Types of Restroom Signage

1. 1/4” Acrylic Painted WVU Blue PMS 295/MP29294 Satin
2. Tactile Color: White
   Font: Helvetica Regular
3. Grade 2 Braille
4. Double Faced Tape

MHC-RR  Size: 6” x 8”

WOMEN

WHC-RR

West Virginia University.
Types of All Gender Restroom and Changing Room Signage

**AGHCCT-RR**
Size: 8” x 8.75”

1. 1/4” Acrylic Painted WVU Blue PMS 295/MP29294 Satin
2. Tactile Color: White
3. Font: Helvetica Regular
4. Grade 2 Braille
5. Double Faced Tape

West Virginia University
Types of Bathroom Signage

**W-BR**
Size: 6” x 8”
**add Handicap symbol to signs when applicable**

- 1/4” Acrylic Painted WVU Blue PMS 295/MP29294 Satin
- Tactile Color: White
  Font: Helvetica Regular
- Grade 2 Braille
- Double Faced Tape

**M-BR**
**AG-BR** Size: 8” x 8.75”
ALL-GENDER RESTROOM
ROOM 118
LOCATED ON
FIRST FLOOR

ALL-GENDER RESTROOM
ROOM 118
LOCATED ON ???
FLOOR

Note: For All Gender restroom or Lactation room in the building

West Virginia University.
T1 and T2 – Room Signs

T1 Size: 8 1/2” x 3”

1. 1/4” Acrylic Painted WVU Blue PMS 295/MP 29294 Satin
2. Tactile Color: White
3. Font: Helvetica Regular
4. Grade 2 Braille
5. Double Faced Tape

T2 Size: 4” x 3”

1. 1/4” Acrylic Painted WVU Blue PMS 295/MP 29294 Satin
2. Tactile Color: White
3. Font: Helvetica Regular
4. Grade 2 Braille
5. Double Faced Tape
T3- Room ID with Name

1/8” Acrylic Painted WVU Blue PMS 295/MP 29294 Satin
2 Tactile Color: White
Font: Helvetica Regular
3 Grade 2 Braille
4 Double Faced Tape
Window for name; 1/8” spacer
Tape/ Non-Glare Acrylic
6 Backplate 1/8” PVC painted WVU Blue PMS 295/ MP 29294 Satin with Two sets of Thumbholes on backplate for window, Paint both sides

123

4.875”
2.625”
1/4”
8.5”
3/8”

Size: 8 1/2” X 4 7/8”
T3A – Room ID with name and paper insert

1. 1/8” Acrylic Painted WVU Blue PMS 295/MP 29294 Satin
2. Tactile Color: White; Font: Helvetica Regular
3. Grade 2 Braille
4. Double Faced Tape
5. Window for name (8.5”x11”); 1/8” spacer Tape/ Non-Glare Acrylic
6. Window for schedule/office hours (8.5”x11”); 1/8” spacer Tape/ Non-Glare Acrylic
7. Backplate 1/8” PVC painted WVU Blue PMS 295/MP 29294 Satin with Two sets of Thumbholes on backplate for both window, Paint both sides

T3A – Room ID with name and paper insert

Size: 8 1/2” X 16.625”
T3B – Room ID with Name Insert (2) Slot

- 1/8” Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin
- Tactile Color: White
- Font: Helvetica Regular
- Grade 2 Braille
- Double Faced Tape
- Window for name 1/8” spacer Tape/ Non-Glare Acrylic
- Backplate 1/8” PVC painted WVU Blue PMS 295/ MP 29294 Satin with Two sets of Thumbholes on backplate for both window, Paint both sides

T3B
Size: 8 1/2” X 7 3/4”
T3C – Room ID with 11”x17” Insert Slot

1. 1/8” Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin
2. Tactile Color: White Font: Helvetica Regular
3. Grade 2 Braille
4. Double Faced Tape
5. Window for suite name/ list of names in suite (11”x17”) 1/8” Spacer Tape/Non-Glare Acrylic
6. Backplate 1/8” PVC painted WVU Blue PMS 295/ MP 29294 Satin with Two sets of Thumbholes on backplate for window, Paint both sides

Paper Insert 11” x 17”

T3C
Size: 11” X 19.875”

West Virginia University
T3D - Name ID Add On

Paper Insert

T3D
Size: 8.5” X 2.5”

1/8” Clear Acrylic
Faceplate Top/ Bottom border painted WVU Blue
PMS 295/MP 29294 Satin
Backplate 1/8” Acrylic
painted
WVU Blue PMS 295/ MP 29294 Satin with
Thumbholes on Back
Painted both sides
Double Faced Tape
Slider sign - Custom

Slider
Size: 8.5” X 3”

1/8” Acrylic stopper

1/8” Acrylic with white copy and nameplate holder with rowmark slider

Double Faced Tape

Colored Option for lettering, depending on room type. Mount above existing room sign.

Available
Classroom

Recording
In Session

Recording
In Progress
Note: Maximum Occupancy Signs shall be posted in rooms where required by WV State Fire Code.

- Every room constituting an assembly occupancy and not having fixed seats shall have the occupant load of the room posted in a conspicuous place near the main exit from the room.
- If a room with an occupant load calculated of more than 50 persons yet the room only has one door, a sign shall be placed in that room stating “Maximum Occupancy 49 Persons” shall be posted. The occupancy limit shall be calculated by the architect in accordance with the WV State Fire Code.
**Emergency Exit**

Size: 8” X 12”

**Fire Door Keep Closed**

Size: 9” X 3”

- 1) ¾” acrylic painted Red
- 2) Rowmark; white
- 3) Grade 2 Braille
- 4) Double Faced Tape

Emergency Exit/ Fire Door Keep Closed Signage for (Stairwell Doors)

West Virginia University.
Fire Department Connection (Exterior signage)

- **FDC**
  - Size: 12” X 18”

- **Surface Mount or 3/8” hole** (two-top and bottom center)
- **White lettering, 16” Tall with 1” thickness**
- **0.080” Aluminum with Red Reflective Background and White Reflective letters.**
For Fire Department Notification install below room number

Sprinkler Control Room & Elevator Equipment Room

Size: 6” X 8”

Printed Di-Bond with Double Face Tape on Back

West Virginia University
Installed on Stairwell Gate – Not an EXIT or noting on Stairwell doors that are locked.

Informational Signage
Size: 6” X 8”

Digitally Printed Brushed Di-Bond with Red Lettering
Screwed onto gate or double-faced tape

Installed on Stairwell Gate – Not an EXIT or noting on Stairwell doors that are locked.
IN CASE OF FIRE
DO NOT USE ELEVATORS
USE STAIRS

Size: 9” X 9”

1. ¼” Acrylic painted
   WVU Blue PMS 295/ MP 29294 Satin
2. Tactile Color: White
   Font: Helvetica
3. Grade 2 Braille
4. Double Faced Tape

T6 - Sign Example next to Elevator – option 1
T7 - Level or Floor Sign

Size: 6” X 8”

1. ¼” Acrylic painted WVU Blue PMS 295/ MP 29294 Satin
2. Tactile Color: White Font: Helvetica Regular
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.

T7 - Level or Floor Sign
T8 - Confined Space Sign

Size: 8 1/2” X 3”

1. ¼” Acrylic painted
   WVU Blue PMS 295/ MP 29294 Satin

2. Tactile Color: White
   Font: Helvetica Regular

3. Grade 2 Braille

4. Double Faced Tape
SW - Stair Signage
Size: 7" X 8"

1. \(\frac{3}{4}\)" Acrylic painted WVU Blue PMS 295/ MP 29294 Satin
2. Tactile Color: White
3. Font: Helvetica Regular
4. Grade 2 Braille
5. Double Faced Tape

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

SW - Stair Signage
SW3 - Stairwell Door EXIT signage

1. ½” Acrylic painted
   WVU Blue PMS 295/ MP 29294 Satin
2. Tactile Color: White
   Font: Helvetica BOLD
3. Grade 2 Braille
4. Double Faced Tape

SW3
Size: 9” X 5”
SW4
Size: 13” X 15”

Note if there is Roof Access from the stairwell, add additional note to the sign.

Note: in buildings 4 floors and above; or, in buildings over 75 feet, the inner stairwell signs are required to be photoluminescent (glow in the dark).

1. \(\frac{3}{4}\)” Acrylic painted WVU Blue PMS 295/ MP 29294 Satin
2. Tactile Color: White; Font: Helvetica Regular
3. Double Faced Tape
4. Grade 2 Braille
Directional Flag Mount Sign

Double Sided Flag Sign

9"

1.125"

6"

Size is determined on content for sign

1 040 Aluminum
Painted WVU Blue PMS 295/ MP 29294 Satin

2 1/8" Non Glare Acrylic
Painted WVU Blue

3 Tactile Color: White
Font: Helvetica Regular

Double Sided Flag Sign

1234-5678

Added Section if needed

1234-5678

West Virginia University
Informational Sign (special case)

Printed Brushed Di-Bond with rounded corners. Text Color WVU Blue, clear coat, and 2 Faced Tape
If Exterior install – may need to screw to wall.

Note: Extra sign might be needed per where deliveries or something that needs to be clear to visitor or information for building.

Size is determined on content for sign
Doc Holder
Size: 8.5” X 11.5”
**(specify Landscape or Portrait layout)
Thumbholes will depend on layout
Glass Backer

(cover up foam tape on glass panels) (size will vary per sign type)

1 Adhesive Vinyl, PMS 295
WVU Blue/ MP 29294 Satin
Fire Evacuation Sign Holder

Window 11” x 17”
Paper Insert

1. 1/8” PVC Painted WVU Blue PMS 295/ MP 29294 Satin one thumbhole on backplate
2. Faceplate 1/8” Non-glare Acrylic Paint on 2nd Surface
3. A thumbhole on backplate
4. Double Faced Foam Tape

EVAC 1
Size: 17.5” x 11.5”
Inserts: 11” x 17”

West Virginia University
Fire Evacuation Sign Holder – Glow in the Dark Option

Window 11” x 17”
Transparency Film for Insert

EVAC2
Size: 17.5” X 11.5”
Inserts: 11” X 17”
Glow in the Dark Photo
Luminescent Backer (special insert)

1/8” PVC Painted WVU Blue
PMS 295/ MP 29294 Satin one
thumbhole on backplate

Faceplate 1/8” Non-glare
Acrylic Paint on 2nd Surface

A thumbhole on backplate

Permalite

Double Faced Foam Tape

West Virginia University.
WEST VIRGINIA UNIVERSITY CAMPUS

BUILDING DIRECTORIES & DEPARTMENT ENTRANCE SIGNS
Building Directory – D1 and D2

1 Panel
Size: 11”x30”

EVANSDALE LIBRARY

1

11”

Directory Insert 1

11”

1.25”

2 Panel
Size: 22”x30”

CLARK HALL

Directory Insert 1

Directory Insert 2

Faceplate 1/8” Non-glare Acrylic Paint on 2nd Surface Cold Rolled Metal (to attach to Magnet)

Backplate 1/8” Acrylic Painted WVU Blue PMS 295/MP 29294 Satin

1 ¼” Acrylic Painted WVU Blue PMS 295- MP 29294 Satin

Tactile Rowmark Color: White Font: Helvetica Regular

Backplate 1/8” Dibond

4 Double Faced Tape

2” Magnetic Strip (5) Strips Total

Faceplate 1/8” Non-glare Acrylic Paint on 2nd Surface Cold Rolled Metal (to attach to Magnet)

Backplate 1/8” Acrylic Painted WVU Blue PMS 295/MP 29294 Satin

Directory

Insert 1

Insert 2

West Virginia University.
Building Directory – D3

3 Panel
Size: 33”x30”

1. 1.25” Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin
2. Tactile Rowmark Color: White
3. Font: Helvetica Regular
4. Backplate 1/8” Dibond
5. 4 Double Faced Tape
6. 2” Magnetic Strip (5) Strips Total
7. Faceplate 1/8” Non-glare Acrylic Paint on 2nd Surface
8. Cold Rolled Metal (to attach to Magnet)
9. Backplate 1/8” Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin
Building Directory – D4

CLARK HALL

Directory Insert 1  Directory Insert 2  Directory Insert 3  Directory Insert 4

1

4 Panel
Size: 44”x30”
Department Name Sign

Department of Medicine

DNS- Department Name Sign
Size: may vary depending on location

1 ¼” Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin
2 ¼” Brushed Aluminum Letters
3 ¾” Stand Offs
FAQ and Tips

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 physically handicaps such as wheelchairs, 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, 2012 at www.ada.gov.

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 using the 60” MAX and 48” MIN installation heights. See next page for explanation.
• 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 Options

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 and Projection 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.