SECTION 101410 – INTERIOR SIGNAGE

PART 1 - GENERAL

1.1 Any deviations 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.
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
THIS ROOM IS RESERVED FOR USE BY NURSING MOTHERS ONLY

LACTATION ROOM

1 - 1/4" acrylic; painted Spectrmaster BS456K
2 - Rowmark; white
3 - Grade 2 braille
4 - Double faced tape
T3 ROOM ID WITH NAME INSERT
SIZE 8 1/2" X 4 7/8"

1. 1/8" Acrylic Painted Spectraster BS456K
2. Tactile Color: White 3X1-204
   Font: Helvetica Medium
3. Grade 2 Braille
4. Double Faced Tape
5. Window for name
6. 1/8" Spacer Tape Non-Glare Acrylic
7. Backplate 1/8" PVC Painted Spectraster BS456K
   With Thumbholes on Back
   Paint Both Sides
T3A ROOM ID WITH NAME INSERT AND PAPER HOLDER
SIZE 8 1/2"X 16 5/8"

1. 1/8" Acrylic Painted Spectrastar BS456K
2. Tactile Color: White 301-204
3. Font: Helvetica Medium
4. Grade 2 Braille
5. Double Faced Tape
6. Windows for name
7. 1/8" Spacer Tape/Non-Glare Acrylic
8. Windows for paper
9. 1/8" Spacer Tape/Non-Glare Acrylic
10. Backplate: 1/8" PVC Painted Spectrastar 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

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

- 1/8" Acrylic Painted SpectraMaster 85456K
- Tactile Color: White 3X1 204
- Font: Helvetica Medium
- Grade 2 Braille
- Double Faced Tape
- Window for name
  1/8" Spacer Tape/Non-Glare Acrylic
- Backplate 1/8" PVC Painted SpectraMaster 85456K
  Two sets of thumbholes on backplate for both windows
  Paint Both Sides
T3C ROOM ID WITH INSERT SLOT
SIZE 11″X 19.875″

1/8″ Acrylic Painted Special WVU Blue (See Hard Copy for Sample)

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

3) Grade 2 Braille

4) Double Faced Tape

5) Window for paper (11″ x 17″)
   1/8″ Spacer Tape/Non-Glare Acrylic

6) Backplate 1/8″ PVC Painted Spectrmaster BS456K
   Two sets of thumbholes on backplate for both windows
   Paint Both Sides
Name Here

T3D- ADD ON
NAME ID SIGN WITH INSERT
SIZE 8 1/2"X 2 1/2"
MAXIMUM OCCUPANCY
NOT TO EXCEED
TBD PERSONS
BY ORDER OF STATE FIRE MARSHAL

T4
Size - 8” x 6”
IN CASE OF FIRE

DO NOT USE ELEVATORS
USE STAIRS

T6 ROOM SIGN
SIZE 9"X 9"

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

T7 LEVEL SIGN
SIZE 6"X 8"
CONFINED SPACE

T8 ROOM SIGN
SIZE 8 1/2”X 3”

1/4” Acrylic Painted Spectramark 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"
IN FIRE EMERGENCY

DO NOT USE ELEVATOR

USE EXIT STAIRS

SW2
SIZE 10 1/4" X 1 1/2"
EXIT

SW3
SIZE 9"X 5"

1. 1/4" Acrylic Painted Spectrmaster BS458K
2. Tactile Color: White 3X1-204
3. Font: Helvetica Medium
4. Grade 2 Braille
5. Double Faced Tape

West Virginia University
NOTE ON THE SIGNS TO IF THERE IS ROOF ACCESS IN THE STAIRWELL. ADDITIONAL NOTE TO THE SIGN.
1234-5678

040 Aluminum Painted WVU Blue pms295

1/8" Non Glare Acrylic Painted WVU Blue pms295

Double Sided Flag Sign

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

Added section if needed

DIRECTIONAL FLAG MOUNT

West Virginia University
DOC HOLDER
SIZE 8.5" X 11.5"

1. 1/8" Acrylic Painted WVU blue 295c
2. Double Faced Tape
3. Window for paper
   1/16" Spacer Tape/Non-Glare Acrylic
4. Backplate 1/8" PVC Painted 295c
   Two sets of thumbholes on backplate for both windows
   Paint Both Sides
GLASSBACKER
SIZE VARIOUS
DEPENDENT ON SIGN TYPE
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

1. 1/8" PVC Painted Spectramaster BS486K One thumbhole on backplate
2. Faceplate 1/8" Non-glare Acrylic Paint on 2nd surface
3. A thumb hole on backplate
4. Double Face Foam Tape
WEST VIRGINIA UNIVERSITY CAMPUS

BUILDING DIRECTORIES & DEPARTMENT ENTRANCE SIGNS
EVANSDALE LIBRARY

1

1. 1/4" Acrylic Painted WVU Blue
2. Tactile Rowmark Color: White Font: Helvetica Medium
3. Backplate 1/8" Dibond
4. Double Faced Tape
5. Magnetic Strip (8) Strips total
6. Faceplate 1/8" Non-glare Acrylic Paint on 2nd surface
7. Gold Rolloed Metal (to Attach Magnet)
8. Backplate 1/8" Acrylic Painted WVU Blue

D2

CLARK HALL

DIRECTORIES ALTERNATE LAYOUTS
D2 22"X 30"

West Virginia University
D3 3- PANEL DIRECTORY
SIZE 33" X 30"

1. 1/4" Acrylic, Painted WVU Blue
2. Tactile Rowmark Color: White Font: Helvetica Medium
3. Backplate 1/8" PVC
4. Double Faced Tape
5. 2" Magnetic Strip (5) Strips total
6. Faceplate 1/8" Non-glare Acrylic Paint on 2" surface
7. Cold Rolled Metal (to Attach Magnet)
8. Backplate 1/8" Acrylic Painted WVU Blue
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.
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” x 18” square of clear floor space (18” away from the door and 18” away from the wall). See Diagram.

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

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.).

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

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

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.).
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.