apply to the Athletic Department

END OF SECTION 101410

WEST VIRGINIA UNIVERSITY CAMPUS

INTERIOR SIGNAGE STANDARDS & ADA INSTALLATION GUIDELINES

ADOPTED BY SIGN COMMITTEE
OCTOBER 2018



① 1/4" Acrylic Painted Spectmaster BS456K

② Tactile Color: White 3X1-204
Font: Helvetica Medium

③ Grade 2 Braille

④ Double Faced Tape



WHC-RR



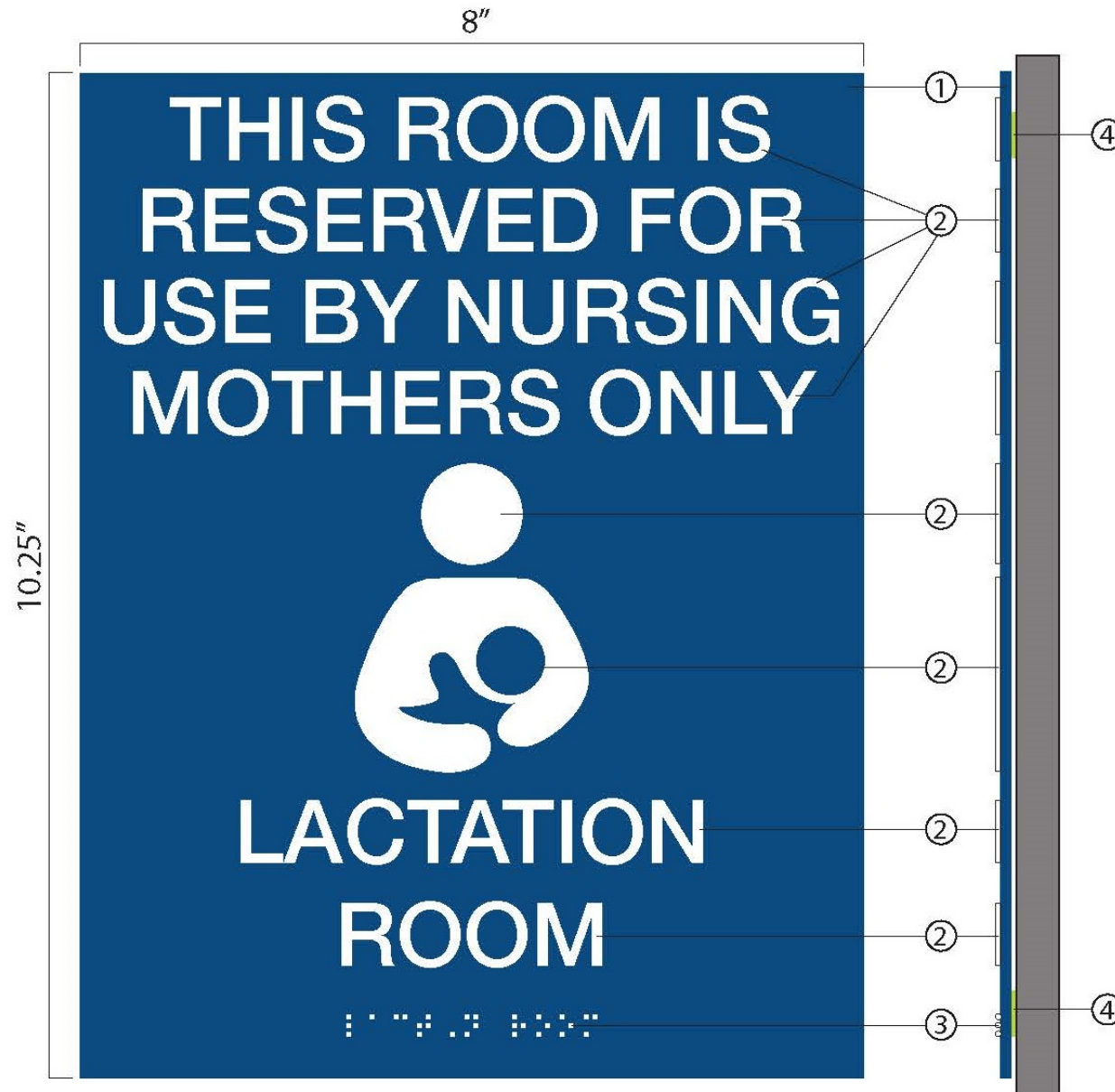
AG-RR



AGHC-RR



AGCT-RR



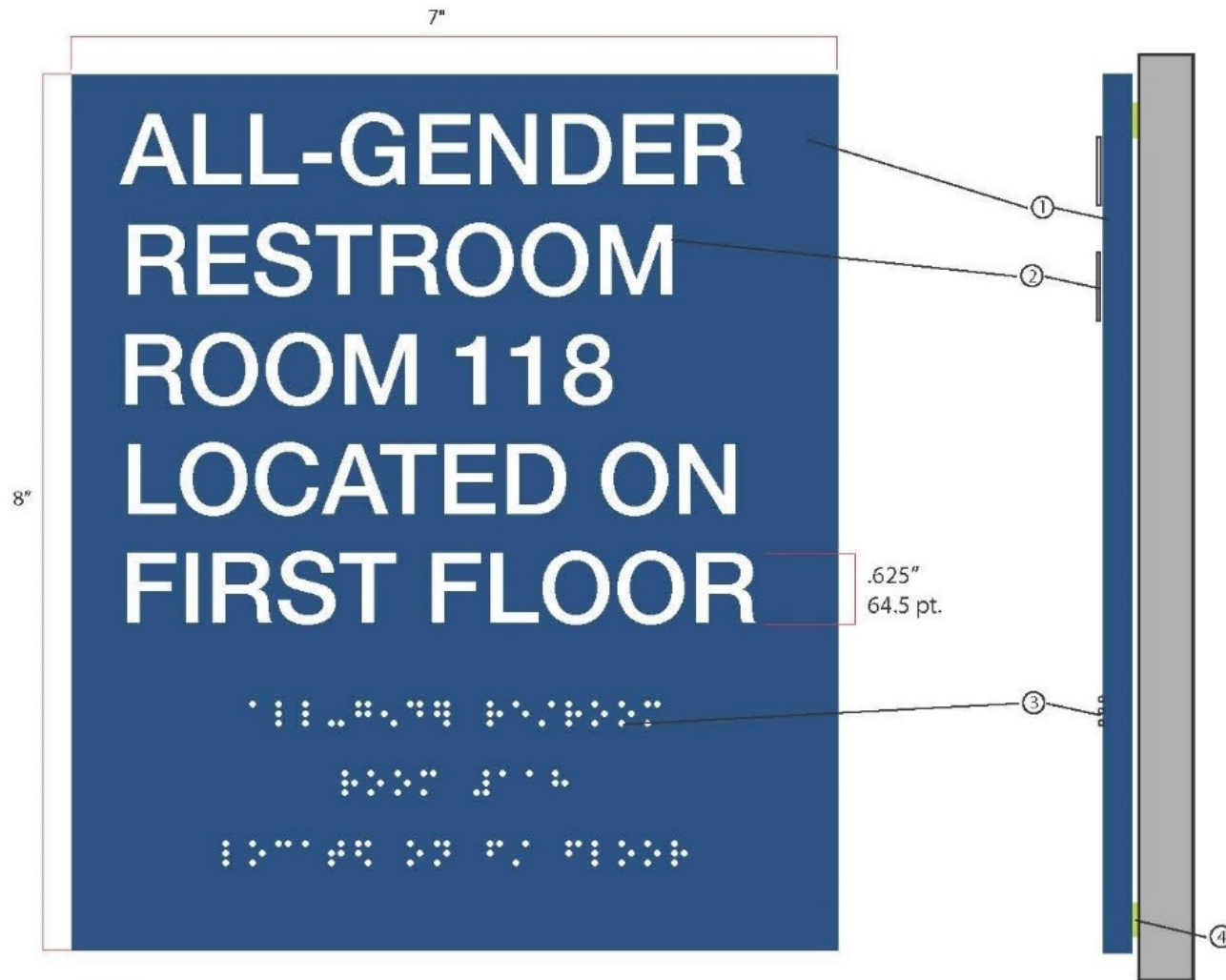
1 - 1/4" acrylic;
painted Spectrmaster
BS456K

2 - Rowmark; white

3 - Grade 2 braille

4 - Double faced tape

LACTATION ROOM

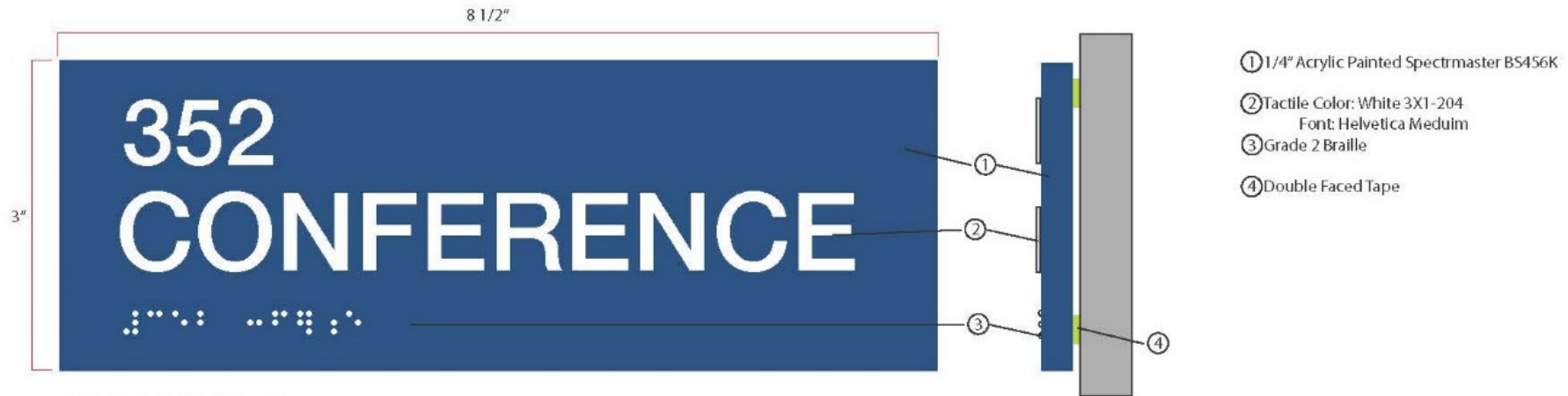


- ① 1/4" Acrylic Painted Spectmaster BS456K
- ② Tactile Color: White 3X1-204
Font: Helvetica Medium
- ③ Grade 2 Braille
- ④ Double Faced Tape

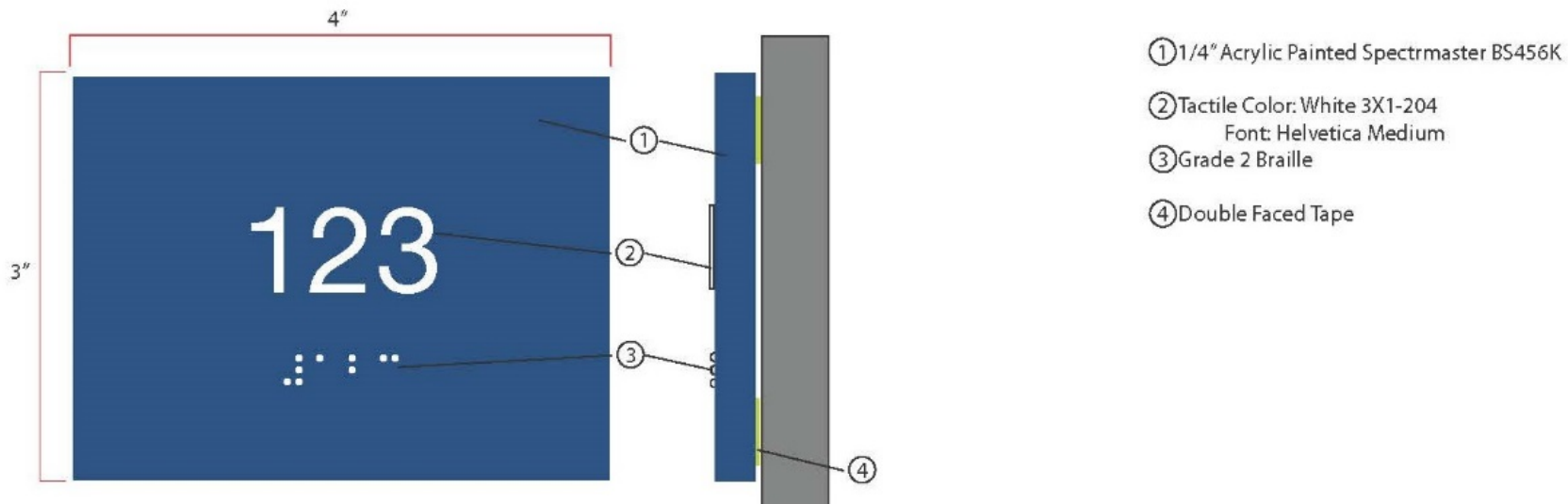
LACTATION
ROOM
LOCATED ON
THE ???
FLOOR

ALL GENDER
RESTROOM
LOCATED ON ???
FLOOR
LACTATION ROOM
LOCATED ON ???
FLOOR

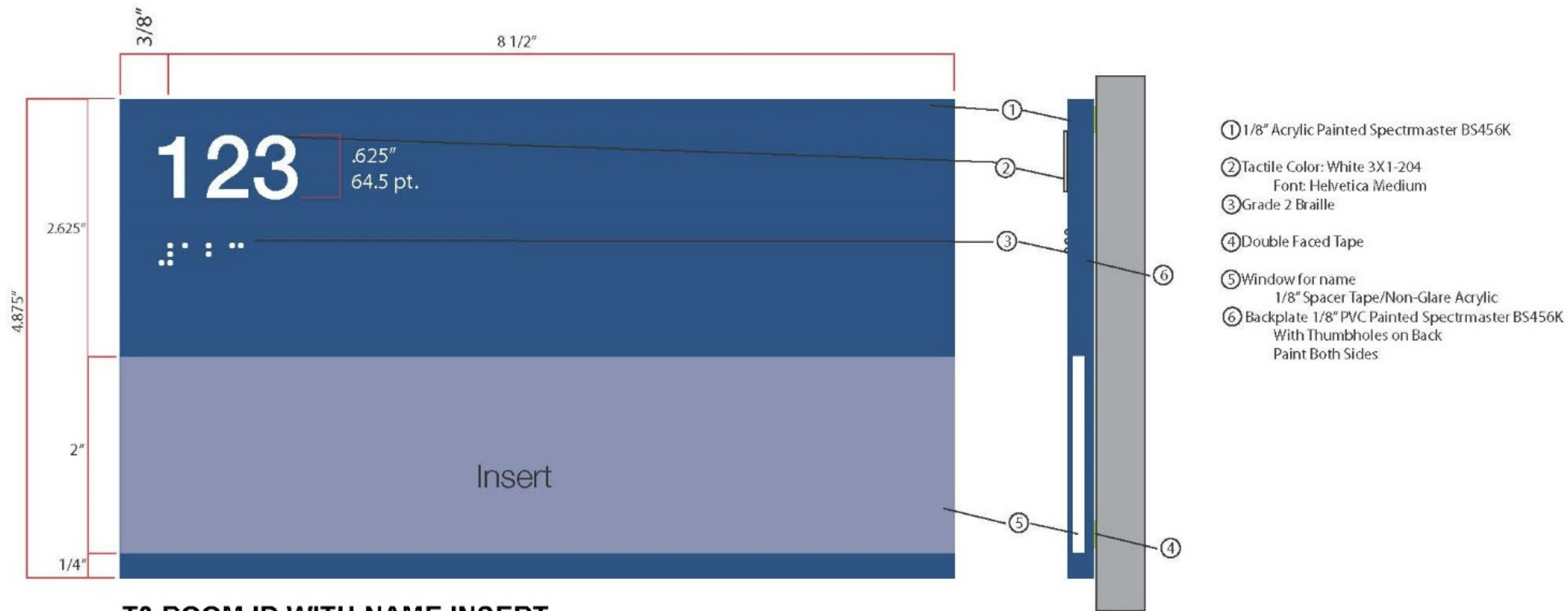
RR4
SIZE 7"X8"



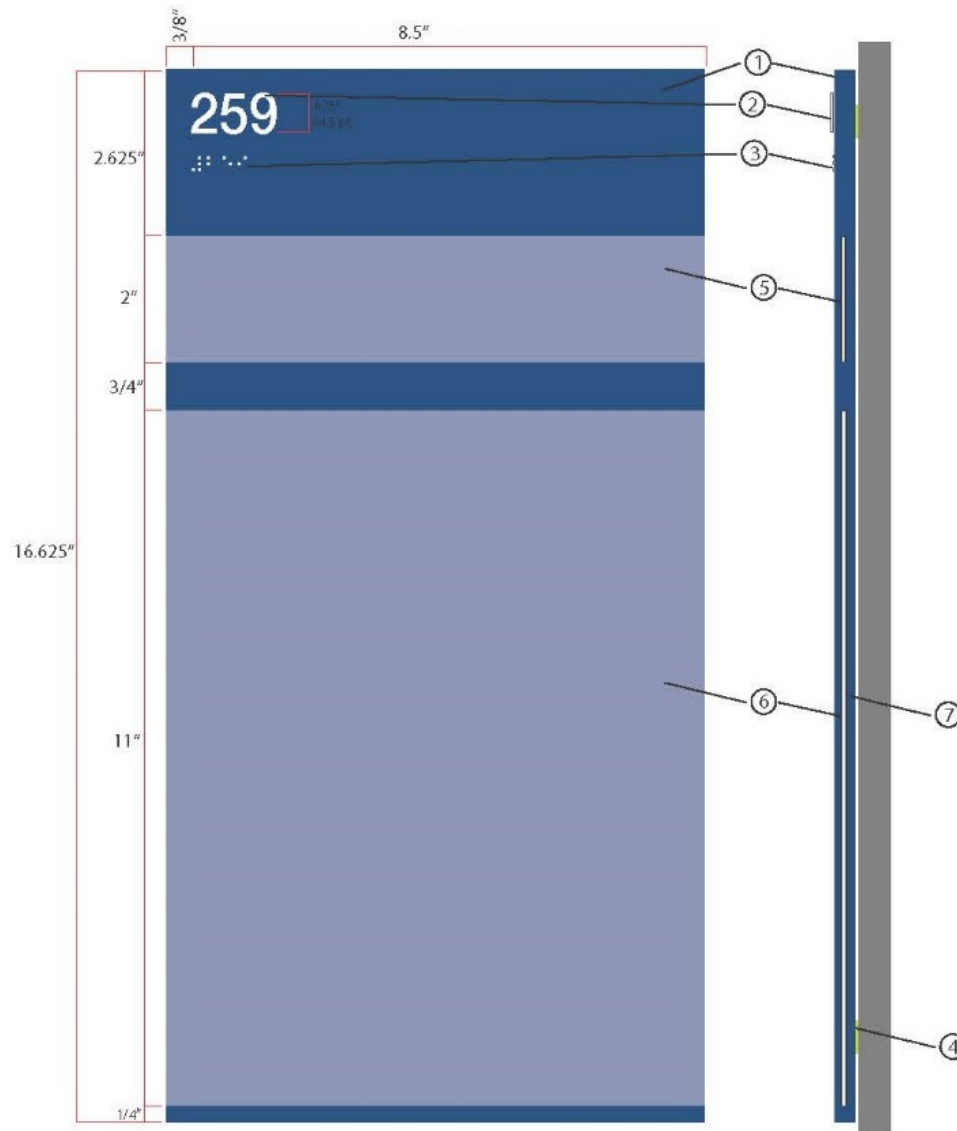
T1 ROOM SIGN
SIZE 8 1/2"X 3"



T2 ROOM SIGN
SIZE 4"X 3"

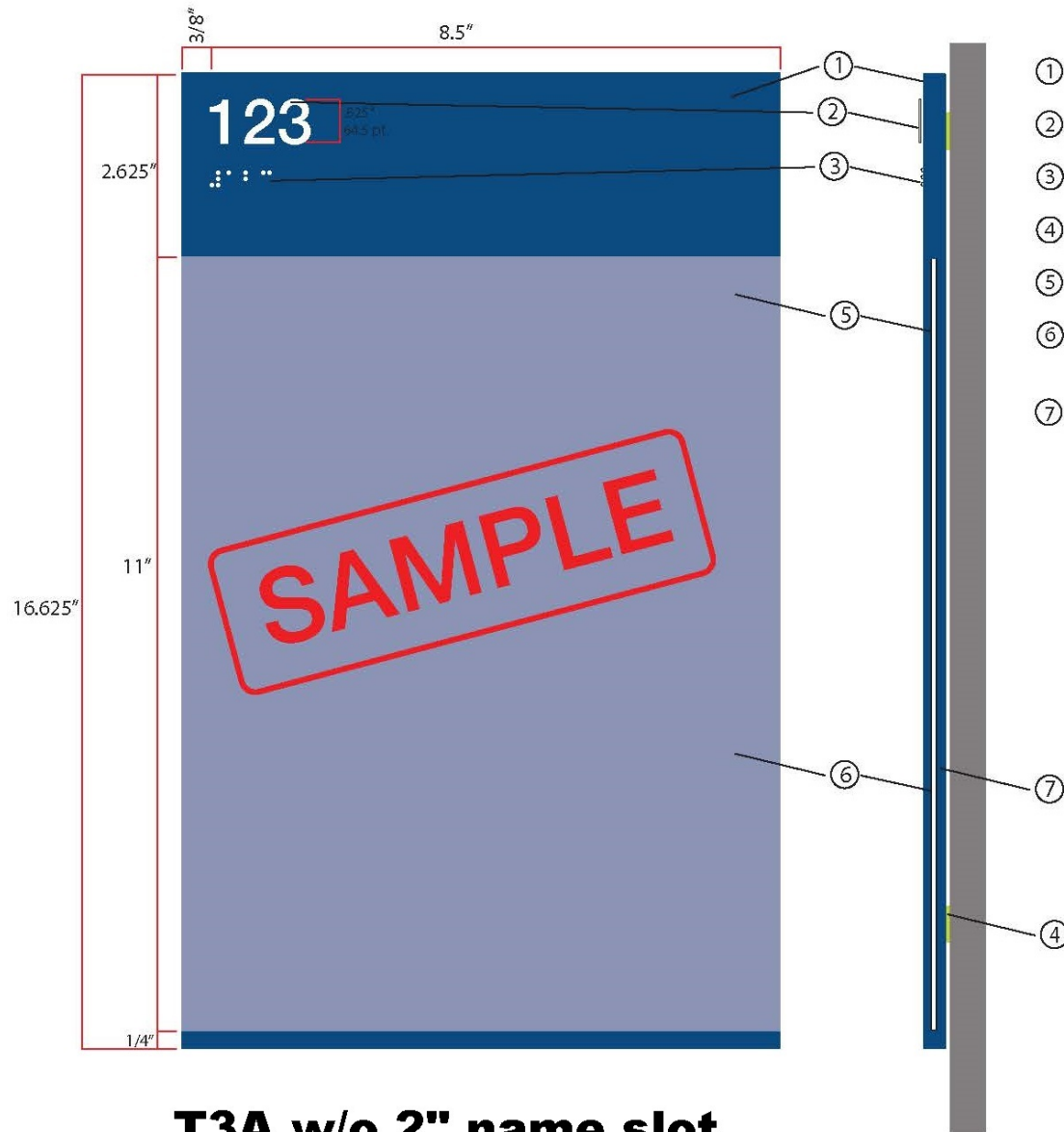


**T3 ROOM ID WITH NAME INSERT
SIZE 8 1/2"X 4 7/8"**



**T3A ROOM ID WITH NAME INSERT
AND PAPER HOLDER
SIZE 8 1/2"X 16 5/8"**

- ① 1/8" Acrylic Painted Spectrmaster BS456K
- ② Tactile Color: White 3X1-204
Font: Helvetica Medium
- ③ Grade 2 Braille
- ④ Double Faced Tape
- ⑤ Window for name
1/8" Spacer Tape/Non-Glare Acrylic
- ⑥ Window for paper
1/8" Spacer Tape/Non-Glare Acrylic
- ⑦ Backplate 1/8" PVC Painted Spectrmaster BS456K
Two sets of thumbholes on backplate for both windows
Paint Both Sides



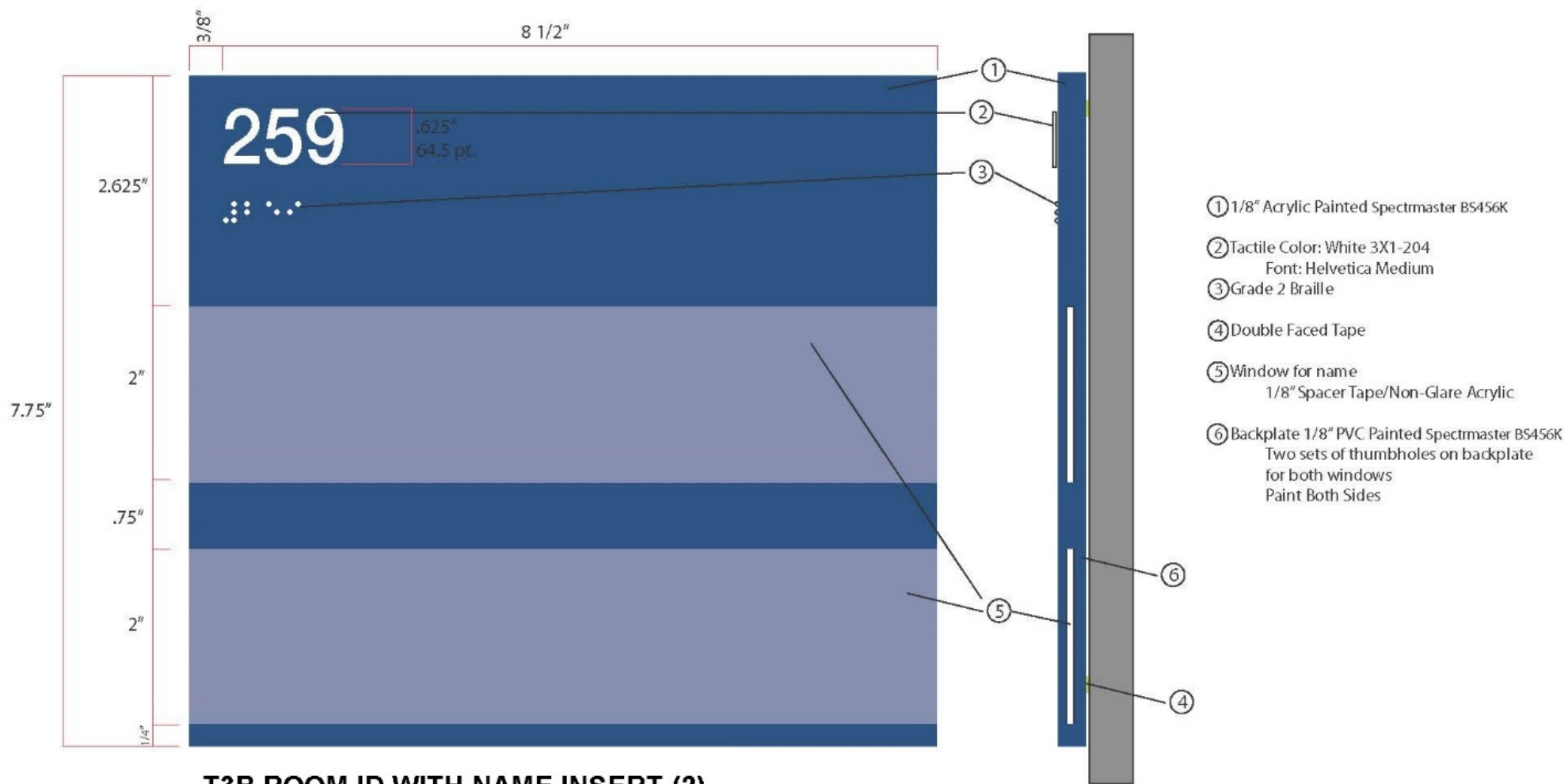
T3A w/o 2" name slot

- ① 1/8" Acrylic Painted WVU Blue PMS295
- ② Tactile Color: White 3X1-204
Font: Helvetica Medium
- ③ Grade 2 Braille
- ④ Double Faced Tape
- ⑤ Window for name
1/8" Spacer Tape/Non-Glare Acrylic
- ⑥ Window for paper
1/8" Spacer Tape/Non-Glare Acrylic
- ⑦ Backplate 1/8" PVC Painted WVU Blue PMS295
Two sets of thumbholes on backplate for both windows
Paint Both Sides

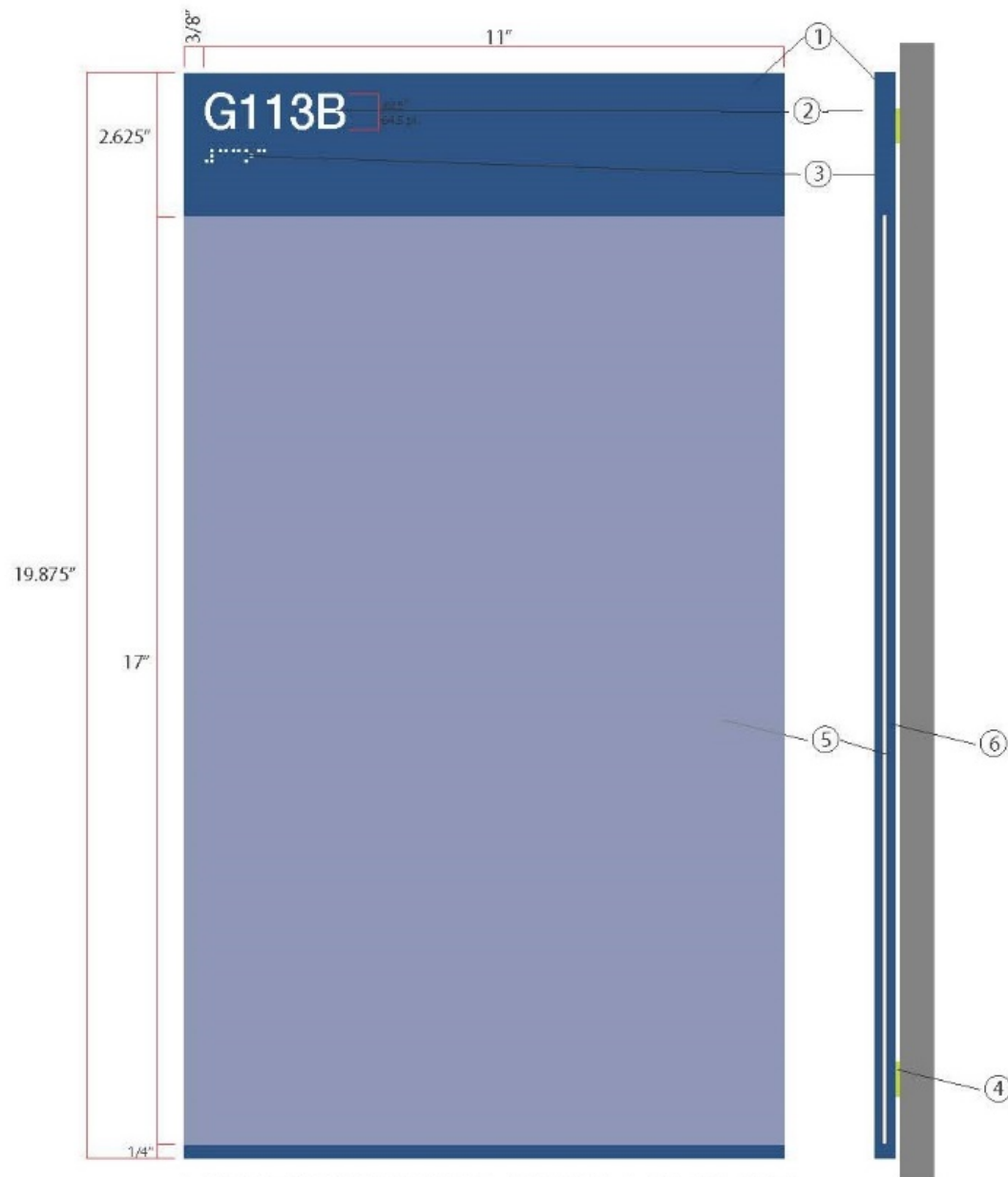
Back plate



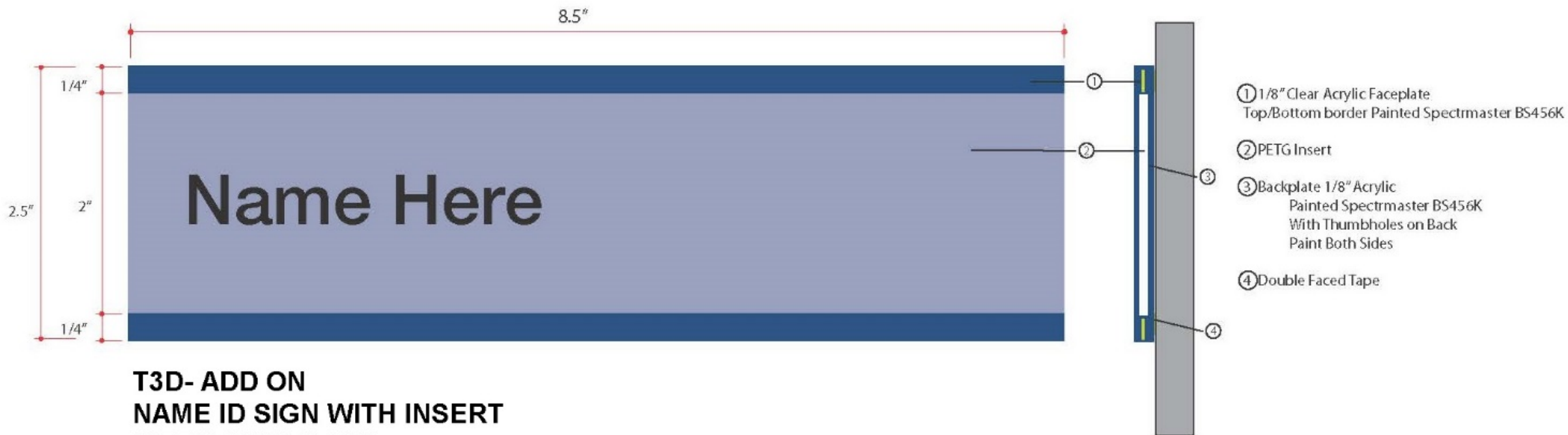
**T3A w/o 2" name slot/
Back Plate**



T3B ROOM ID WITH NAME INSERT (2)
SIZE 8 1/2" X 7 3/4"



**T3C ROOM ID WITH INSERT SLOT
SIZE 11"X 19.875"**



**T3D- ADD ON
NAME ID SIGN WITH INSERT
SIZE 8 1/2"X 2 1/2"**

8"

6"

**MAXIMUM
OCCUPANCY**
NOT TO EXCEED
TBD PERSONS
BY ORDER OF STATE FIRE MARSHAL

T4
Size - 8"x6"

①

②

③

- ① Dibond Print Direct, Brushed Silver
Horizontal Grain Rounded Corners white spot
- ② Red and Black Lettering
- ③ Double Faced Tape



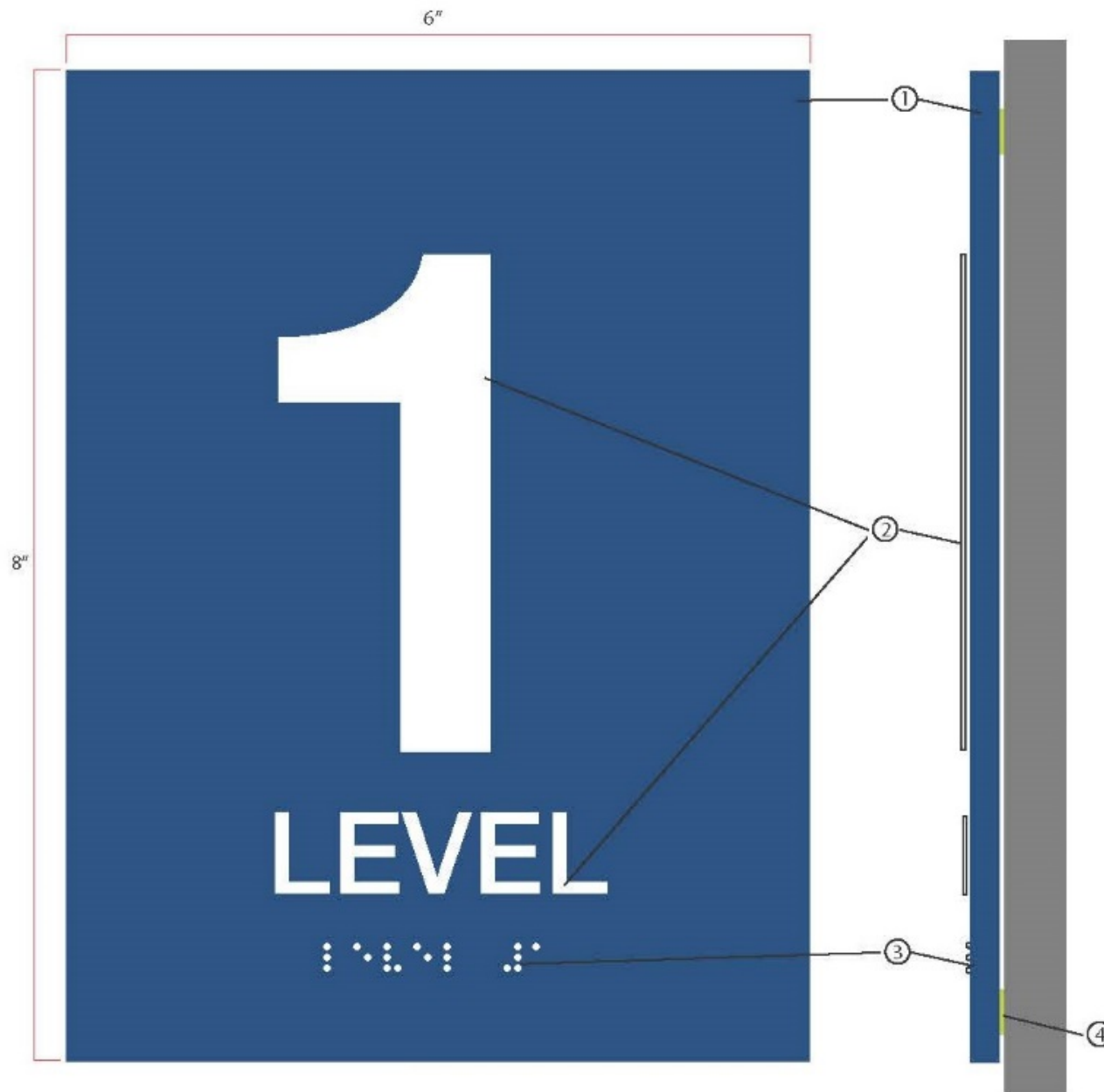
① 1/4" Acrylic Painted Spectmaster BS456K

② Tactile Color: White 3X1-204
Font: Helvetica Medium

③ Grade 2 Braille

④ Double Faced Tape

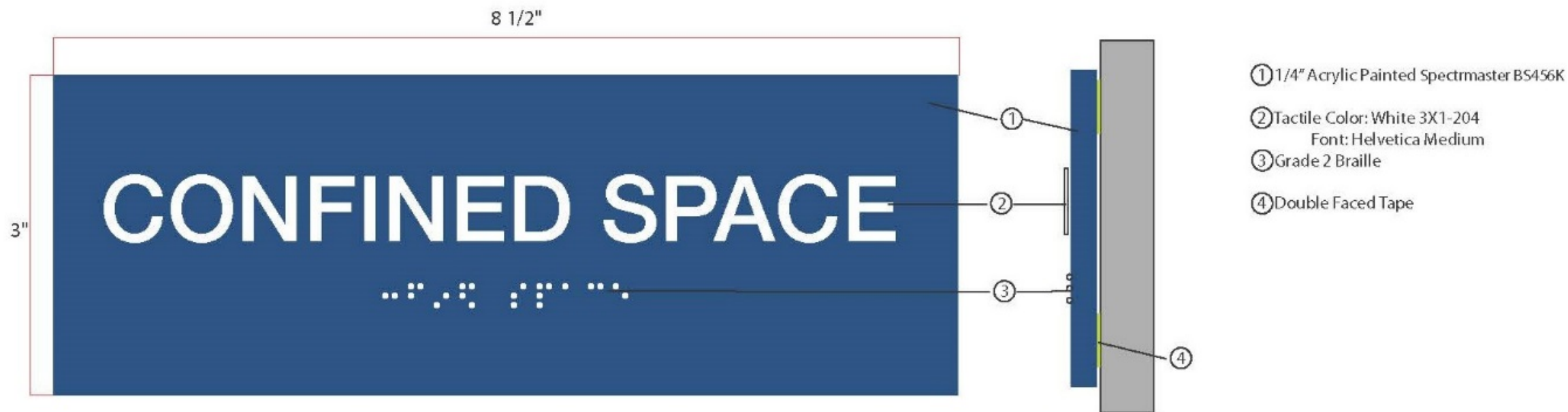
T6 ROOM SIGN
SIZE 9"X 9"



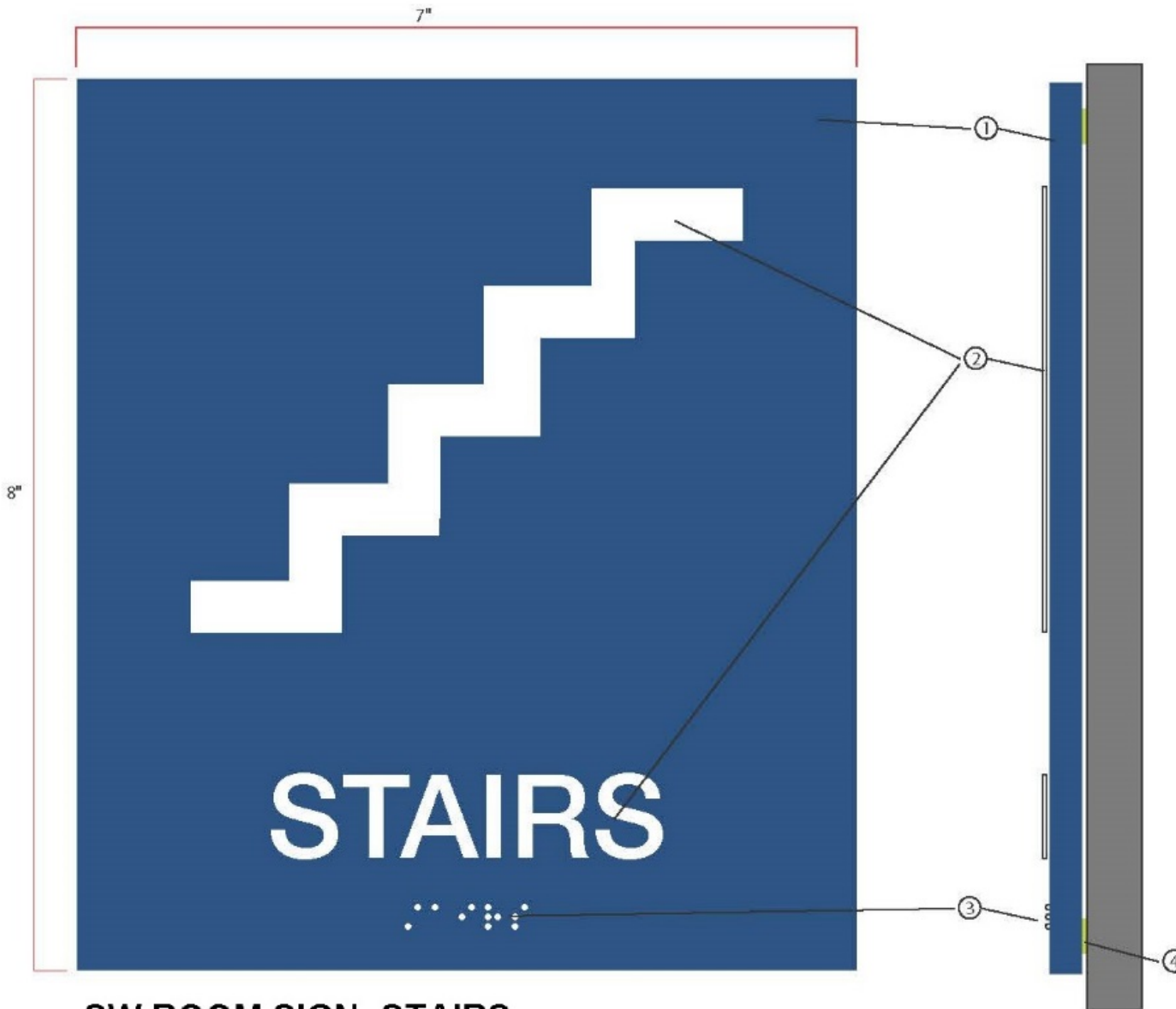
T7 LEVEL SIGN
SIZE 6"X 8"

- ① 1/4" Acrylic Painted Spectmaster BS456K
- ② Tactile Color: White 3X1-204
Font: Helvetica Medium
- ③ Grade 2 Braille
- ④ Double Faced Tape

THIS SIGN CAN BE USED FOR
ADDITIONAL INFORMATION
IN A STAIRWELL BUT NOT
THE ONLY SIGN. SW4 HAS TO
BE POSTED.



**T8 ROOM SIGN
SIZE 8 1/2"X 3"**



① 1/4" Acrylic Painted Spectrmaster BS456K

② Tactile Color: White 3X1-204
Font: Helvetica Medium

③ Grade 2 Braille

④ Double Faced Tape

ON THIS SIGN, STAIR
NUMBER AND LEVEL COULD
BE ADDED TO THIS SIGN
POSTED ON THE FLOOR SIDE.

SW ROOM SIGN- STAIRS
SIZE 7"X 8"



① 1/4" Acrylic Painted Spectmaster B5456K

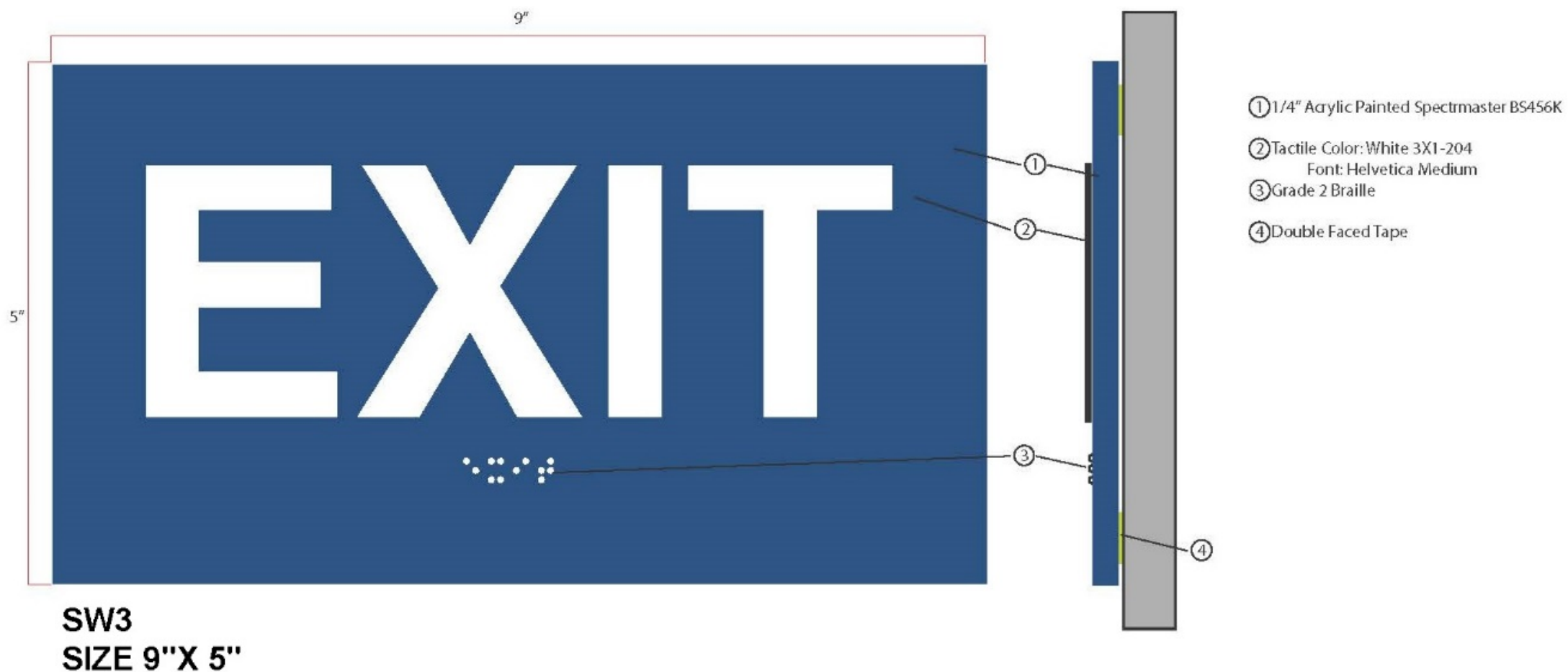
② Tactile Color: White 3X1-204
Font: Helvetica Medium

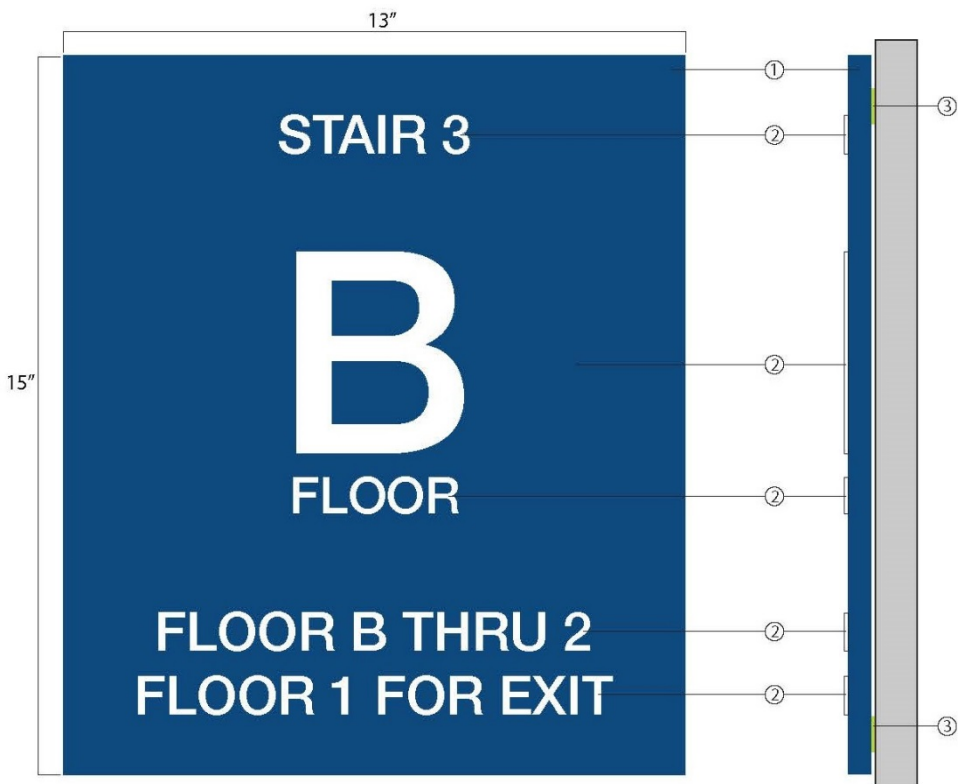
③ Grade 2 Braille

④ Double Faced Tape

SW2

SIZE 10 1/4"X 1'1 1/2"

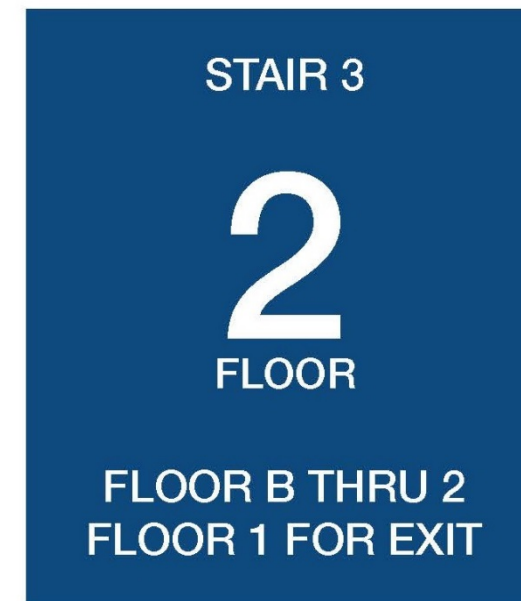
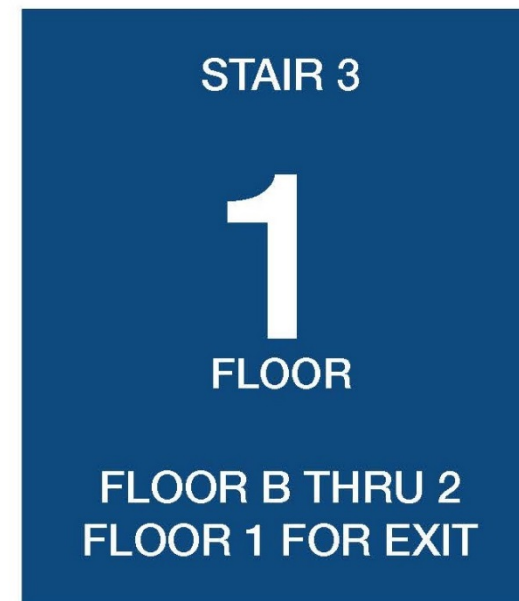




1 - 1/4" acrylic painted Spectrmaster BS456K

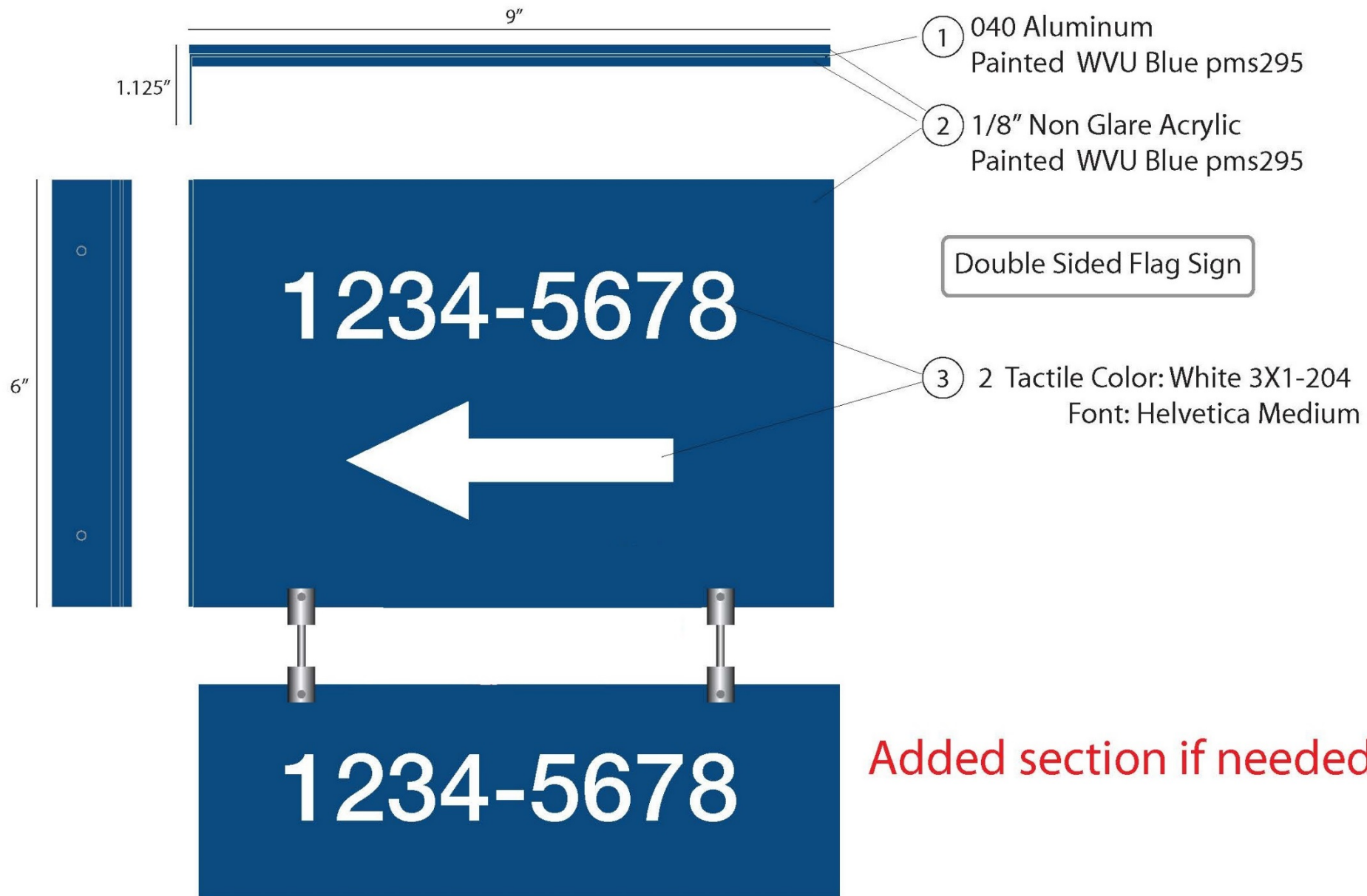
2 - Rowmark; white

3 - Double faced tape

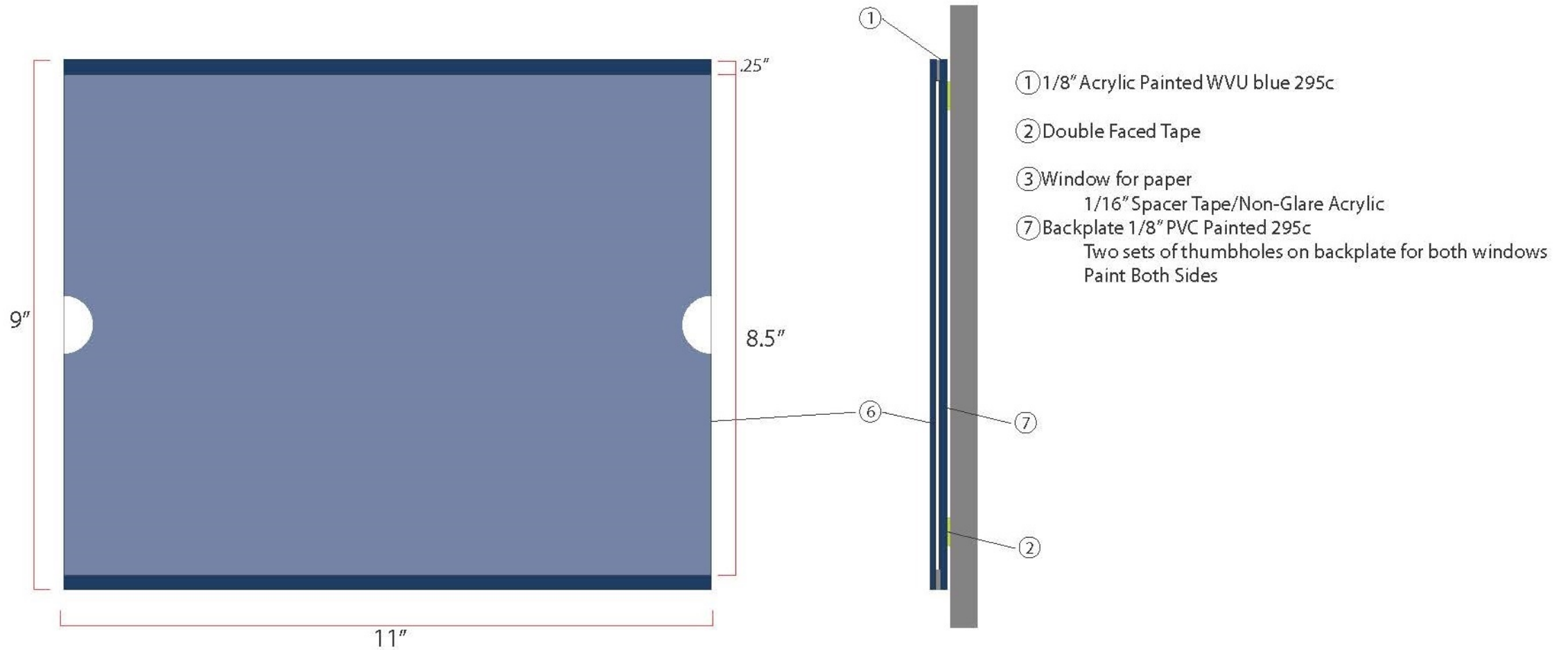


NOTE ON THE SIGNS TO IF THERE
IS ROOF ACCESS IN THE
STAIRWELL. ADDITIONAL NOTE TO
THE SIGN.

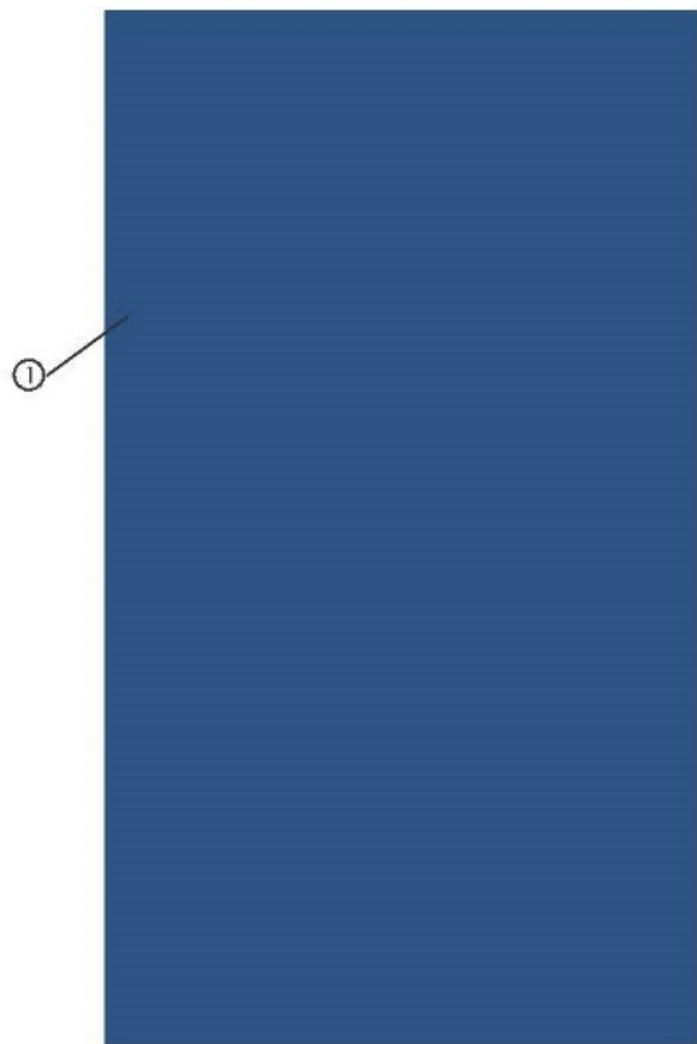
SW4
13"X15"



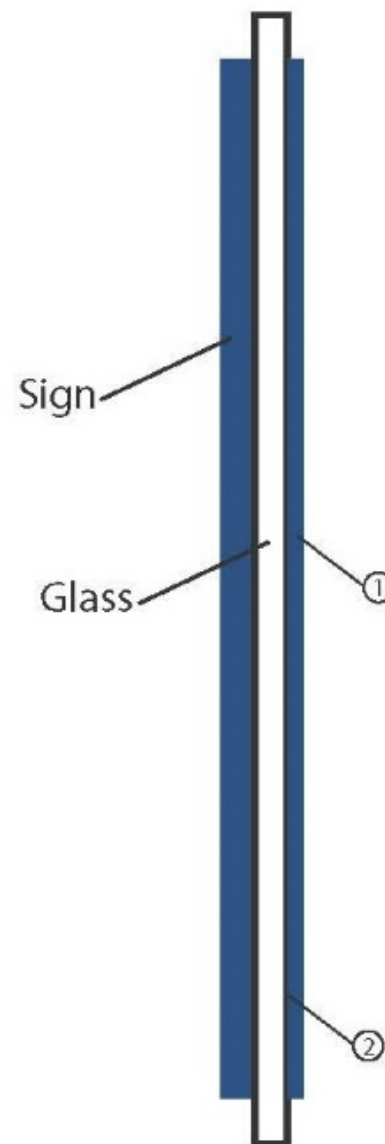
DIRECTIONAL FLAG MOUNT



DOC HOLDER
SIZE 8.5" X 11.5"

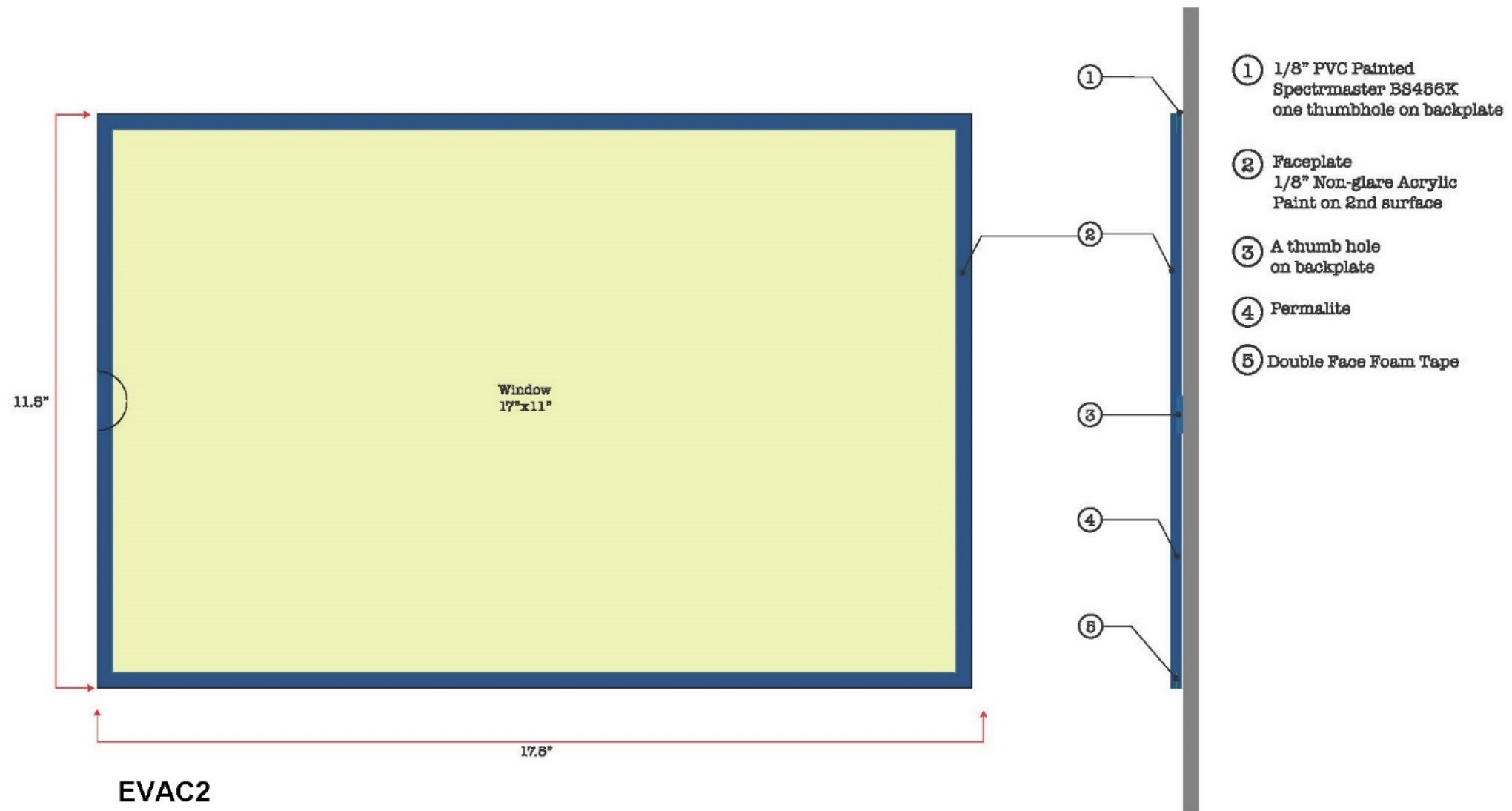


**GLASSBACKER
SIZE VARIOUS
DEPENDENT ON SIGN TYPE**

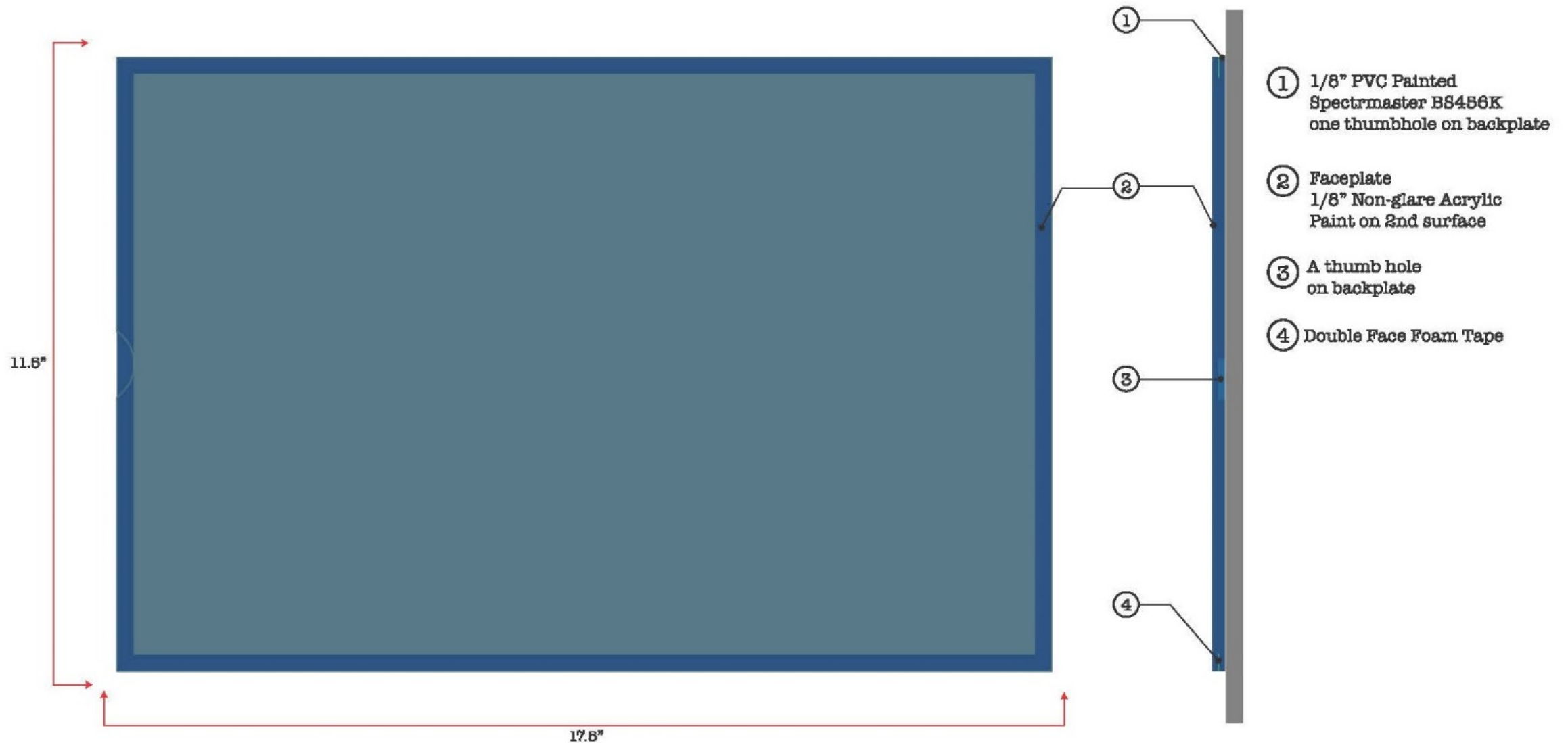


① Adhesive Vinyl, PMS Blue

② Double Faced Tape



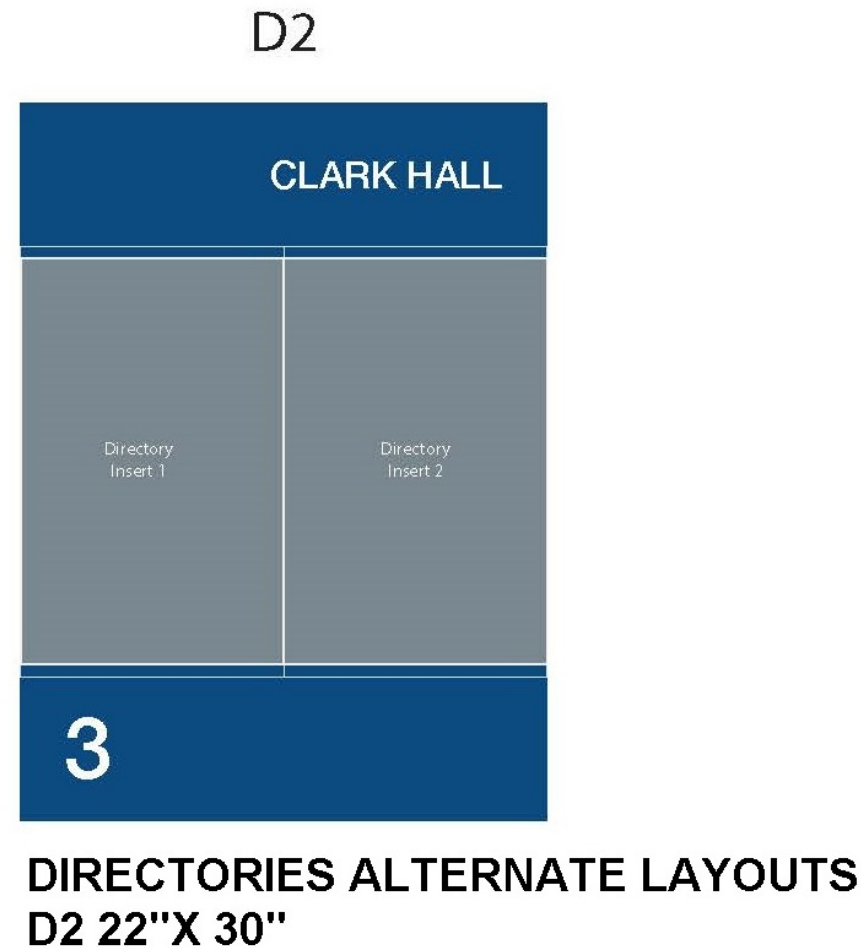
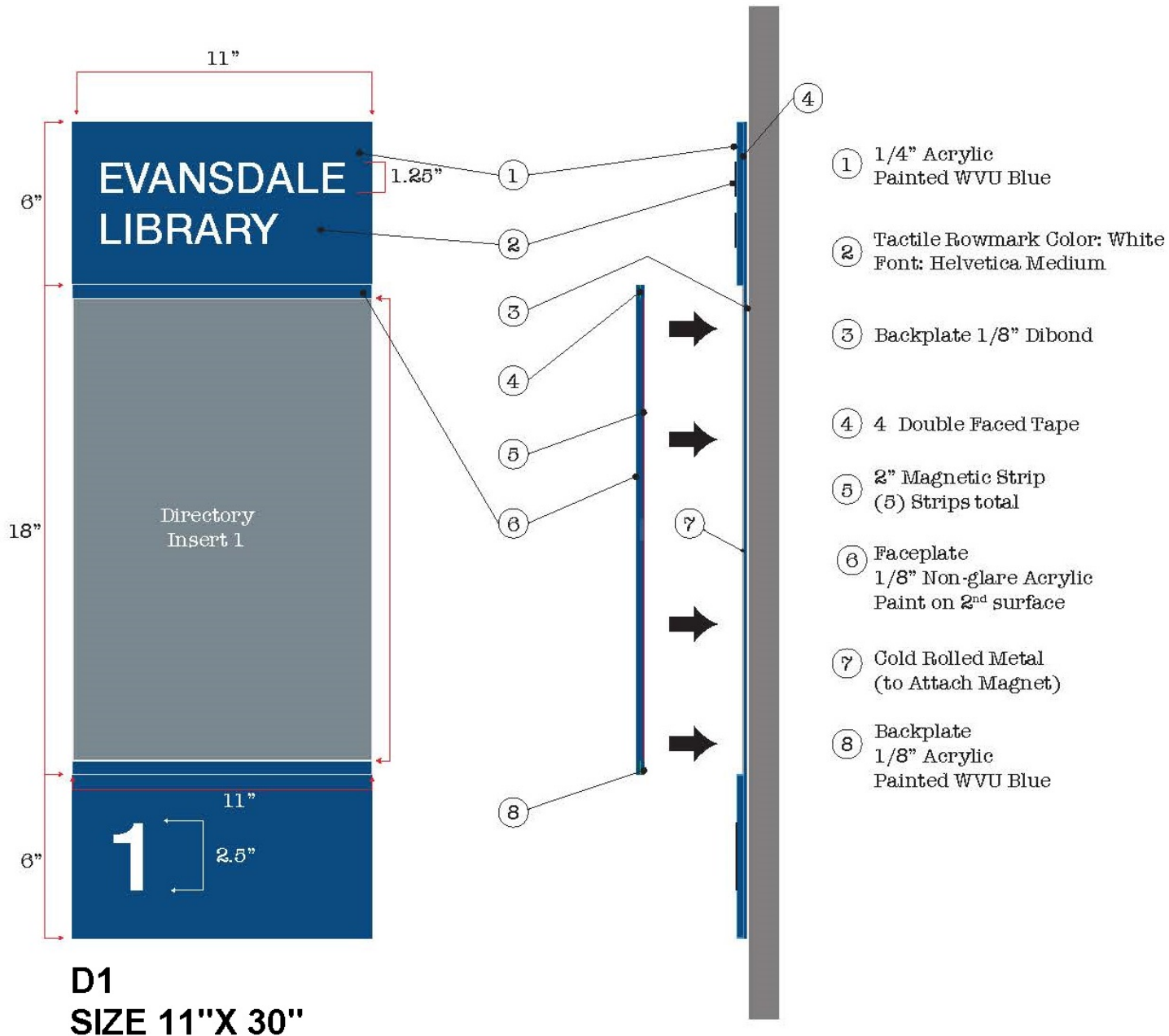
EVAC2
SIZE 17.5"X 13.75"
INSERTS TO BE 17"X 11"
***.020 PETG**
***GLOW IN THE DARK PHOTO**
LUMINESCENT BACKER

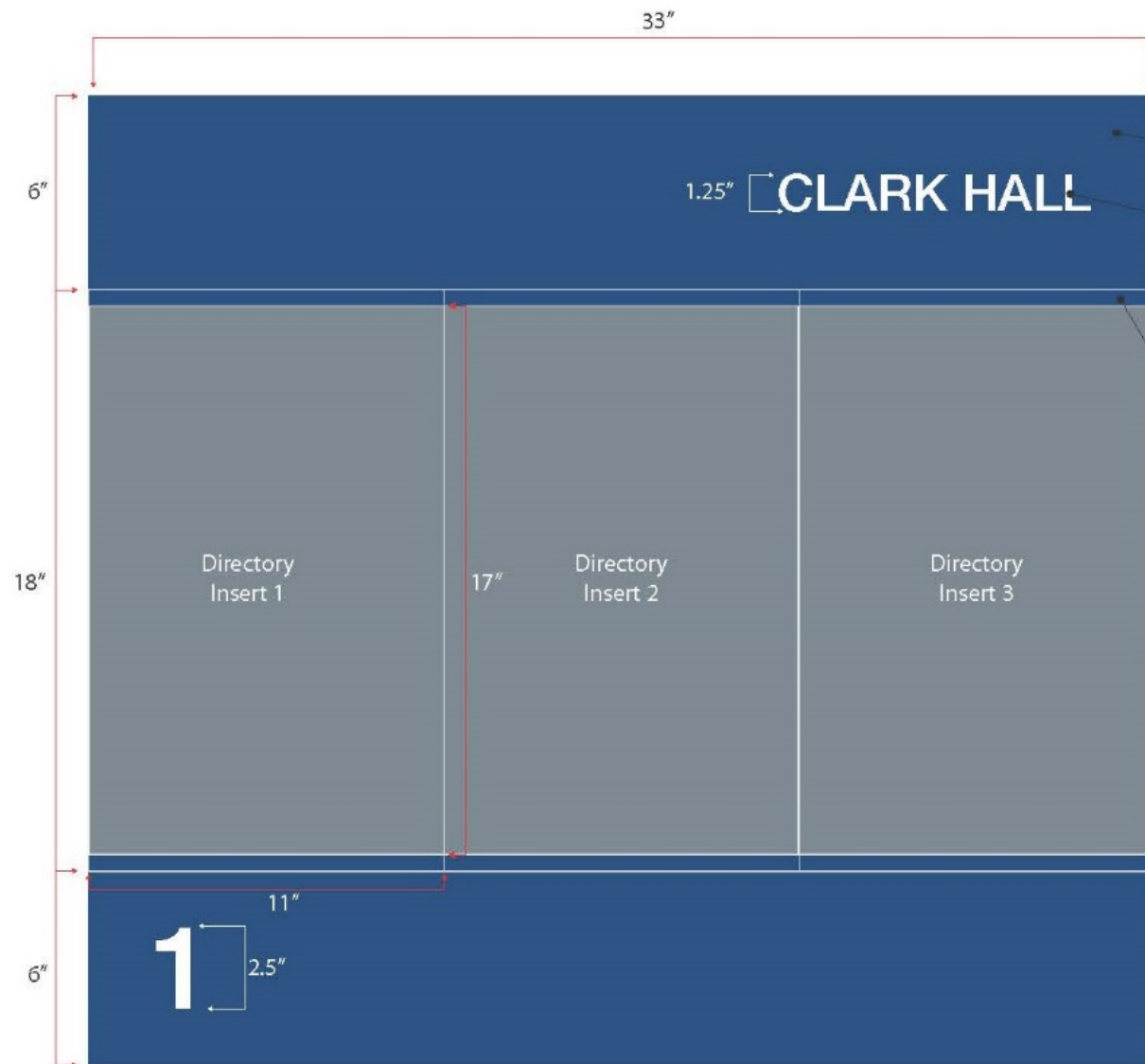


EVAC1
SIZE 17.5"X 11.5"
INSERTS TO BE 17"X 11"
*.020 PETG

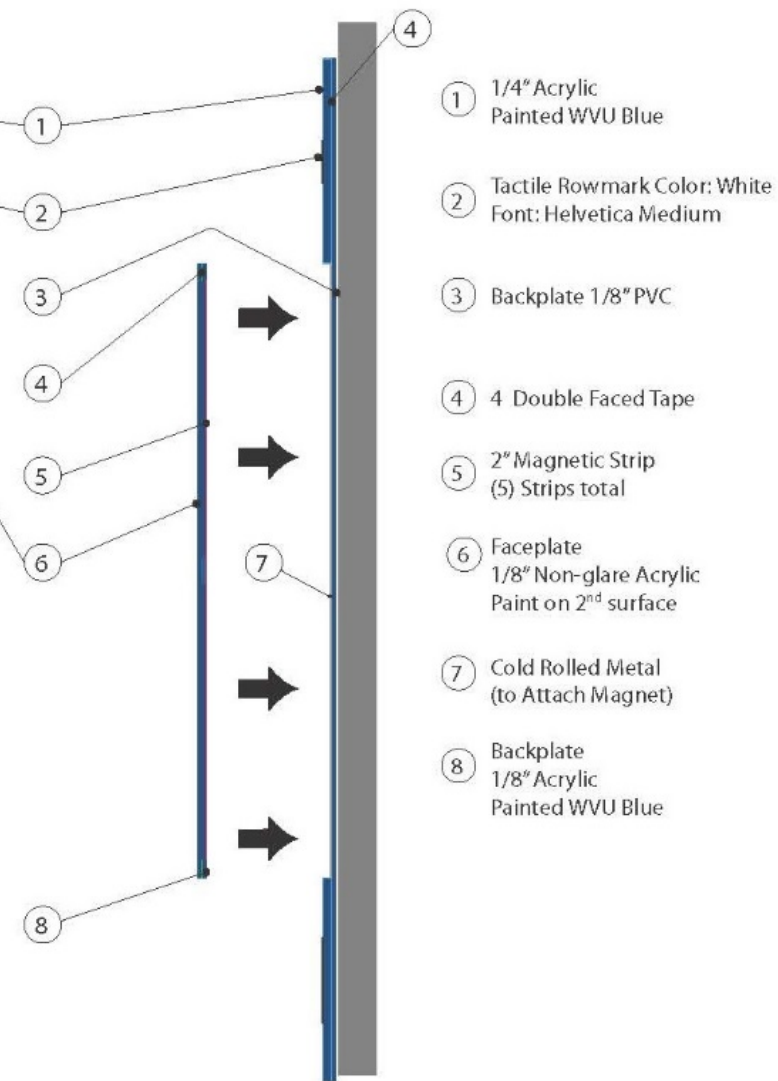
WEST VIRGINIA UNIVERSITY CAMPUS

BUILDING DIRECTORIES & DEPARTMENT ENTRANCE SIGNS

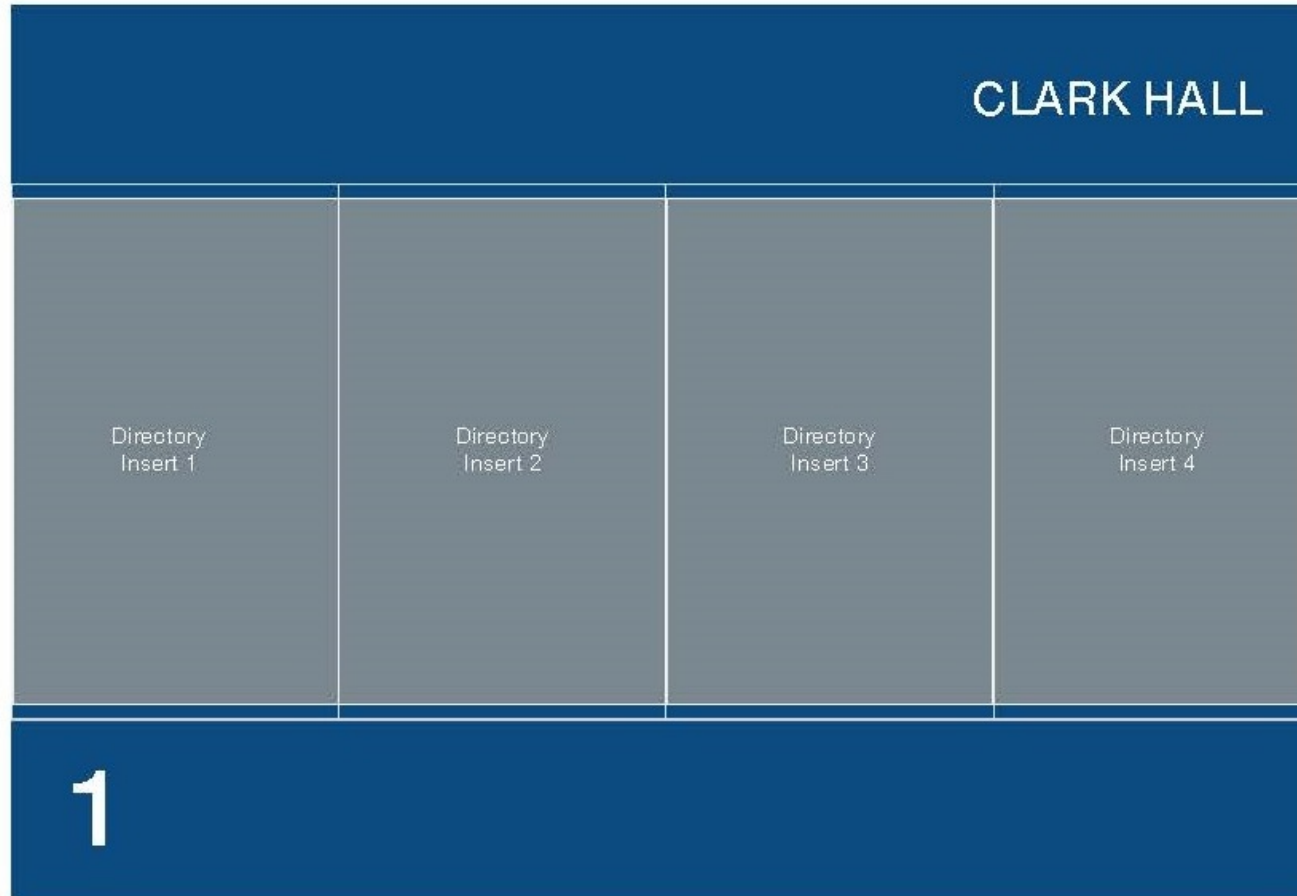




**D3 3- PANEL DIRECTORY
SIZE 33"X 30"**

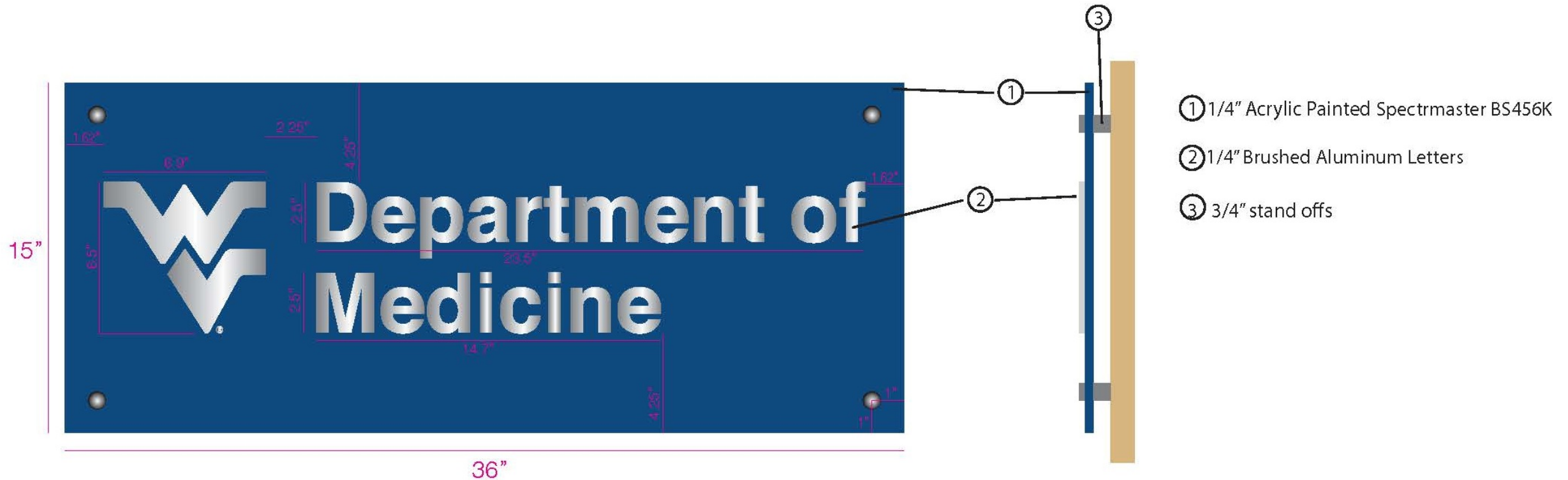


D4



DIRECTORIES ALTERNATE LAYOUTS

D4 44"X 30"



DNS - Department Name Sign

Size: size may vary depending on location

WEST VIRGINIA UNIVERSITY CAMPUS

ADA SIGN INSTALLATIONS & GUIDELINES

The ADA (Americans with Disabilities Act) helps remove barriers for people with disabilities. More than 2.5 million Americans suffer from visual impairment-not just blindness. High contrast ADA compliant signs help ensure accessibility for seniors, the visually impaired and blind. An ADA compliant sign is required for every permanent room or space in a building. This document is designed to help you understand how ADA compliant signs should be installed. Always defer to your local building authority for regulations and code updates You can review the guidelines enforceable as of March 15, 2016 at www.ada.gov. Chapter 7, section 703 of the ADA code relates to signs.

FREQUENTLY ASKED QUESTIONS

Q: Do all signs need to be ADA compliant and have Braille and tactile letters?

A: No, there are a number of signs that are not required to be ADA compliant. Building addresses, directories, parking signs and temporary signs don't need to be ADA compliant. Temporary signs are those used for 7 days or less.

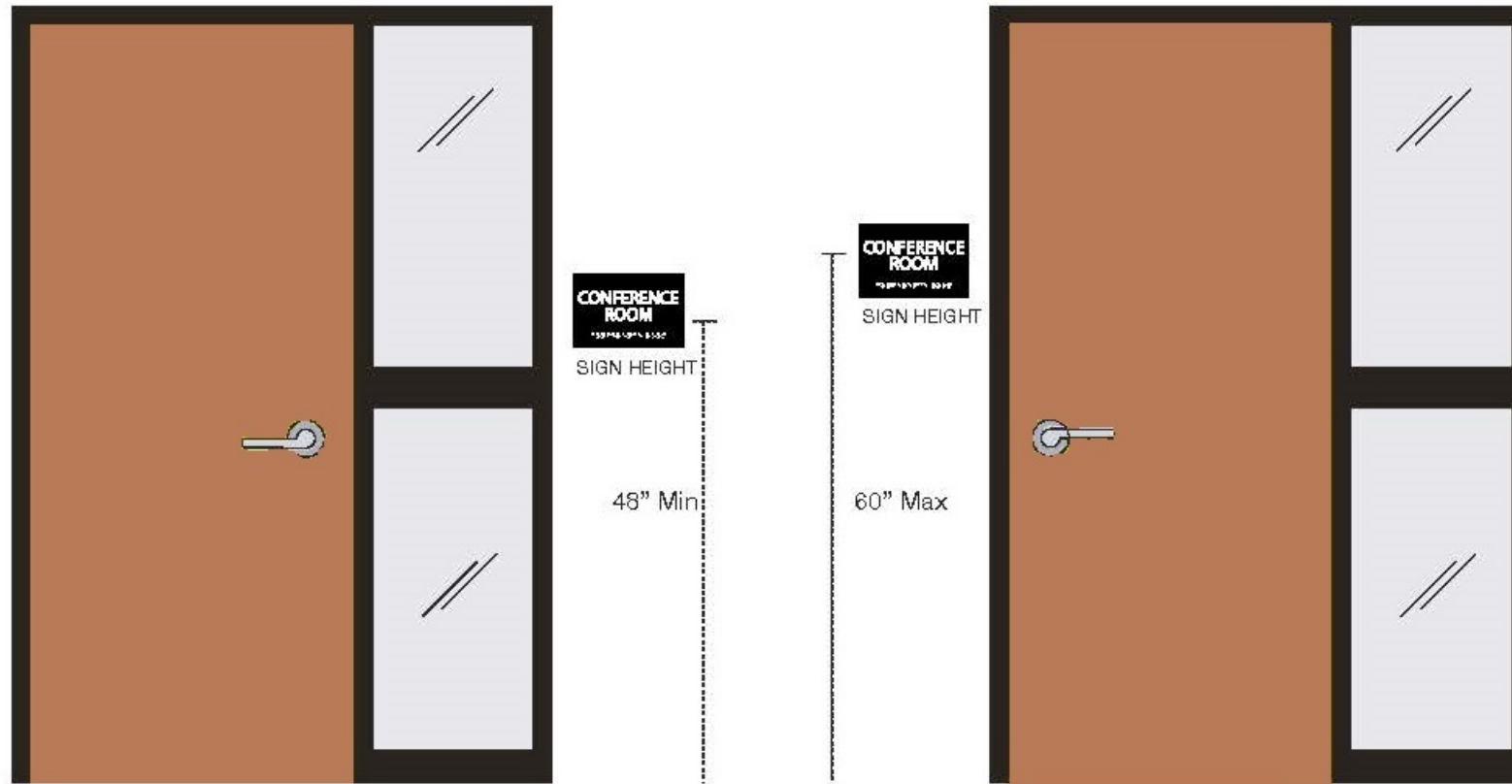
Q: Do I need ADA compliant signs in the stairwells of my building?

A: You are required to have tactile sign next to each door inside the stairwell. These signs should identify the floor level, stair level and exit level. Some local fire codes have size requirements for those signs. You should check with your local code authority.

INSTALLATION TIPS

- Although signs can be installed at varying heights, we suggest installing all your signs at 54" from floor to the center of the sign.
- Install signs with double sided tape by removing the tape backing. Then place the sign on a level and press it firmly in place against the wall.
- Clear silicone should be added to the back of heavy or oversized signs.

MOUNTING HEIGHTS



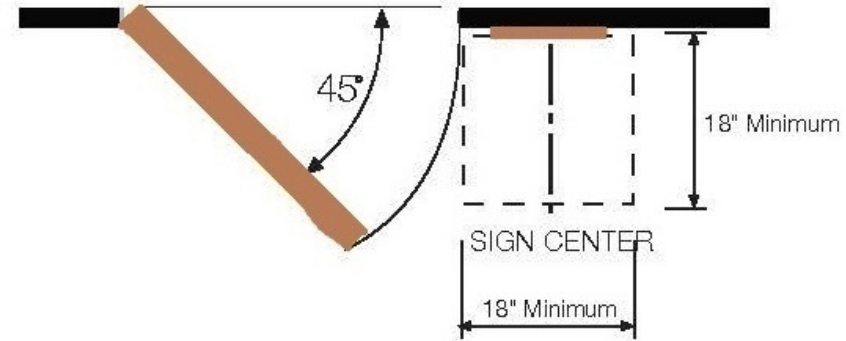
- The baseline of the tactile copy can be mounted between 48" at the lowest point to 60" at the highest point. This allows signs of different sizes to be mounted on the same visual plane.
- Elevator cars are excluded from this rule.

MOUNTING LOCATION

Signs should be mounted to the wall on the latch side of the door. If there is no room on that wall, the sign may be mounted on the nearest adjacent wall.



In the case of outward swinging doors, the sign must be mounted to the wall outside of the arc of the door swing. The sign should be located within an 18"x18" square of clear floor space (18" away from the door and 18" away from the wall). See Diagram.



Double Door: (one active leaf): Sign shall be located on inactive leaf.



Inward swinging doors: Sign may be mounted on door if three criteria are met: 1) the door closes automatically, 2) the sign is mounted on the push side of the door, 3) the door does not have a hold-open device. (Common examples of doors that meet these criteria are kitchen doors, restroom doors, etc.).

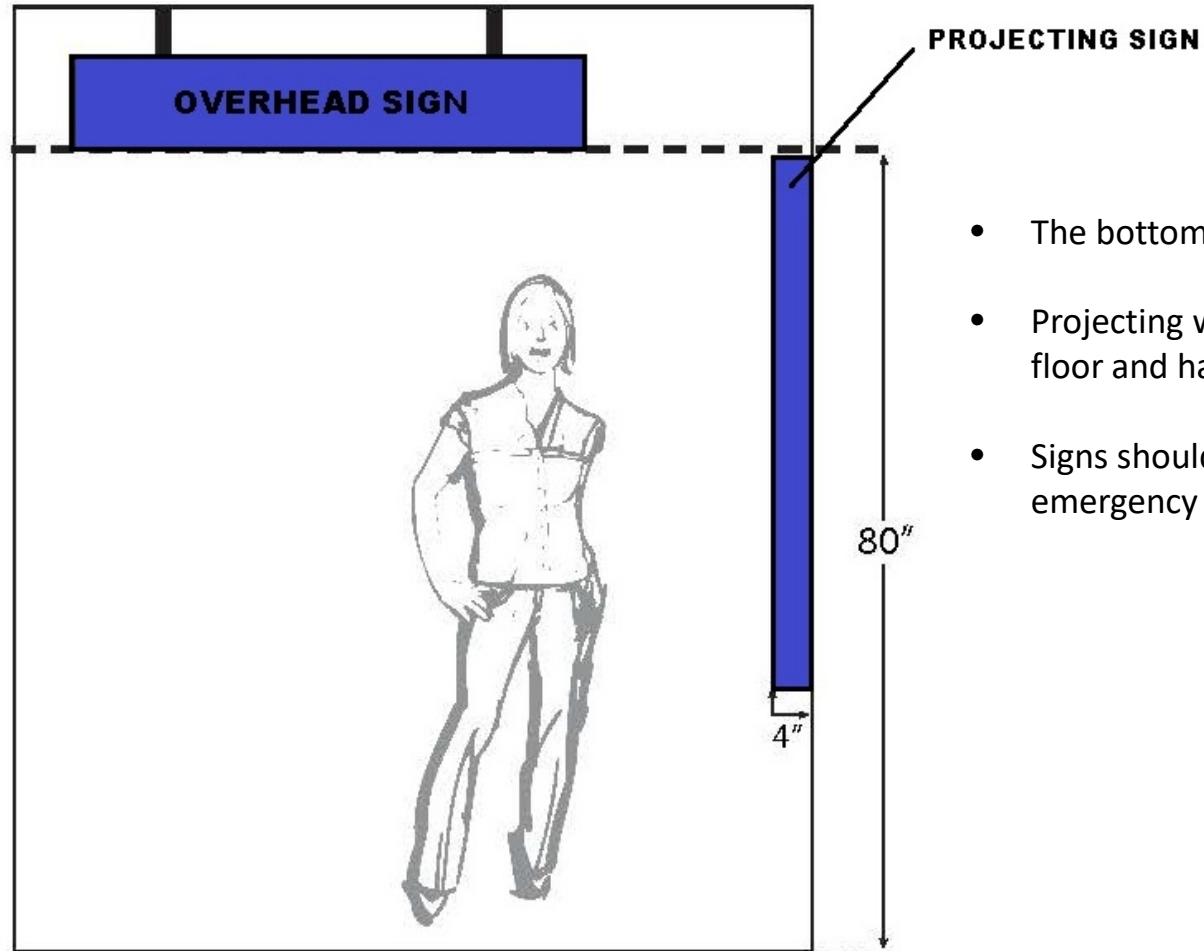


Single Door: sign shall be mounted next to door on the latch side.



Double Door: (two active leaves): Sign shall be located to the right of right handed door.

OVERHEAD SIGNS & PROJECTING SIGNS



- The bottom of overhead signage must be 80" above the floor.
- Projecting wall mounted signs must be a minimum of 27" off the floor and have a maximum protrusion of 4" into a pathway.
- Signs should not interfere with or block any door function, emergency equipment or sprinklers.