WEST VIRGINIA UNIVERSITY CAMPUS
INTERIOR SIGNAGE STANDARDS & ADA INSTALLATION GUIDELINES

ADOPTED BY SIGN COMMITTEE
OCTOBER 2018
Types of Restroom Signage

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

MHC-RR Size: 6”x 8”

Types of Restroom Signage

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 Medium
4. Grade 2 Braille
5. Double Faced Tape

1 1/4” Acrylic Painted WVU Blue PMS 295/MP29294 Satin
Tactile Color: White
Font: Helvetica Medium
Grade 2 Braille
Double Faced Tape
Types of Bathroom Signage

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

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

- **AG-BR**: Size: 8” x 8.75”

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Lactation Room Sign

1. 1/4” Acrylic Painted WVU Blue PMS 295/MP 29294 Satin
2. Tactile Color: White; Font: Helvetica Medium
3. Grade 2 Braille
4. Double Faced Tape
ALL-GENRE RESTROOM
ROOM 118
LOCATED ON FIRST FLOOR

LACTATION ROOM
LOCATED ON ??? FLOOR

ALL GENDER RESTROOM
LOCATED ON ??? FLOOR

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

RR4- Location Indicator Sign

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

Size: 7” x 8”

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T1 and T2 – Room Signs

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

T1 Size: 8 1/2” x 3”

T2 Size: 4” x 3”
T3- Room ID with Name

1/8” Acrylic Painted WVU Blue PMS 295/MP 29294 Satin
2. Tactile Color: White
3. Font: Helvetica Medium
4. Grade 2 Braille
5. Double Faced Tape
6. Window for name; 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 window, Paint both sides

123

Paper Insert

T3
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 Medium
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
T3A - Room ID without name insert

Size: 8 1/2” X 13.875”

1. 1/8” Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin
2. Tactile Color: White; Font: Helvetica Medium
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

Paper Insert 8.5” x 11”

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T3B – Room ID with Name Insert (2) Slot

1/8” Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin
Tactile Color: White
Font: Helvetica Medium
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 Medium
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

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

T4
Size: 8” X 6”

T4 – Maximum Occupancy Sign
Emergency Exit
Size: 8” X 12”

Fire Door Keep Closed
Size: 9” X 3”

1 ¼” acrylic painted Red
2 Rowmark; white
3 Grade 2 Braille
4 Double Faced Tape

Emergency Exit/ Fire Door Keep Closed Signage for (Stairwell Doors)
Fire Department Connection (Exterior signage)

- **Size:** 12” X 18”

**FDC**

1. Surface Mount or 3/8” hole (two-top and bottom center)
2. White lettering, 6” Tall with 1” thickness
3. 0.063” Engineering grade Reflection Aluminum
IN CASE OF FIRE
DO NOT USE ELEVATORS USE STAIRS

1. ¾” Acrylic painted
   WVU Blue PMS 295/ MP 29294 Satin

2. Tactile Color: White
   Font: Helvetica Medium

3. Grade 2 Braille

4. Double Faced Tape

T6 - Sign Example next to Elevator –
option 1

Size: 9” X 9”
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 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.

T7 - Level or Floor Sign
T8 - Confined Space Sign

- Size: 8 1/2” X 3”
- 1/4” Acrylic painted, WVU Blue PMS 295/MP 29294 Satin
- Tactile Color: White
- Font: Helvetica Medium
- Grade 2 Braille
- Double Faced Tape

CONFINED SPACE
ON THIS SIGN, STAIR NUMBER AND LEVEL COULD BE ADDED TO THIS SIGN POSTED ON THE FLOOR SIDE.
IN FIRE EMERGENCY

DO NOT USE ELEVATOR
USE EXIT STAIRS

SW2
Size: 1'-1 1/2" X 10 1/4"

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

SW2 - Sign Example next to Elevator – option 2
SW3 - Stairwell Door EXIT signage

Size: 9" X 5"

1. ⅛" Acrylic painted WVU Blue PMS 295/ MP 29294 Satin
2. Tactile Color: White Font: Helvetica Medium
3. Grade 2 Braille
4. Double Faced Tape
SW4
Size: 13” X 15”
Note if there is Roof Access from the stairwell, add additional note to the sign.

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

Double Sided Flag Sign

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 Medium

Added Section if needed

1234-5678

1234-5678

Double Sided Flag Sign

West Virginia University
Doc Holder
Size: 8.5” X 11.5”
**(specify Landscape or Portrait layout)
Thumbholes will depend on layout

1/8” Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin
Window for paper
1/16” spacer Tape/ Non-Glare Acrylic
Backplate 1/8” PVC Painted WVU Blue PMS 295/ MP 29294 Satin Two Sets of Thumbholes on backplate for both windows paint both sides. **
Double Faced Foam Tape
Glass Backer

1

Glass Backer
(covers foam tape on glass panels) (size will vary per sign type)

Sign

Glass

1

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

Window 11” x 17”
Paper 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

Double Faced Foam Tape

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

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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
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.
Building Directory – D1 and D2

1 Panel
Size: 11”x30”

2 Panel
Size: 22”x30”

1. 1” Acrylic Painted WVU Blue PMS 295 - MP 29294 Satin
2. Tactile Rowmark Color: White
3. Font: Helvetica Medium
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 Cold Rolled Metal (to attach to Magnet)
8. Backplate 1/8” Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin
Building Directory – D3

3 Panel
Size: 33”x30”

1.25” Acrylic Painted WVU Blue
PMS 295/MP 29294 Satin
2 Tactile Rowmark Color: White
Font: Helvetica Medium
3 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
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

Size: may vary depending on location

1. ¼” Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin
2. ⅞” Brushed Aluminum Letters
3. ¾” Stand Offs
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.

**FAQ and Tips**

**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 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.

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: (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.