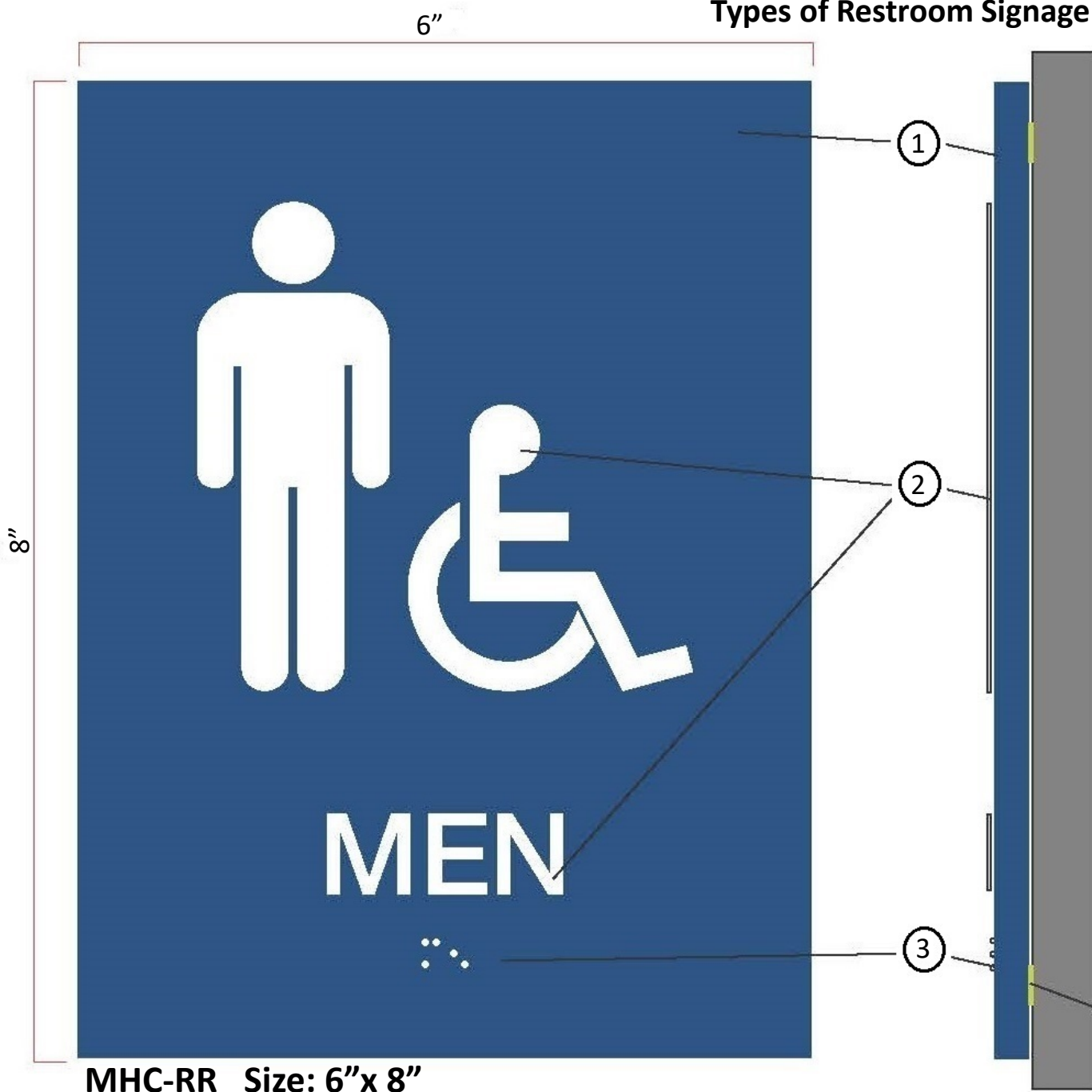WEST VIRGINIA UNIVERSITY CAMPUS

# INTERIOR SIGNAGE STANDARDS & ADA INSTALLATION GUIDELINES

Updated February 2023

# Types of Restroom Signage

6"

8"



**MEN**

**MHC-RR   Size: 6"x 8"**

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

**WOMEN**

**WHC-RR**

West Virginia University

# Types of All Gender Restroom and Changing Room Signage
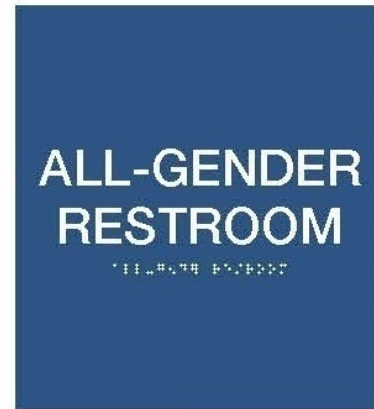
8"

8.75"

① 1/4" Acrylic Painted WVU Blue PMS 295/ MP29294 Satin

Tactile Color: White
② Font: Helvetica Regular

③ Grade 2 Braille

④ Double Faced Tape

**ALL-GENDER CHANGING ROOM**

**AGHC-CR**

**ALL-GENDER RESTROOM**

**ALL-GENDER RESTROOM**

**ALL-GENDER RESTROOM**

**AG-RR**

**AGHC-RR**

**AGCT-RR**

**ALL-GENDER RESTROOM**

**AGHCCT-RR**
**Size: 8" x 8.75"**

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## Types of Bathroom 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

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

**M-BR**

MENS SHOWER

**AG-BR   Size: 8" x 8.75"**

ALL-GENDER BATHROOM

WVU West Virginia University

**THIS ROOM IS RESERVED FOR USE BY NURSING MOTHERS ONLY**

**LACTATION ROOM**

**Lactation Room**
**Size: 8" x 10.25"**

8"

10.25"

① ② ③ ④

## Lactation Room Sign

① 1/4" Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin

② Tactile Color: White; Font: Helvetica Regular

③ Grade 2 Braille

④ Double Faced Tape

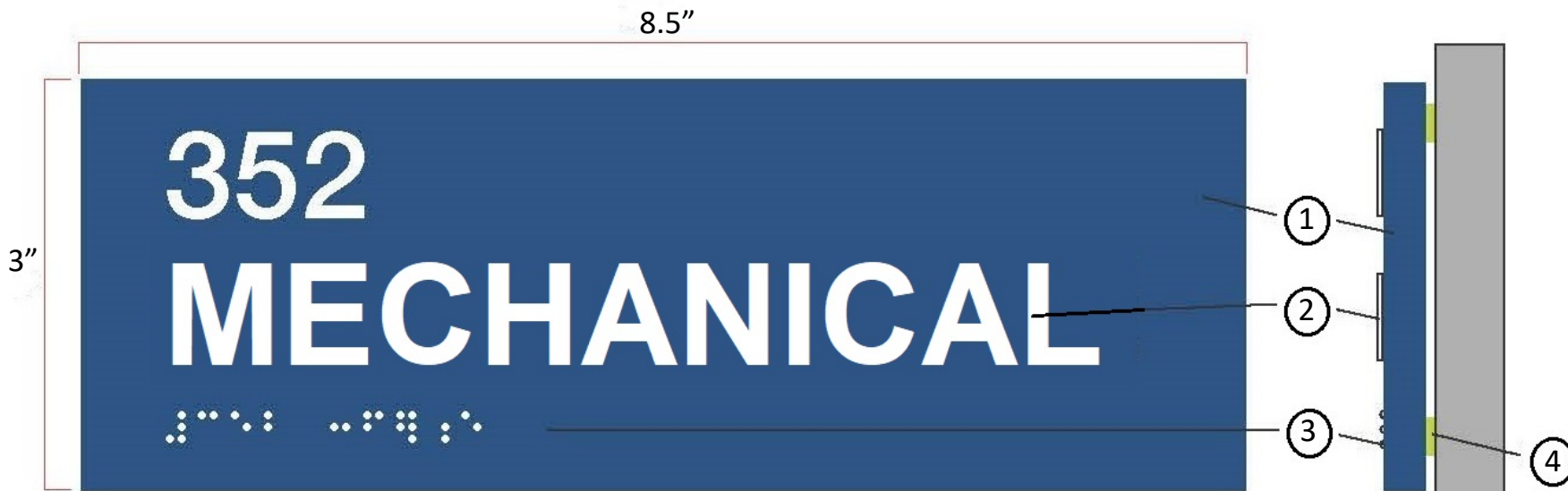**WV West Virginia University**

**ALL-GENDER RESTROOM ROOM 118 LOCATED ON FIRST FLOOR**

7"

8"

.625"

**RR4**
**Size: 7" x 8"**

## RR4- Location Indicator Sign

**LACTATION ROOM LOCATED ON THE ??? FLOOR**

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

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

WV West Virginia University

8.5"

352
MECHANICAL

3"

**T1   Size: 8 1/2" x 3"**

① 1/4" Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin

② Tactile Color: White Font: Helvetica Regular
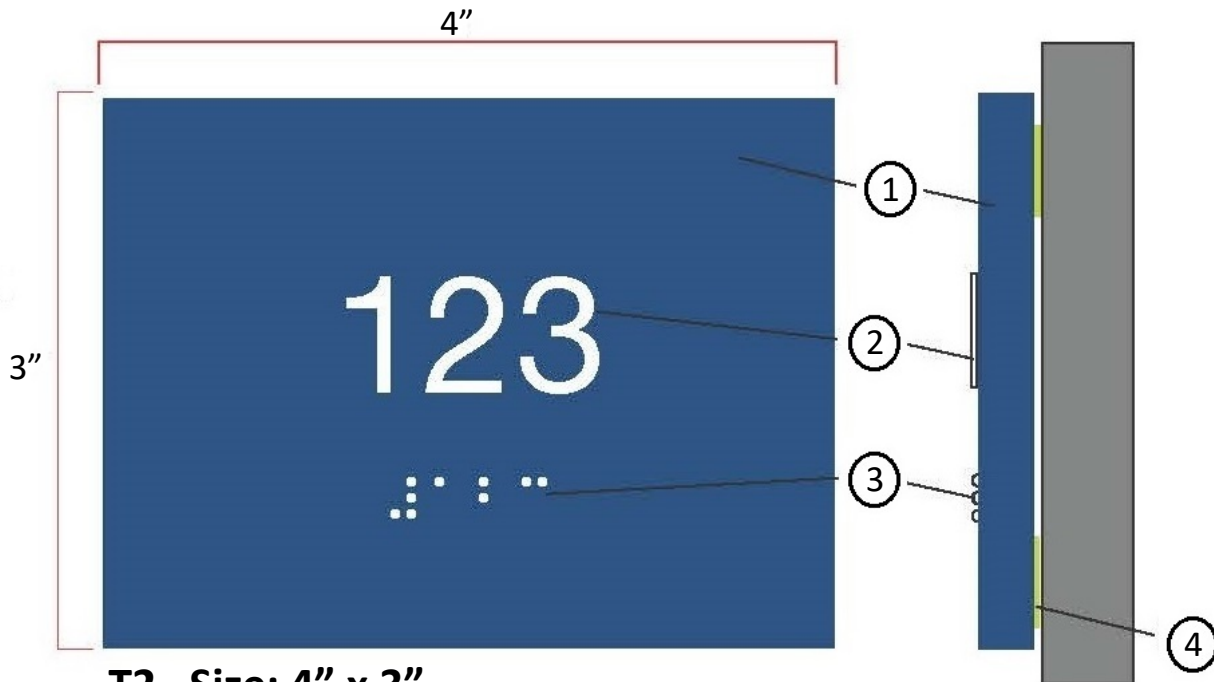
③ Grade 2 Braille
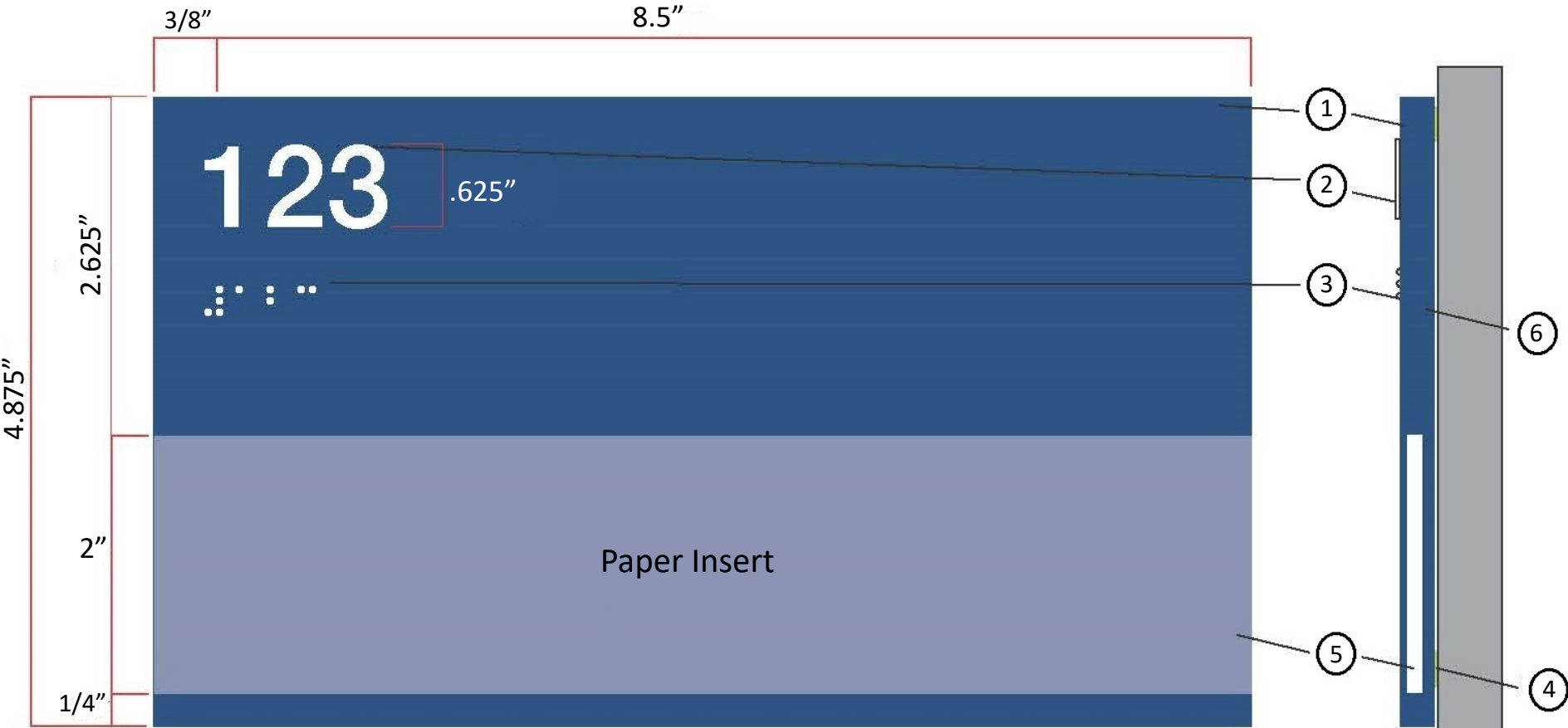
④ Double Faced Tape

4"
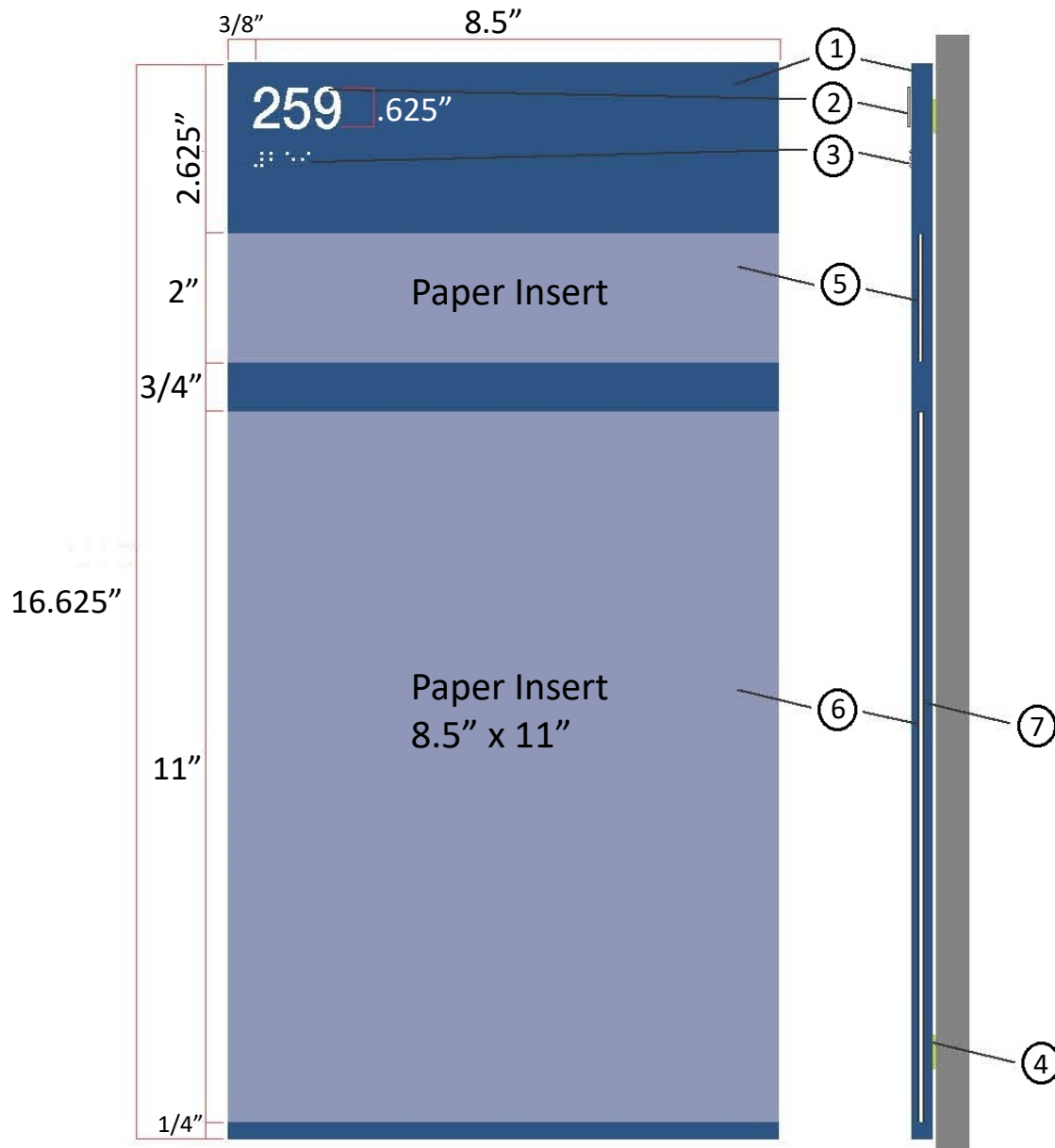
123

3"

**T2   Size: 4" x 3"**

**T1 and T2 – Room SIgns**

① 1/4" Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin

② Tactile Color: White Font: Helvetica Regular

③ Grade 2 Braille

④ Double Faced Tape

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# T3- Room ID with Name



3/8"   8.5"

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

**123** .625"

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 window, Paint both sides

2.625"

4.875"

Paper Insert

2"

1/4"

**T3**
**Size: 8 1/2" X 4 7/8"**

West Virginia University

3/8"    8.5"

259   .625"

2.625"

2"

Paper Insert

3/4"

16.625"

11"

Paper Insert
8.5" x 11"

1/4"

**T3A**
**Size: 8 1/2" X 16.625"**

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
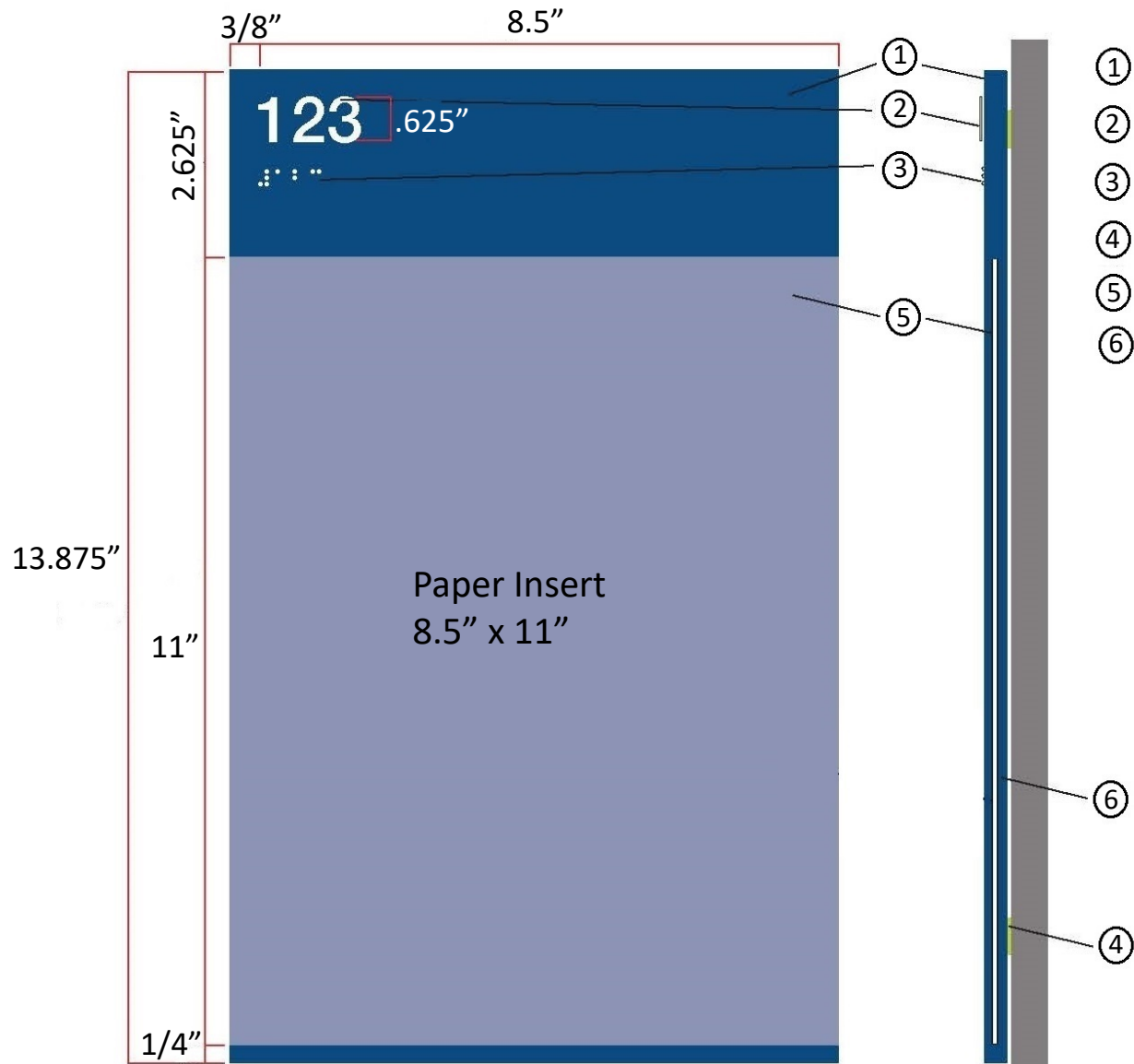
**T3A – Room ID with name and paper insert**

West Virginia University

3/8" 8.5"

**123** .625"

2.625"

13.875"

Paper Insert
8.5" x 11"

11"

1/4"
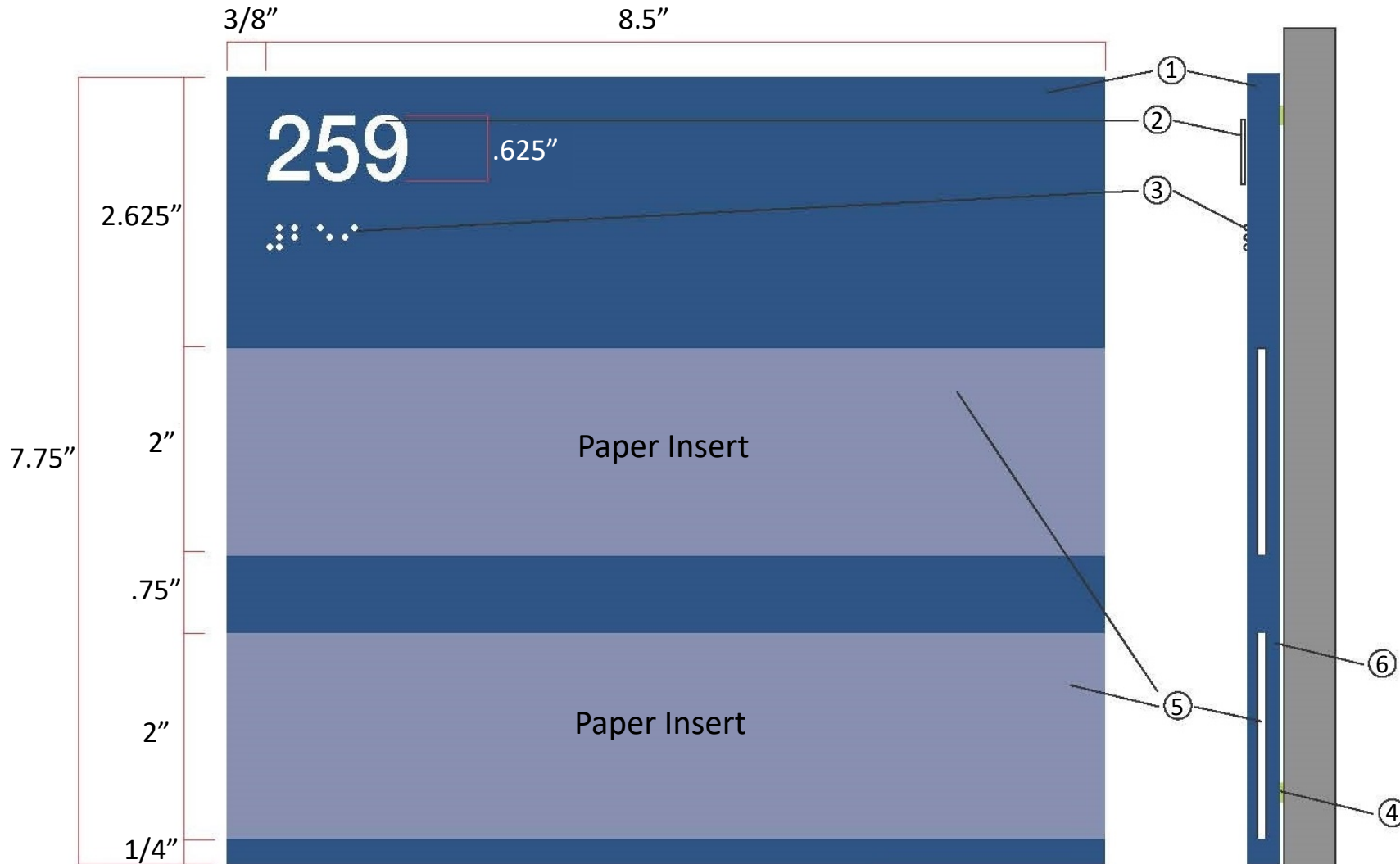
① 1/8" Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin

② Tactile Color: White; Font: Helvetica Regular

③ Grade 2 Braille

④ Double Faced Tape

⑤ Window for name/schedule (8.5"x11"); 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

**T3A - Room ID without name insert**

**T3A without name insert
Size: 8 1/2" X 13.875"**



West Virginia University

**T3B – Room ID with Name Insert (2) Slot**

3/8"    8.5"

259  .625"

2.625"

7.75"

2"    Paper Insert

.75"

2"    Paper Insert

1/4"

**T3B**
**Size: 8 1/2" X 7 3/4"**

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
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 both window, Paint
both sides

West Virginia University

3/8"    11"

G113B    .625"

2.625"

⠛�⠃

19.875"
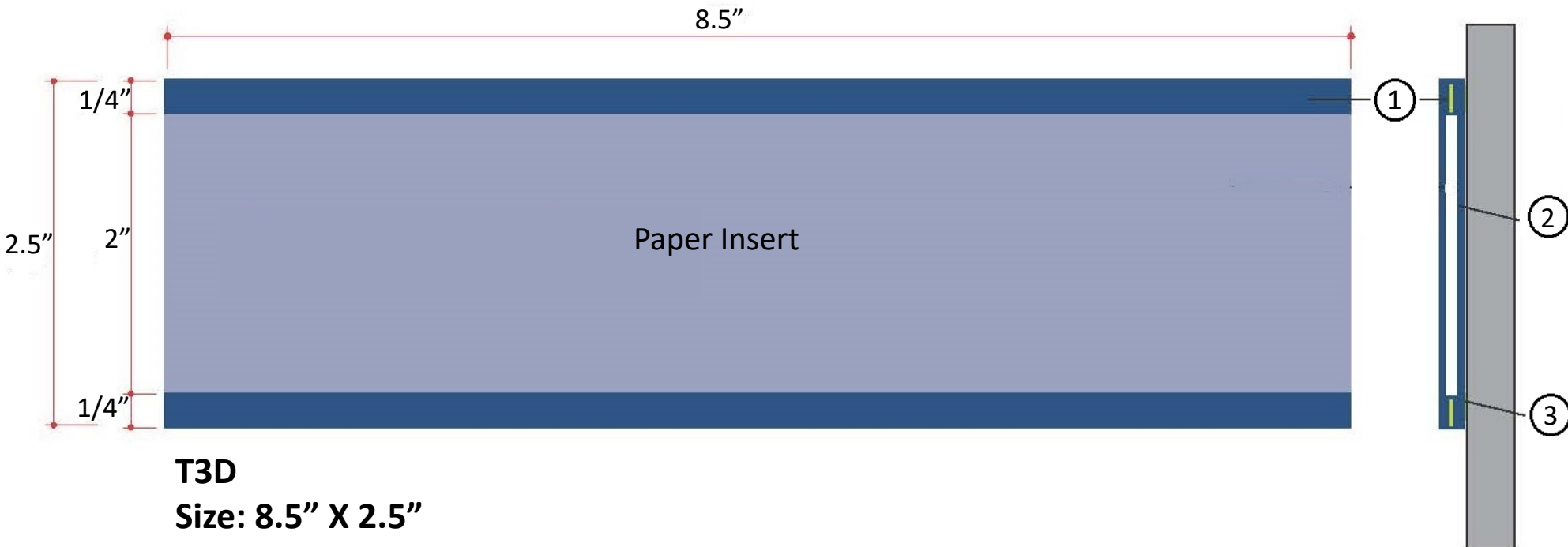
17"

Paper Insert
11" x 17"

1/4"
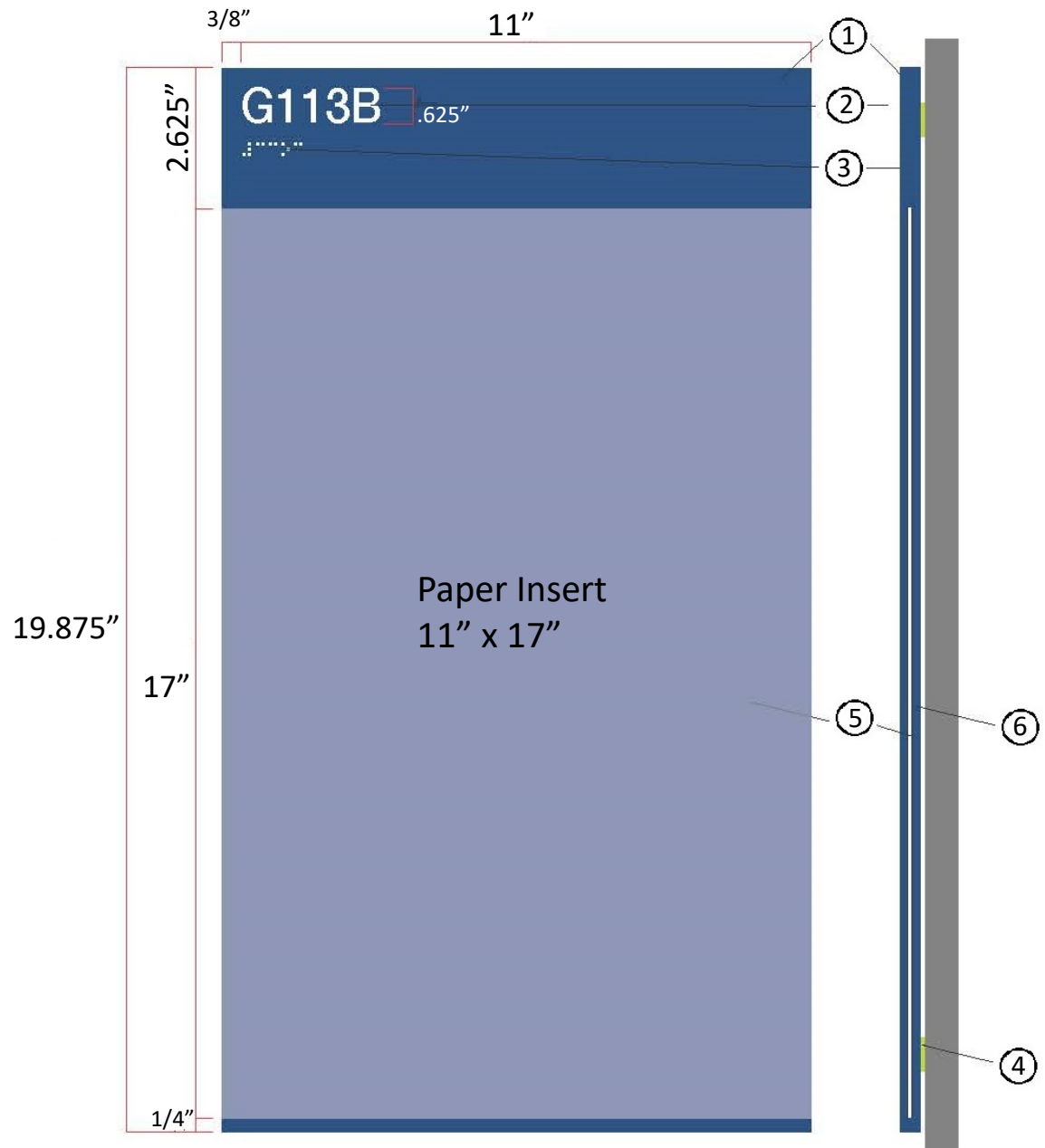
**T3C**
**Size: 11" X 19.875"**

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

**T3C – Room ID with 11"x17" Insert Slot**

West Virginia University

# T3D - Name ID Add On

8.5"

1/4"

2.5"    2"    Paper Insert

1/4"

**T3D**
**Size: 8.5" X 2.5"**

① 1/8" Clear Acrylic Faceplate Top/ Bottom border painted WVU Blue PMS 295/MP 29294 Satin

② Backplate 1/8" Acrylic painted WVU Blue PMS 295/ MP 29294 Satin with Thumbholes on Back Painted both sides

③ Double Faced Tape

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**Slider sign -Custom**



8.5"

3"  2"
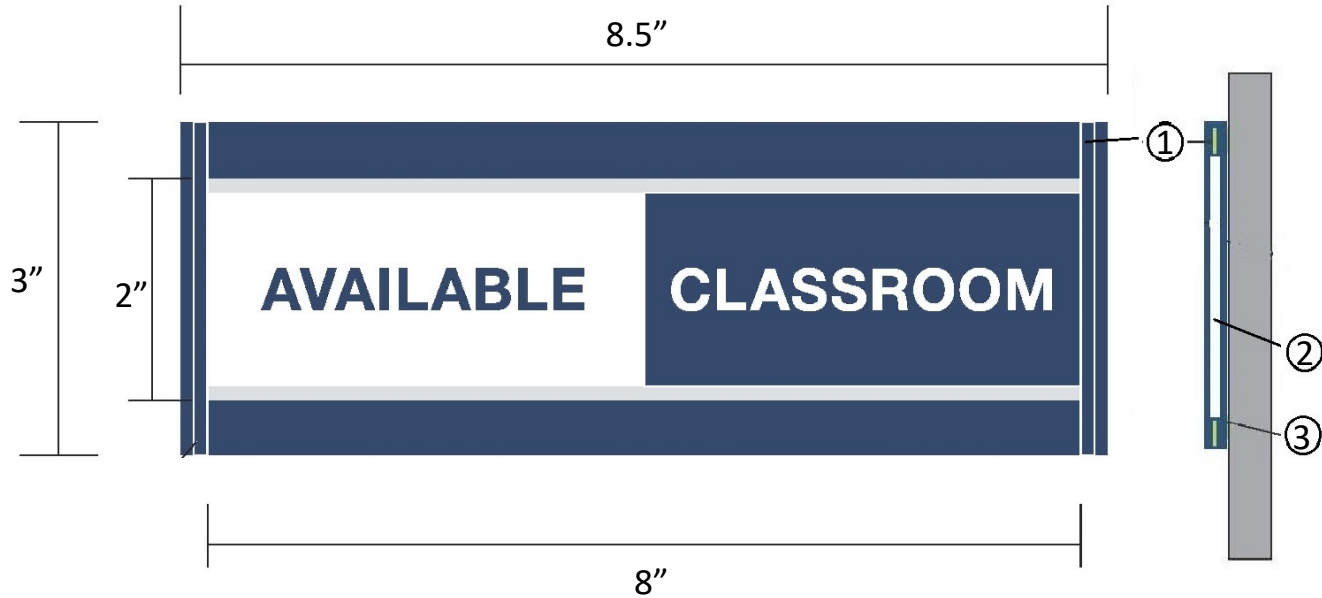
① 1/8" Acrylic stopper

② 1/8" Acrylic with white copy and nameplate holder with rowmark slider

③ Double Faced Tape

**AVAILABLE** CLASSROOM

8"

CLASSROOM **IN SESSION**

**Slider**
**Size: 8.5" X 3"**

**AVAILABLE** RECORDING

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

RECORDING **IN PROGRESS**

WestVirginiaUniversity.

8"

6"

# MAXIMUM OCCUPANCY

## NOT TO EXCEED

# TBD PERSONS

### BY ORDER OF STATE FIRE MARSHAL

**T4**
**Size: 8" X 6"**

**T4 – Maximum Occupancy Sign
(Required by WV State Fire Code)**

① Dibond Print Direct, Brushed Silver Horizontal Grain Rounded Corners white spot

② Red and Black Lettering

③ Double Faced Tape

**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 the accordance with the WV State Fire Code.**

WV West Virginia University.

## EMERGENCY EXIT
### ALARM WILL SOUND WHEN OPENED

12"

8"

**Emergency Exit
Size: 8" X 12"**

① ¼" acrylic painted Red

② Rowmark; white

③ Grade 2 Braille

④ Double Faced Tape

**Fire Door Keep Closed
Size: 9" X 3"**

## Fire Door Keep Closed

9"

3"

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

WestVirginiaUniversity.

18"

12"

**FDC**

1 — Surface Mount or 3/8" hole (two-top and bottom center)

2 — White lettering, 16" Tall with 1" thickness

3 — 0.080" Aluminum with Red Reflective Background and White Reflective letters.
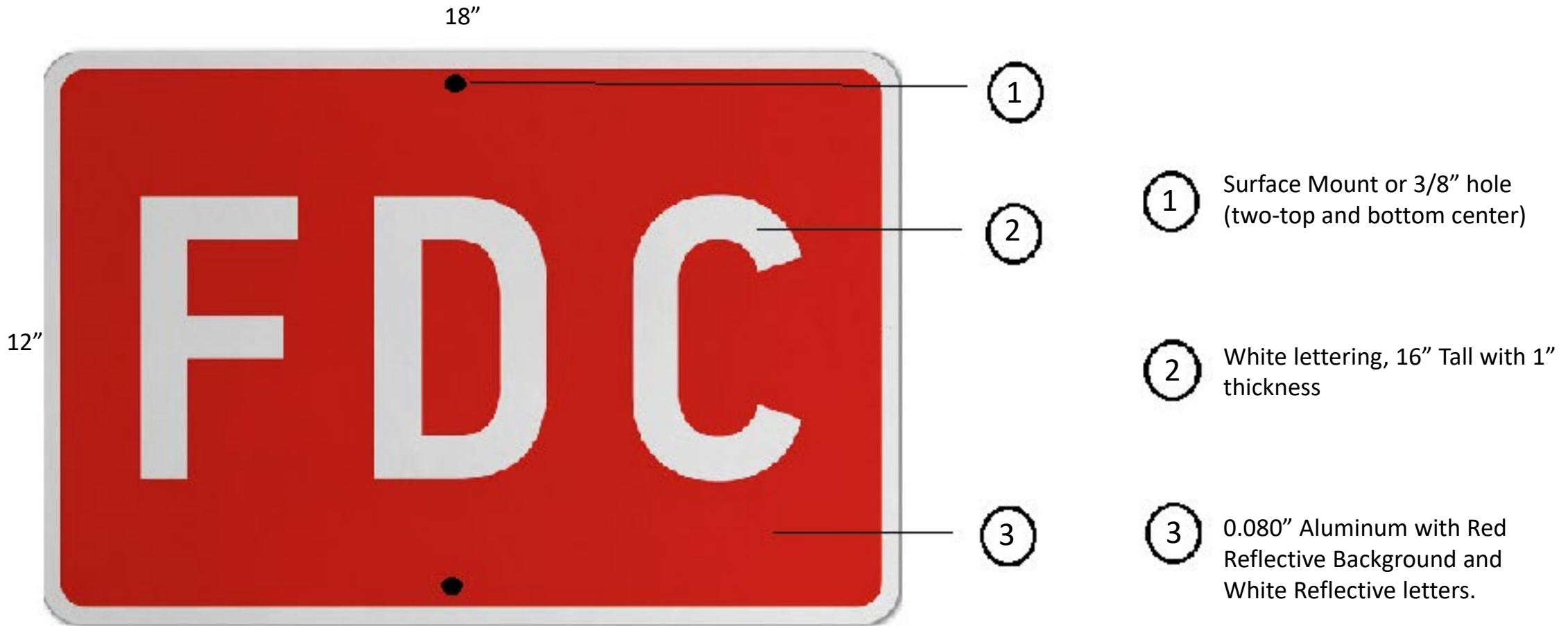
**FDC**
**Size: 12" X 18"**

**Fire Department Connection (Exterior signage)**

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8"

8"

6"

6"

**SPRINKLER CONTROL SYSTEM**

**ELEVATOR EQUIPMENT ROOM**

**Sprinkler Control Room & Elevator Equipment Room**

**Size: 6" X 8"**

**For Fire Department Notification install below room number**

(1) Printed Di-Bond with Double Face Tape on Back

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8"

6"

**NO ENTRY NOT AN EXIT**

**NOT AN EXIT**

**DOOR IS LOCKED NO ENTRY**
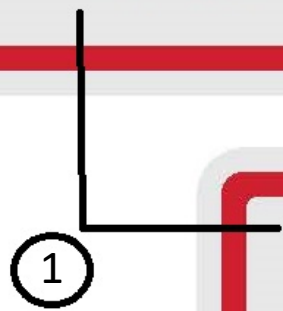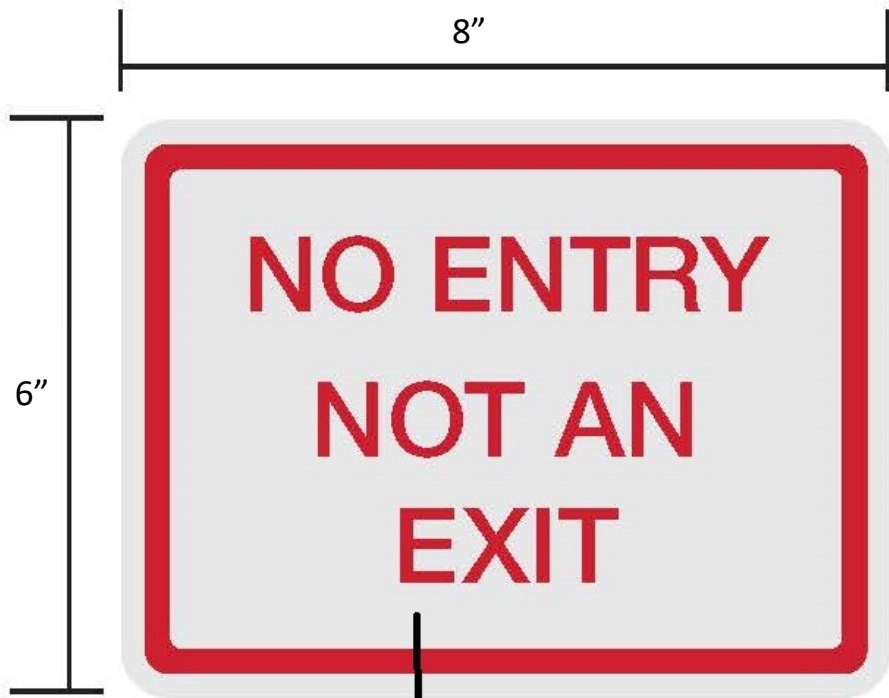
① **Informational Signage Size: 6" X 8"**

**Installed on Stairwell Gate – Not an EXIT or noting on Stairwell doors that are locked.**

① Digitally Printed Brushed Di-Bond with Red Lettering Screwed onto gate or double-faced tape

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9"

9"

**IN CASE OF FIRE**

**DO NOT USE ELEVATORS USE STAIRS**
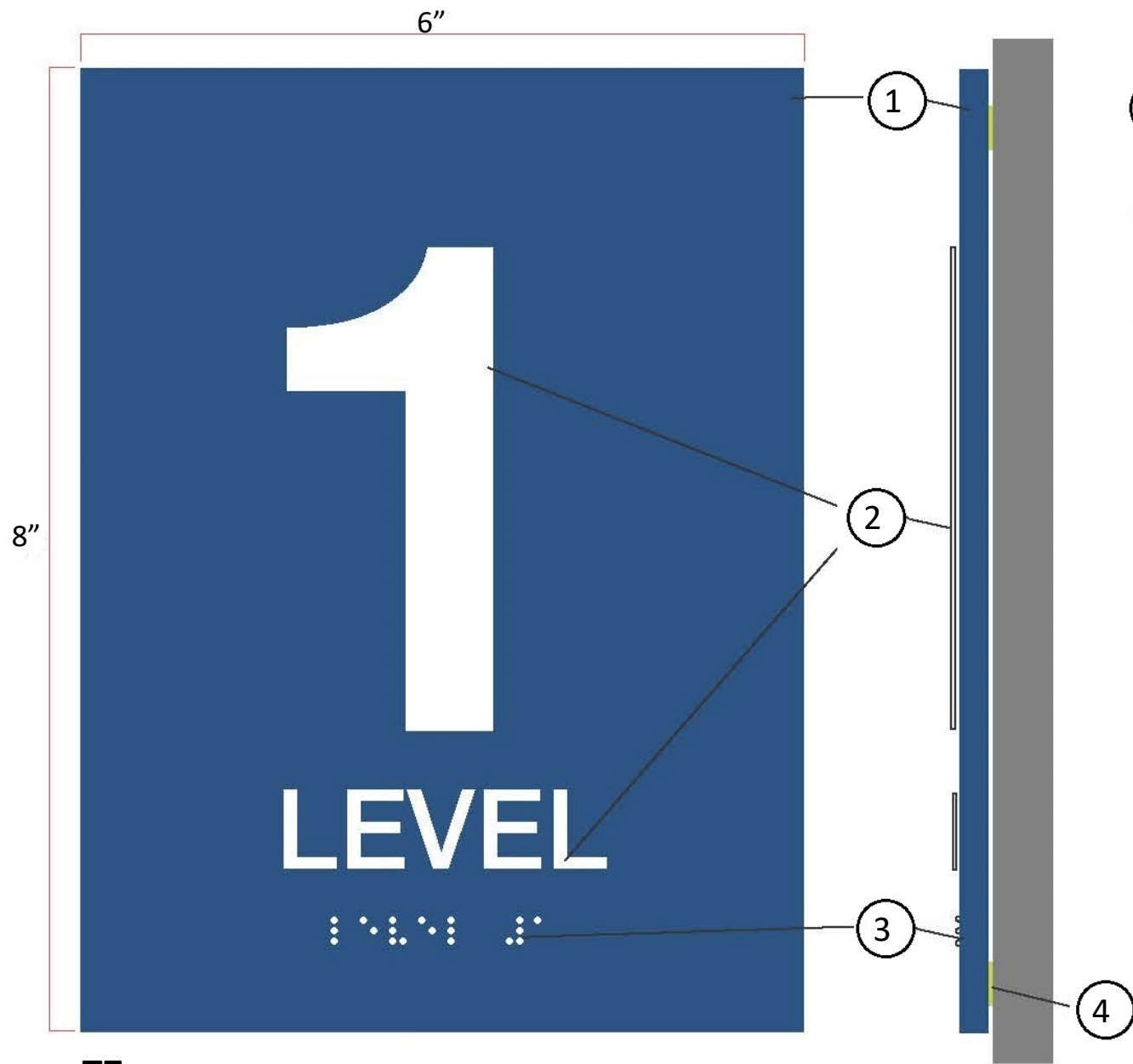
① ¼" Acrylic painted
WVU Blue PMS 295/ MP 29294 Satin

② Tactile Color: White
Font: Helvetica

③ Grade 2 Braille

④ Double Faced Tape

**T6 - Sign Example next to Elevator – option 1**
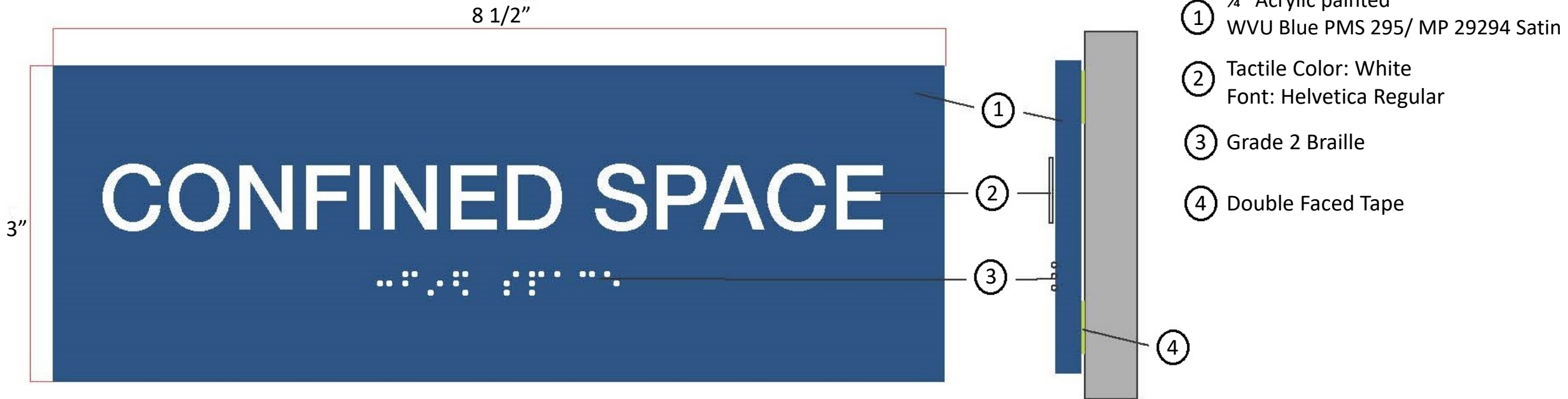
**T6
Size: 9" X 9"**

**WestVirginiaUniversity**

# 1

## LEVEL

**T7**
**Size: 6" X 8"**

6"

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.
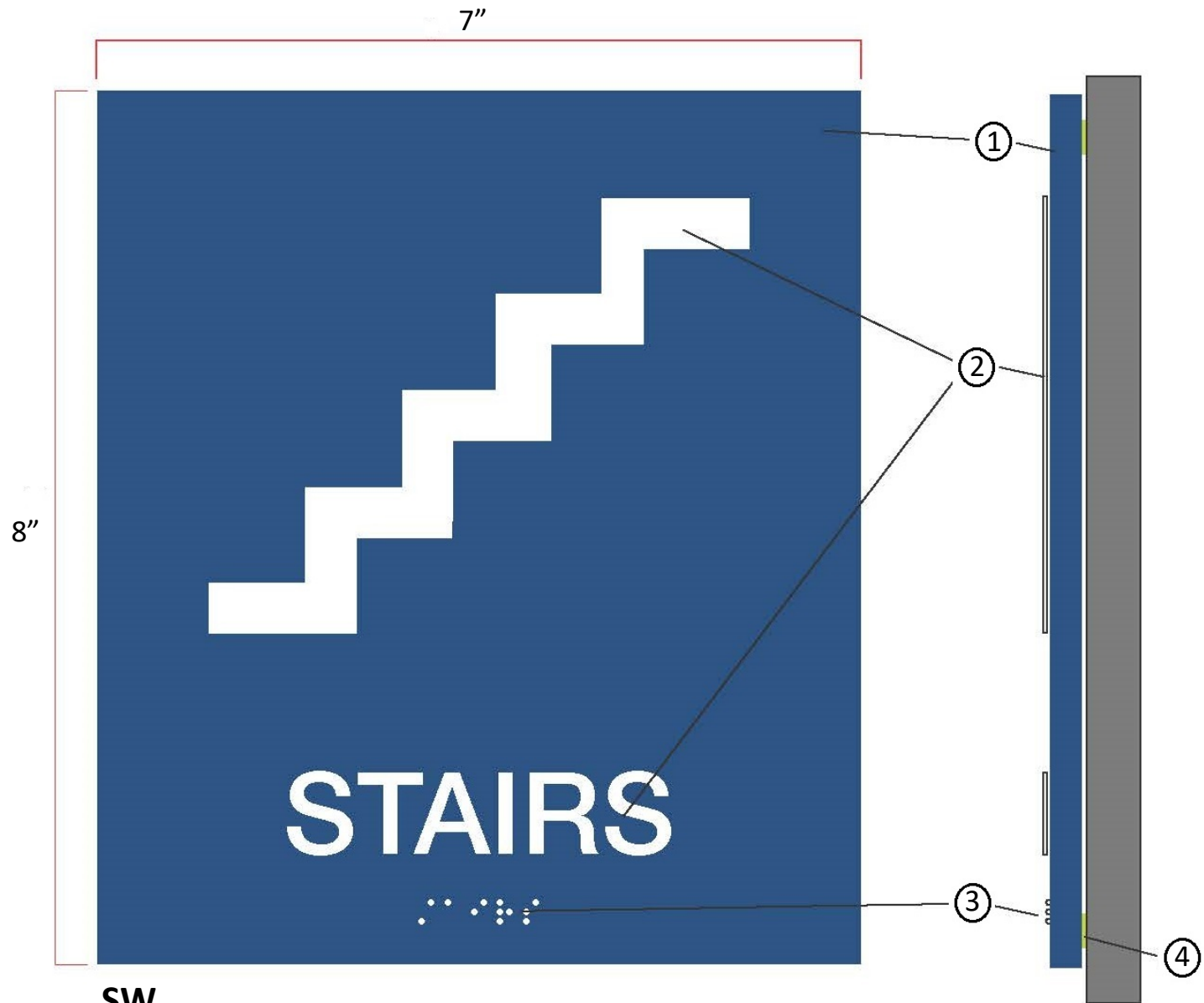
**T7 - Level or Floor Sign**

West Virginia University

**T8 -  Confined Space Sign**

8 1/2"

3"

# CONFINED SPACE

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

**T8**
**Size: 8 1/2" X 3"**

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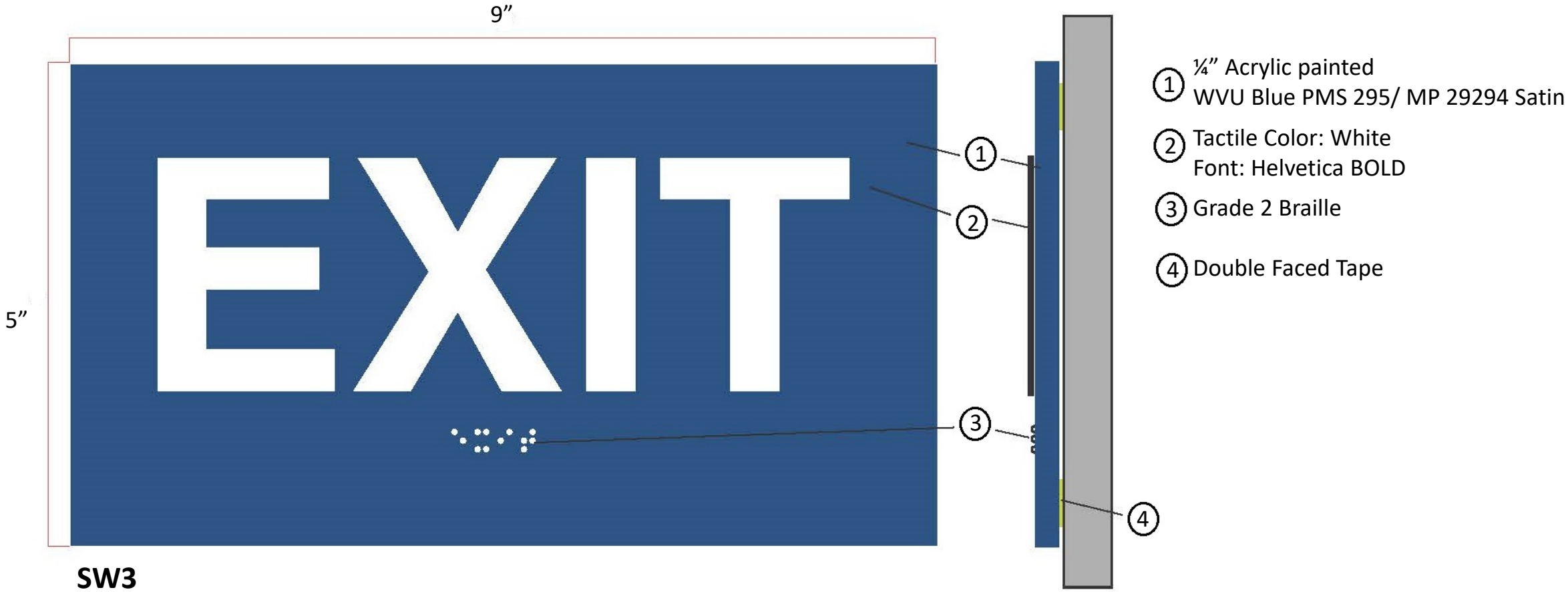
① ¼" Acrylic painted WVU Blue PMS 295/ MP 29294 Satin

② Tactile Color: White
Font: Helvetica Regular

③ Grade 2 Braille

④ Double Faced Tape

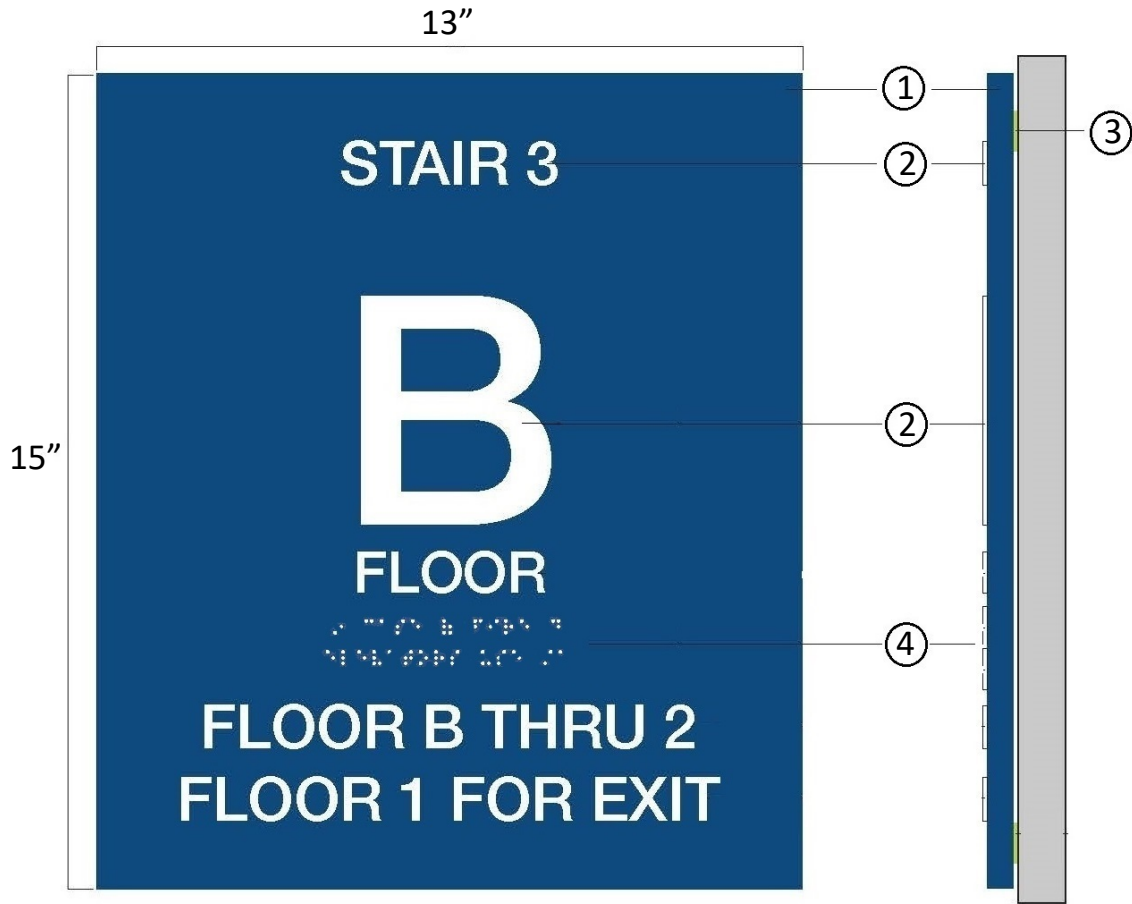ON THIS SIGN, STAIR NUMBER AND LEVEL COULD BE ADDED TO THIS SIGN POSTED ON THE FLOOR SIDE.

**SW -  Stair Signage**

**SW
Size: 7" X 8"**

# SW3 -  Stairwell Door EXIT signage



9"

5"

# EXIT

① ¼" 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"**

West Virginia University.
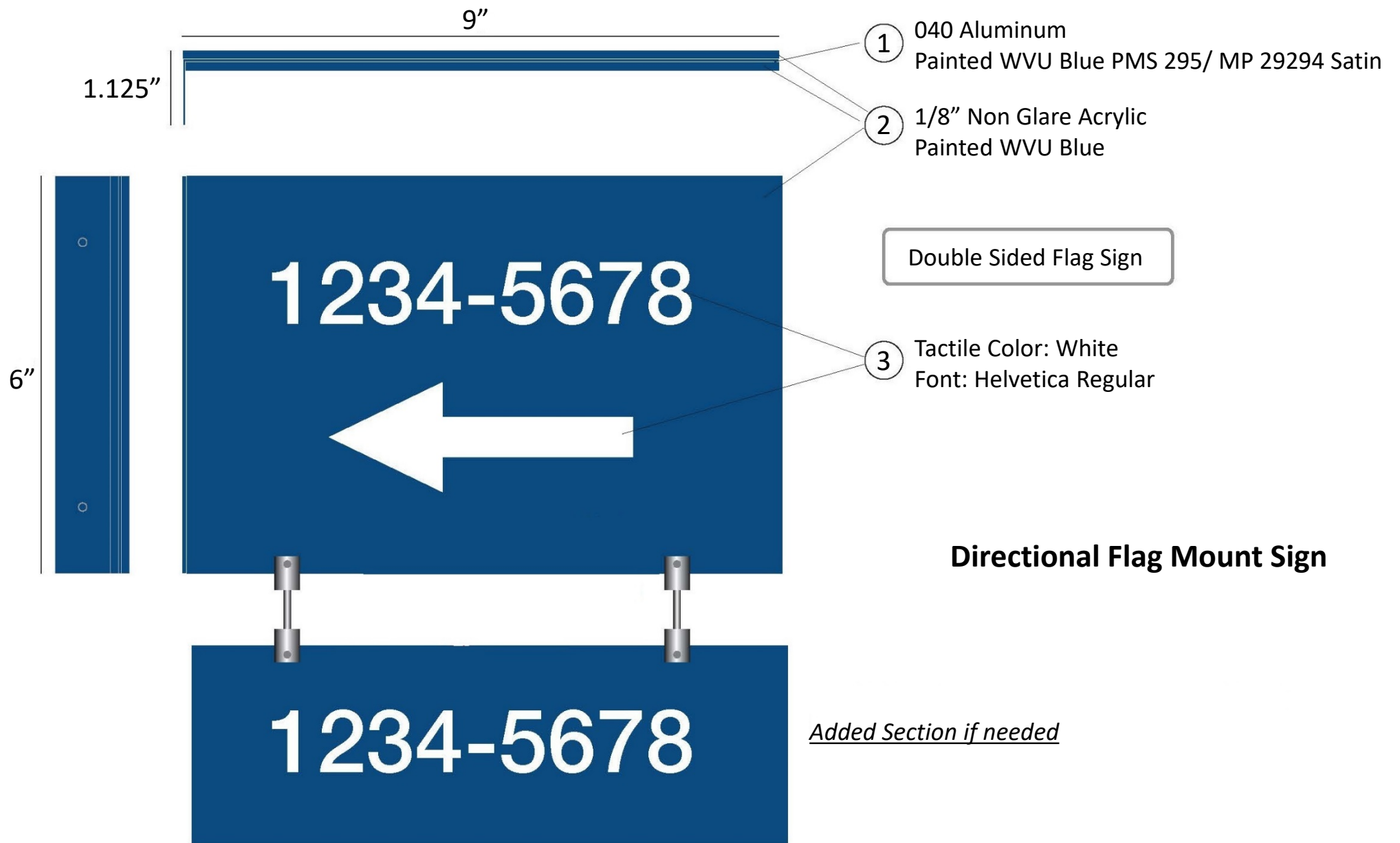
SW4 – Stairwell Signage
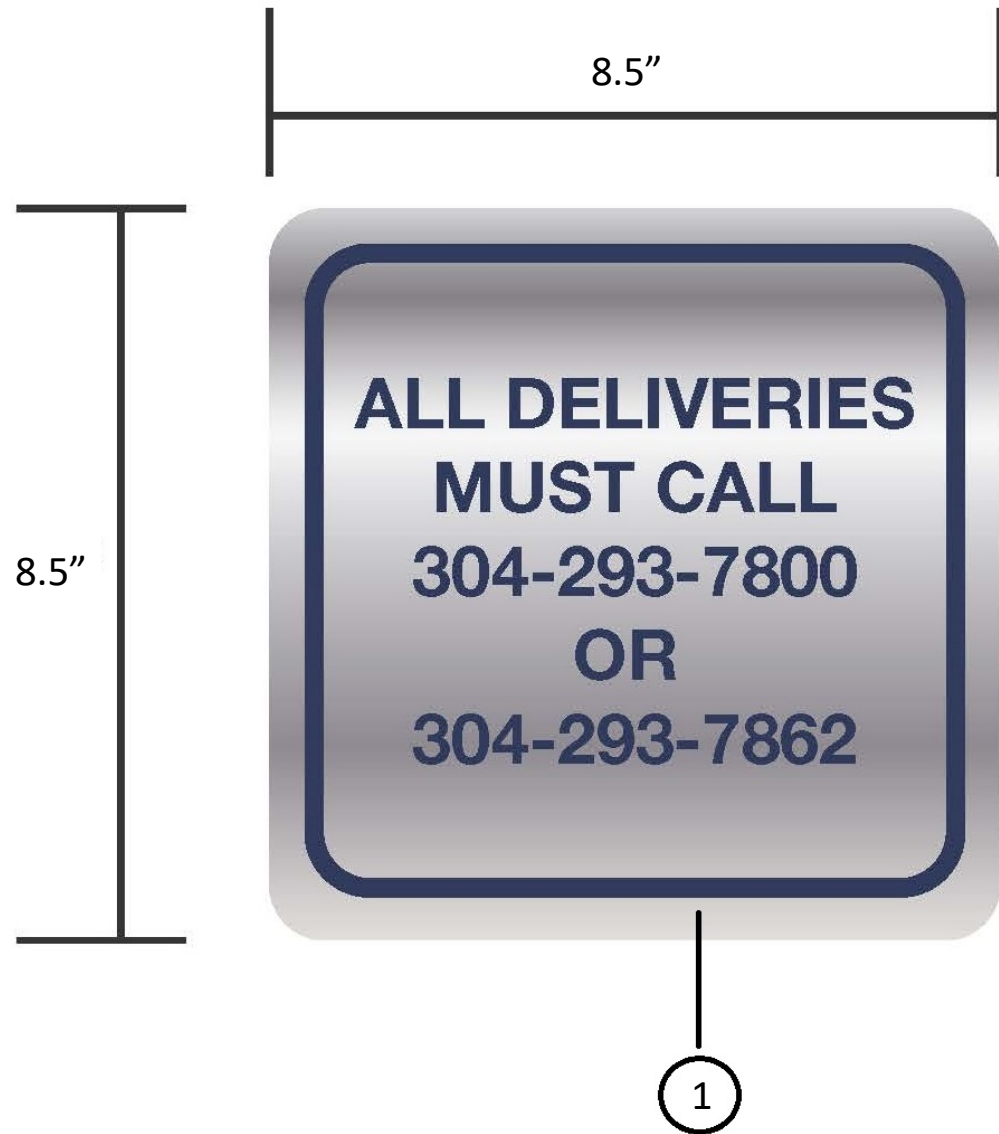
**SW4**
**Size: 13" X 15"**
**Note if there is Roof Access from the stairwell, add additional note to the sign.**

*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 ¼" Acrylic painted WVU Blue PMS 295/ MP 29294 Satin

② Tactile Color: White; Font: Helvetica Regular

③ Double Faced Tape

④ Grade 2 Braille

West Virginia University

**9"**

**1.125"**

**6"**

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

2. 1/8" Non Glare Acrylic
Painted WVU Blue

Double Sided Flag Sign

3. Tactile Color: White
Font: Helvetica Regular

1234-5678

**Directional Flag Mount Sign**

1234-5678

*Added Section if needed*

**Size is determined on content for sign**

WVU West Virginia University.

# Informational Sign (special case)

8.5"

8.5"

**ALL DELIVERIES
MUST CALL
304-293-7800
OR
304-293-7862**

( 1 )
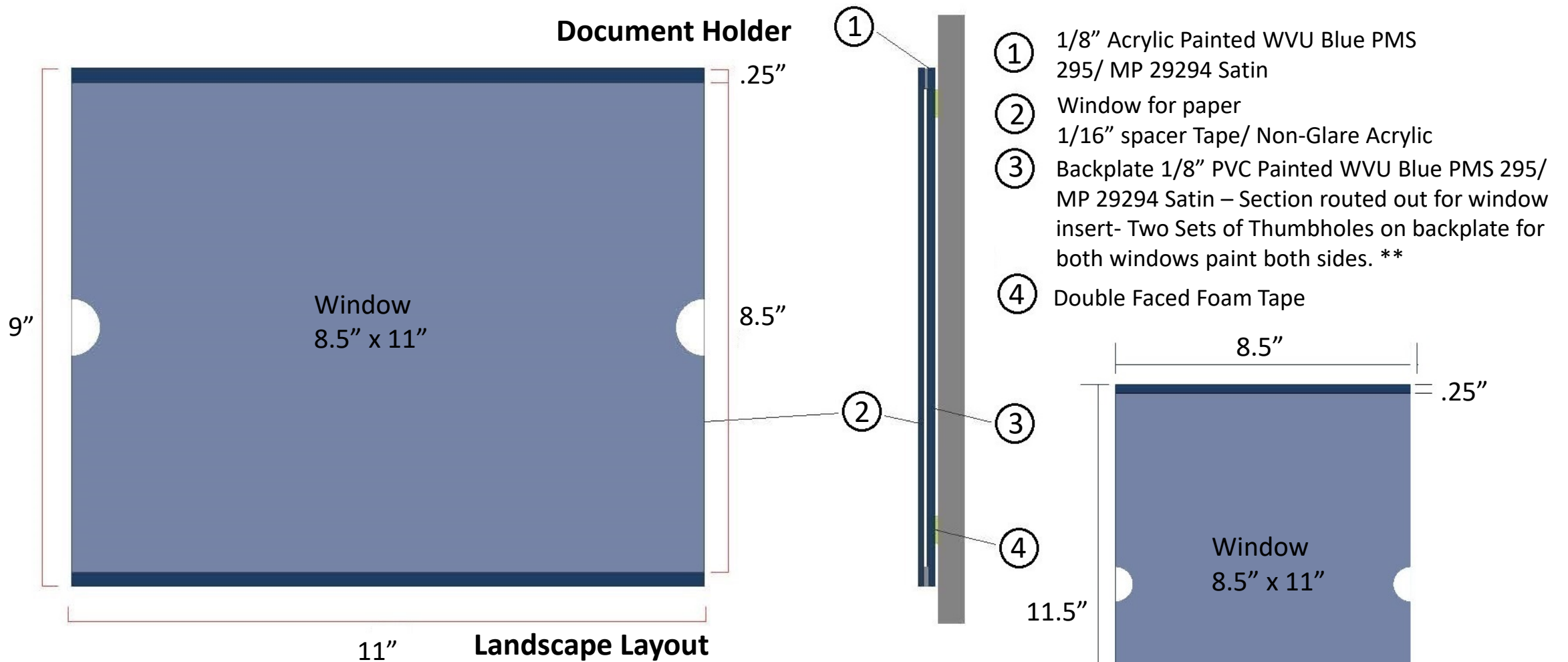
(1) Printed Brushed Di-Bond with rounded corners. Text Color WVU Blue, clear coat, and 2 Faced Tape
If Exterior install – may need to screw to wall.

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**

WV West Virginia University

**Document Holder**

Window
8.5" x 11"

9"

.25"

8.5"

11"

**Landscape Layout**

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

② Window for paper
1/16" spacer Tape/ Non-Glare Acrylic

③ Backplate 1/8" PVC Painted WVU Blue PMS 295/ MP 29294 Satin – Section routed out for window insert- Two Sets of Thumbholes on backplate for both windows paint both sides. **

④ Double Faced Foam Tape

8.5"

.25"

Window
8.5" x 11"

11.5"

.25"

**Portrait Layout**

**Doc Holder**
**Size: 8.5" X 11.5"**
**\*\*(specify Landscape or Portrait layout)**
**Thumbholes will depend on layout**
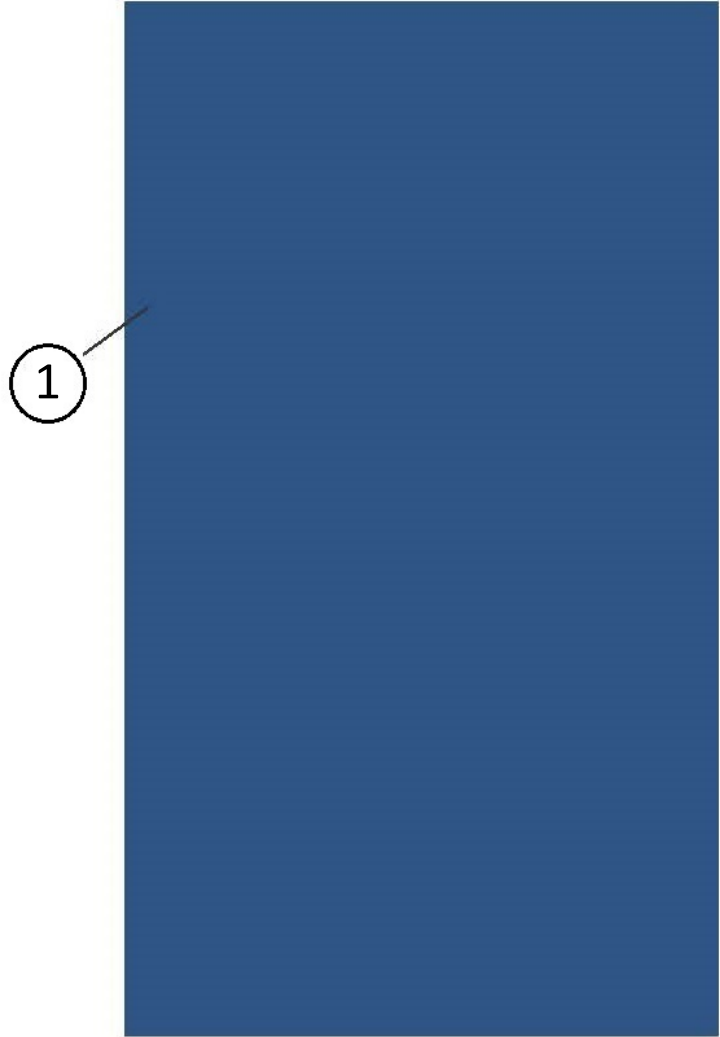
**① Glass Backer**

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

**Sign**

**Glass**

**①**
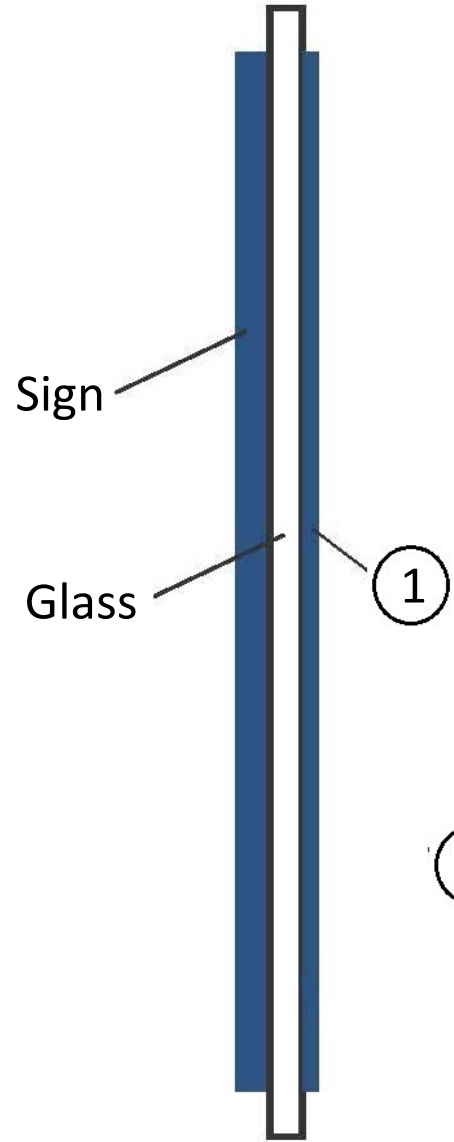
**①** Adhesive Vinyl, PMS 295
WVU Blue/ MP 29294 Satin

# Fire Evacuation Sign Holder



Window 11" x 17"
Paper Insert

11.5"

17.5"

(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
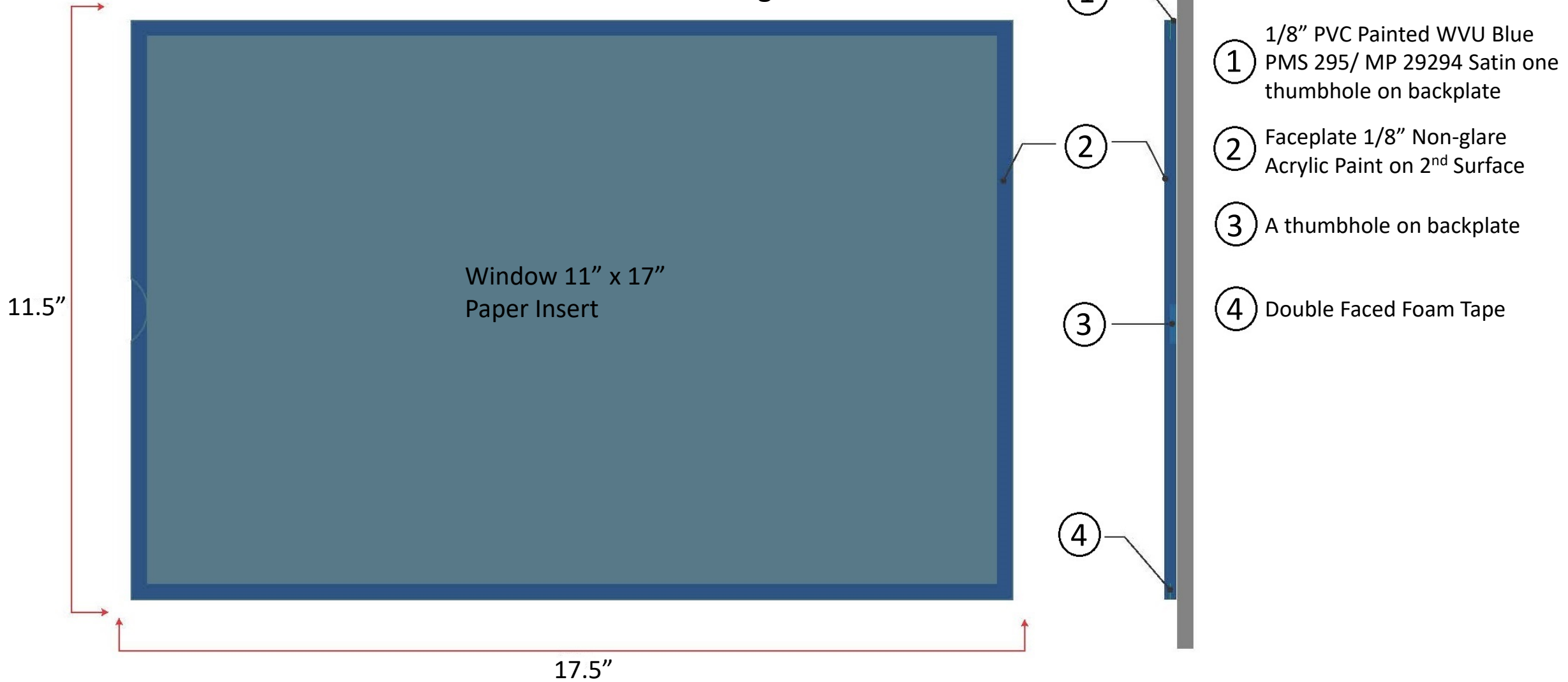
# Fire Evacuation Sign Holder – Glow in the Dark Option
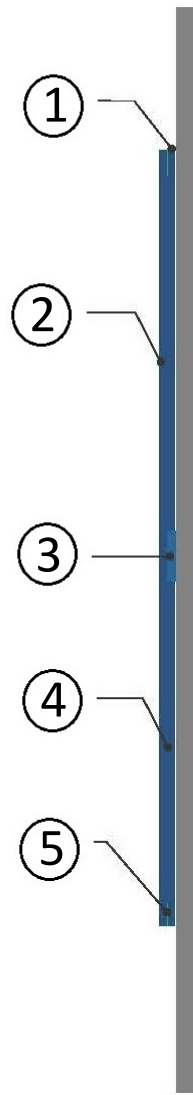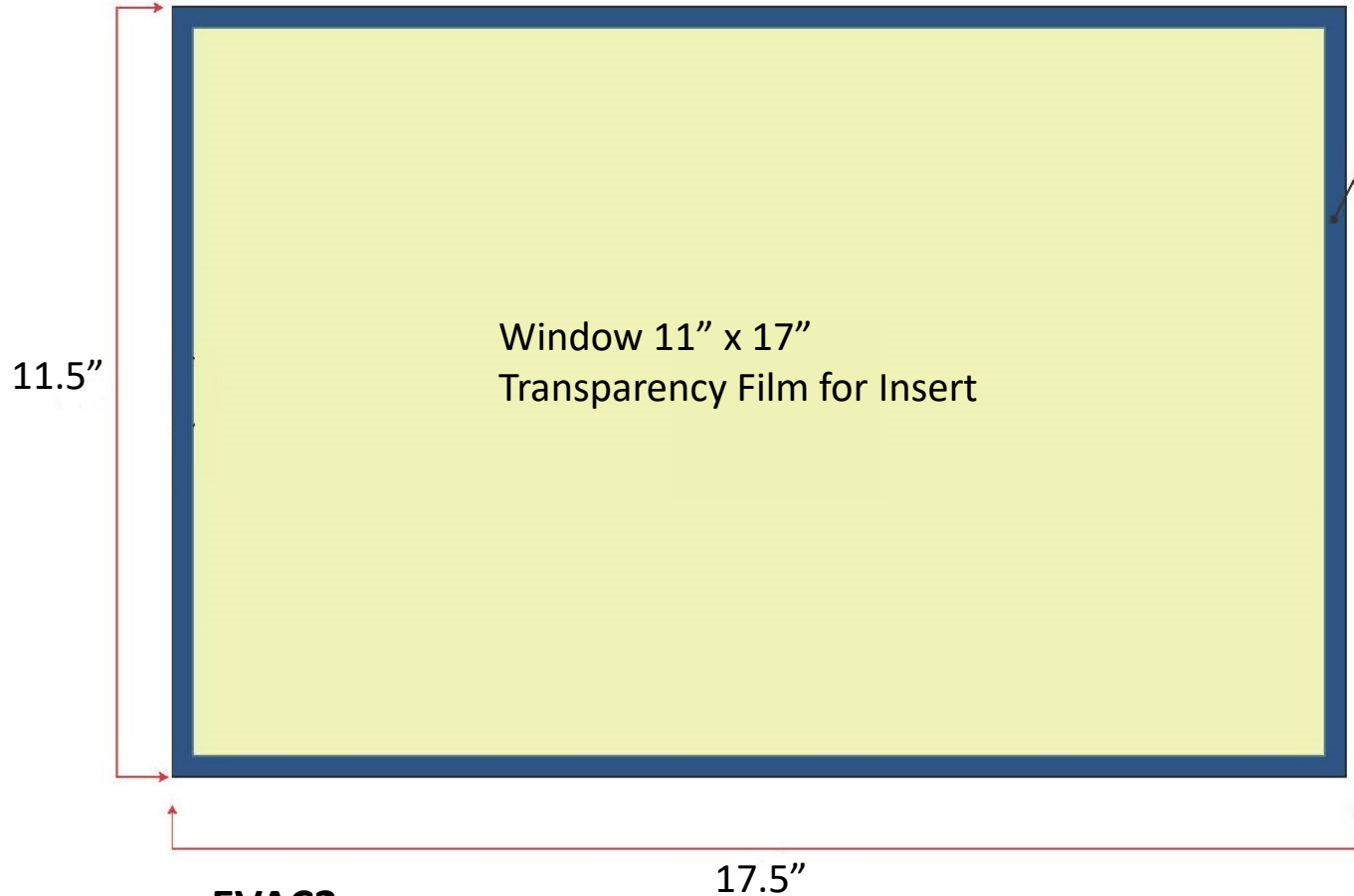
Window 11" x 17"
Transparency Film for Insert

11.5"

17.5"

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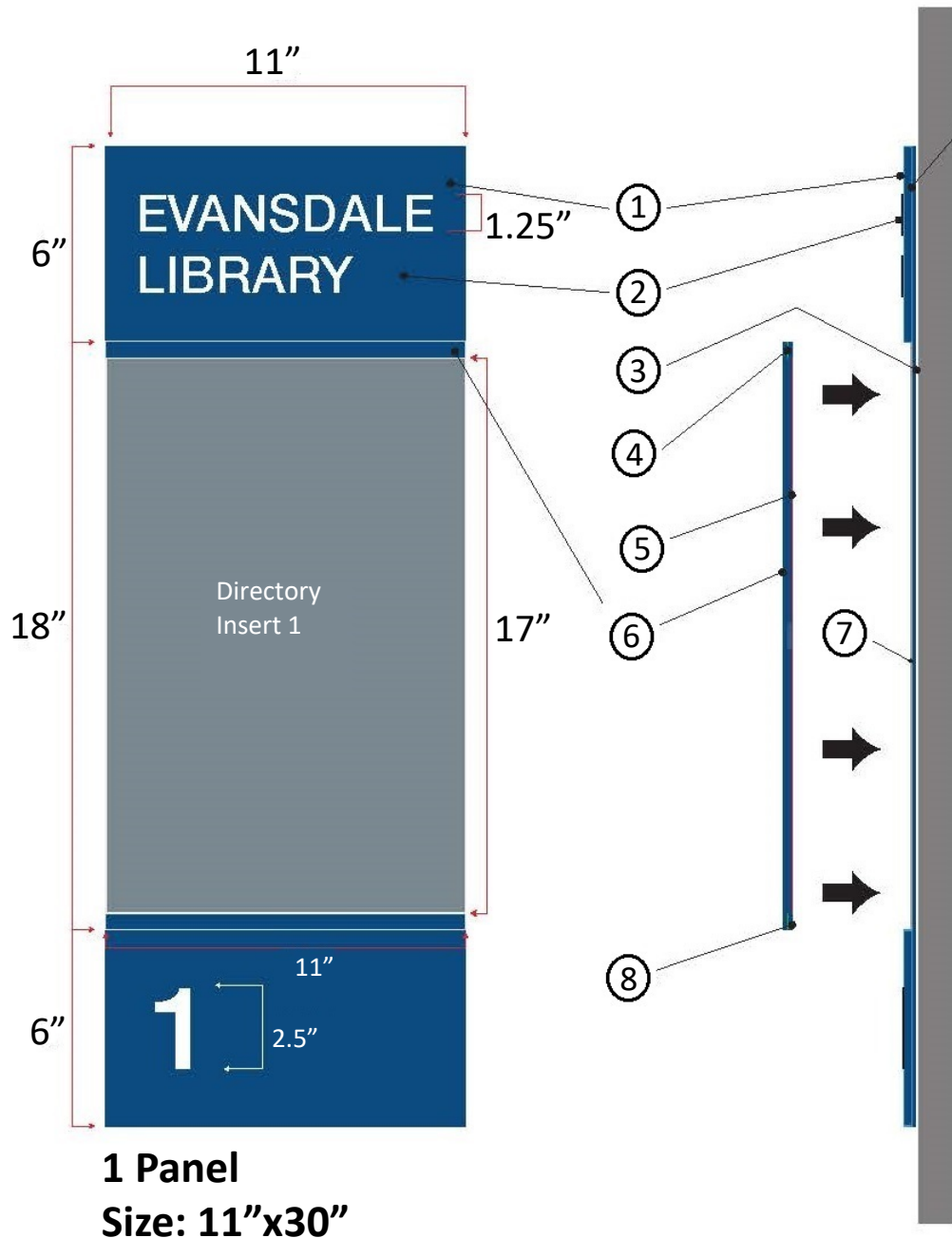**Glow in the Dark Photo**
**Luminescent Backer (special insert)**

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 Permalite

⑤ Double Faced Foam Tape

West Virginia University

WEST VIRGINIA UNIVERSITY CAMPUS

# BUILDING DIRECTORIES & DEPARTMENT ENTRANCE SIGNS

# Building Directory – D1 and D2

**11"**

## EVANSDALE LIBRARY

**6"**

**1.25"**

**18"**

Directory Insert 1

**17"**

**1**

**11"**

**2.5"**

**6"**

**1 Panel
Size: 11"x30"**

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

② Tactile Rowmark Color: White Font: Helvetica Regular

③ Backplate 1/8" Dibond

④ 4 Double Faced Tape

⑤ 2" Magnetic Strip (5) Strips Total

⑥ Faceplate 1/8" Non-glare Acrylic Paint on 2nd Surface

⑦ Cold Rolled Metal (to attach to Magnet)

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

## CLARK HALL

| Directory Insert 1 | Directory Insert 2 |

**3**

**2 Panel
Size: 22"x30"**

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# Building Directory – D3

33"

6"

1.25" CLARK HALL

18"

Directory Insert 1

17"

Directory Insert 2

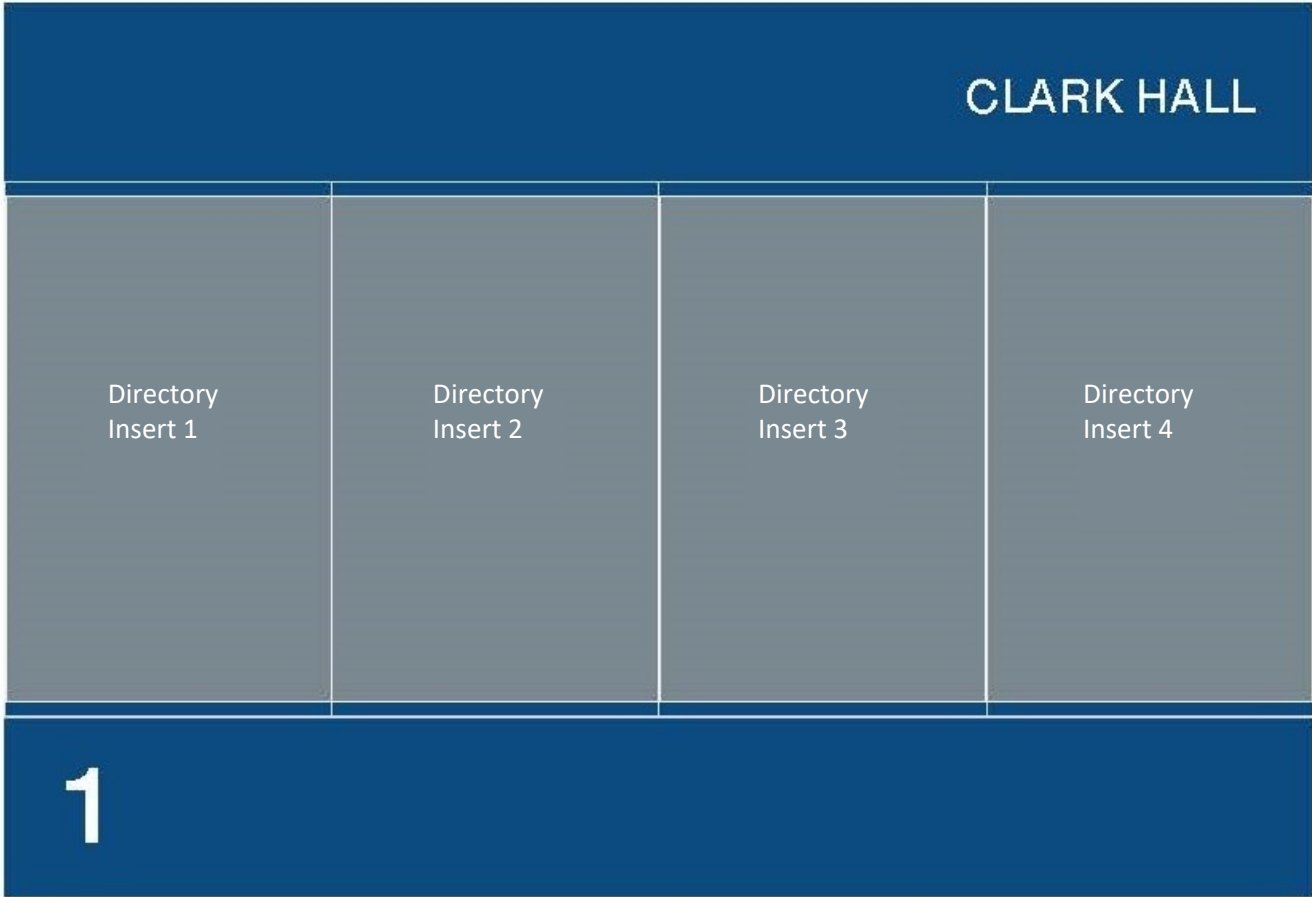Directory Insert 3

11"

6"

1

2.5"

**3 Panel**
**Size: 33"x30"**

① ¼" Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin

② Tactile Rowmark Color: White Font: Helvetica Regular

③ Backplate 1/8" Dibond

④ 4 Double Faced Tape

⑤ 2" Magnetic Strip (5) Strips Total

⑥ Faceplate 1/8" Non-glare Acrylic Paint on 2nd Surface

⑦ Cold Rolled Metal (to attach to Magnet)

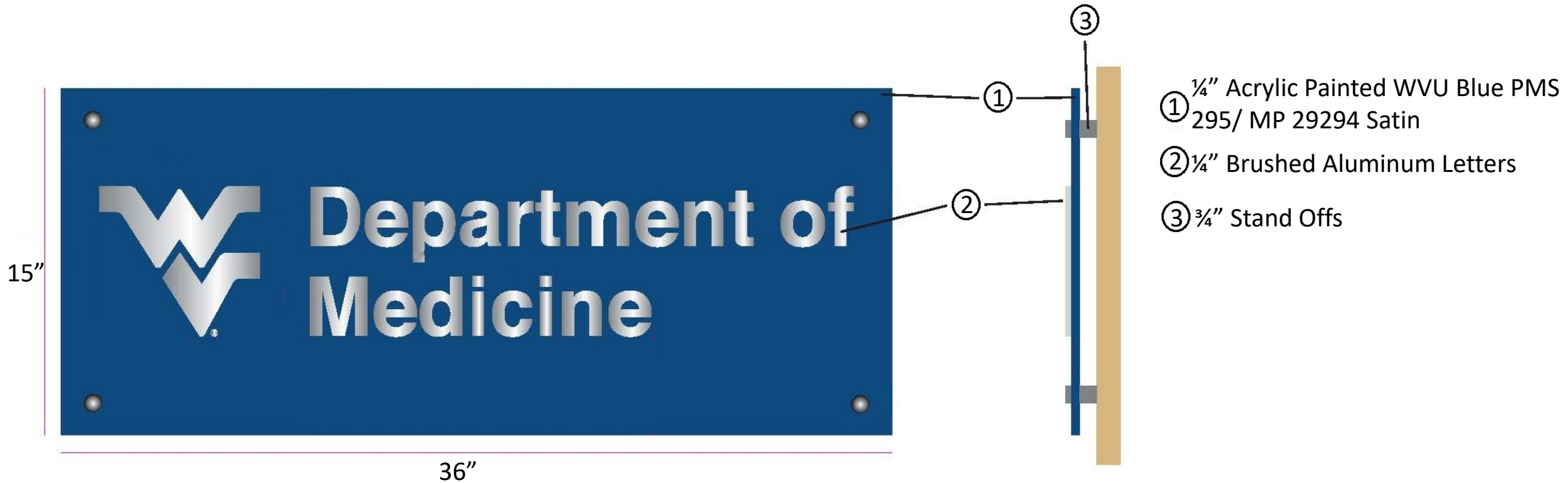⑧ Backplate 1/8" Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin

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**Building Directory – D4**



CLARK HALL

Directory
Insert 1

Directory
Insert 2

Directory
Insert 3

Directory
Insert 4

1

**4 Panel**
**Size: 44"x30"**

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**Department Name Sign**



15"

36"

① ¼" Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin

② ¼" Brushed Aluminum Letters

③ ¾" Stand Offs

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

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# 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 explaination.
- 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.

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# Mounting Heights
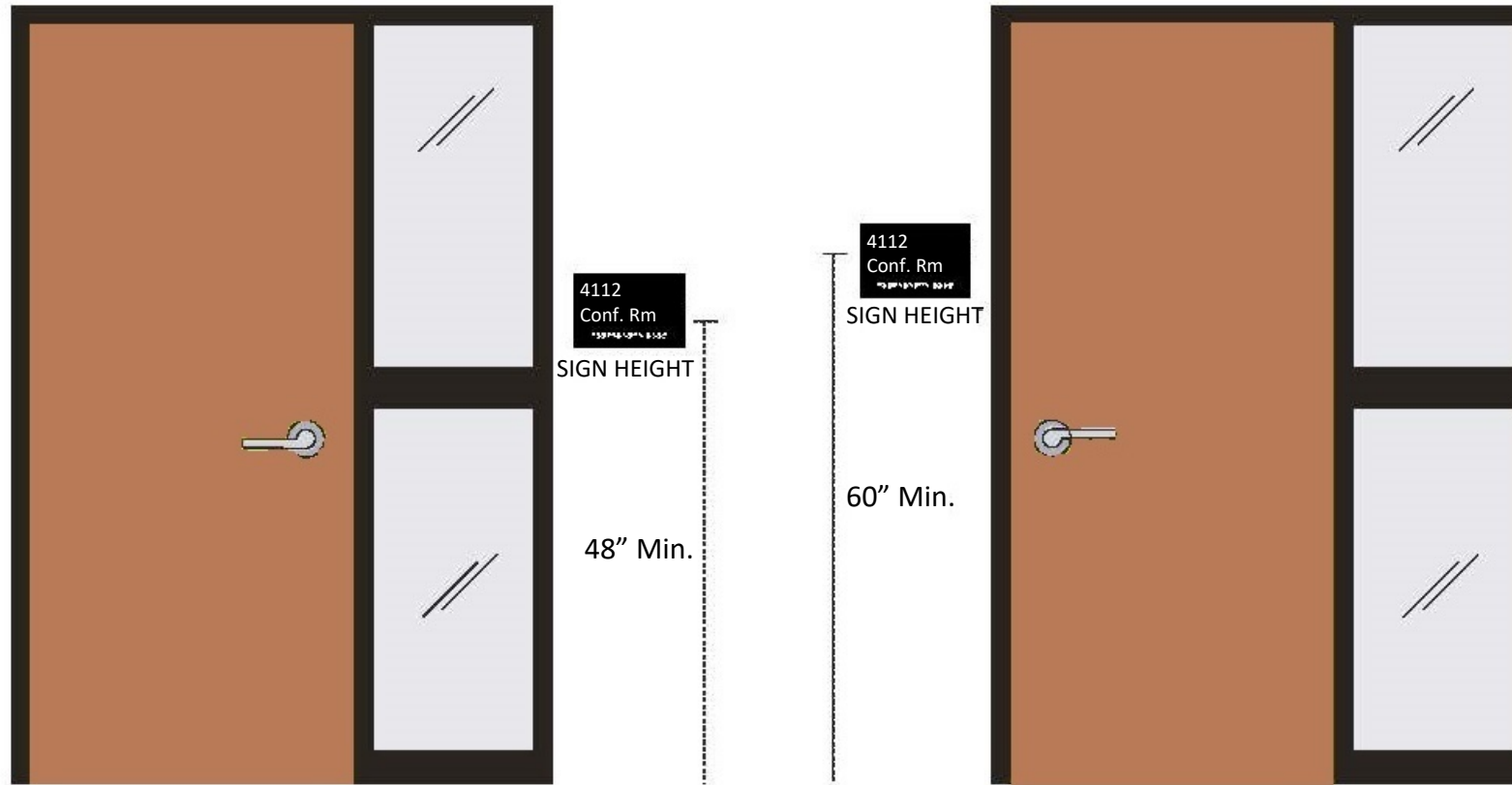


- The baseline of the tactile copy can be mounted between 48" at the lowest point to 60" at the highest point. This allows signs of different sizes to be mounted on the same visual plane.

- 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.

45 DEGREES

18" MINIMUM

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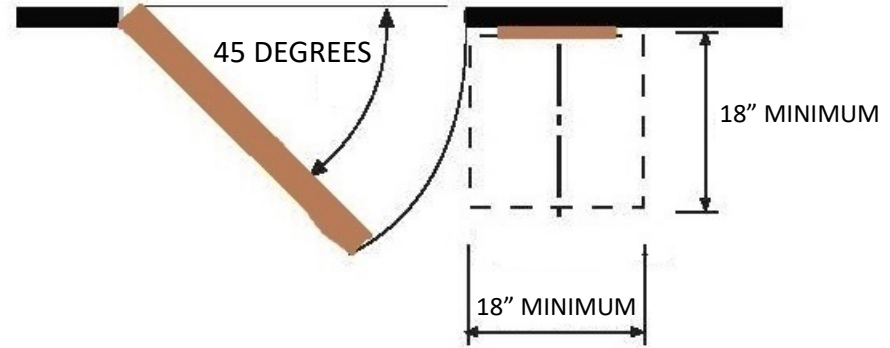
Double Door: (one active leaf): Sign shall be located on inactive leaf.

Inward swinging doors: Sign may be mounted on door if three criteria are met: !) 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.).
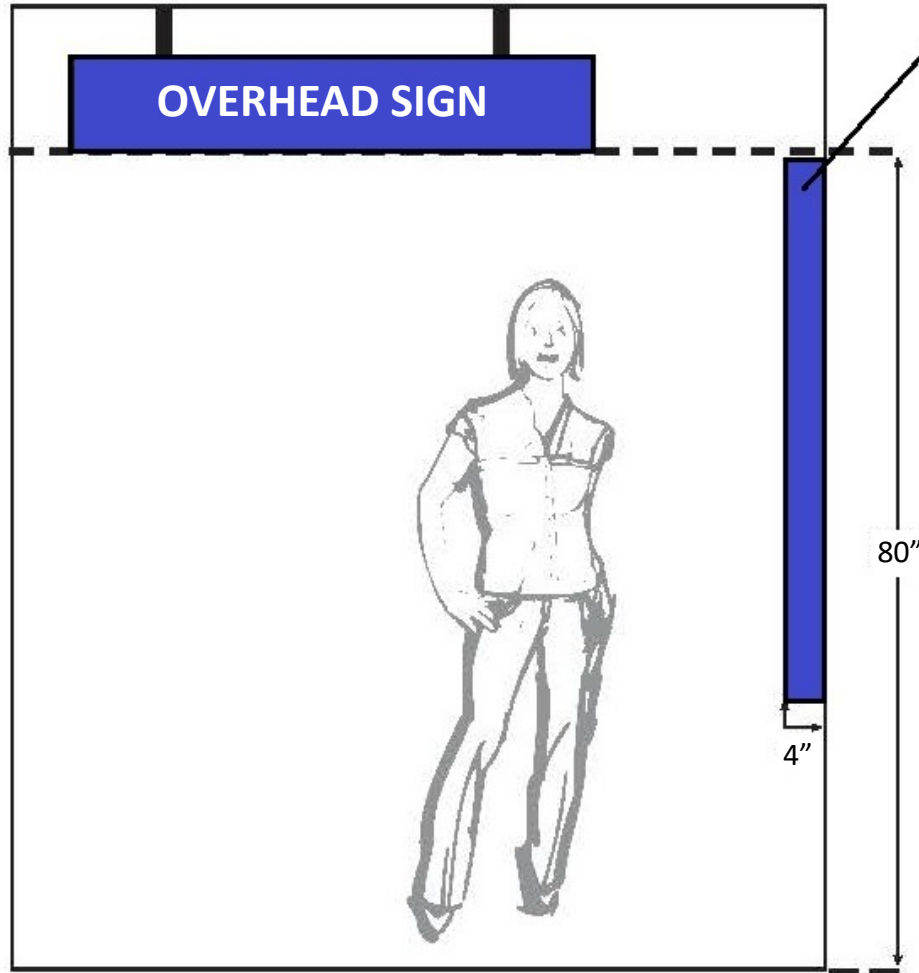
Single Door: sign shall be mounted next to door on the latch side.

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

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# Overhead Signs and Projection Signs



**PROJECTING SIGN**

**OVERHEAD SIGN**

80"

4"

- 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.

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