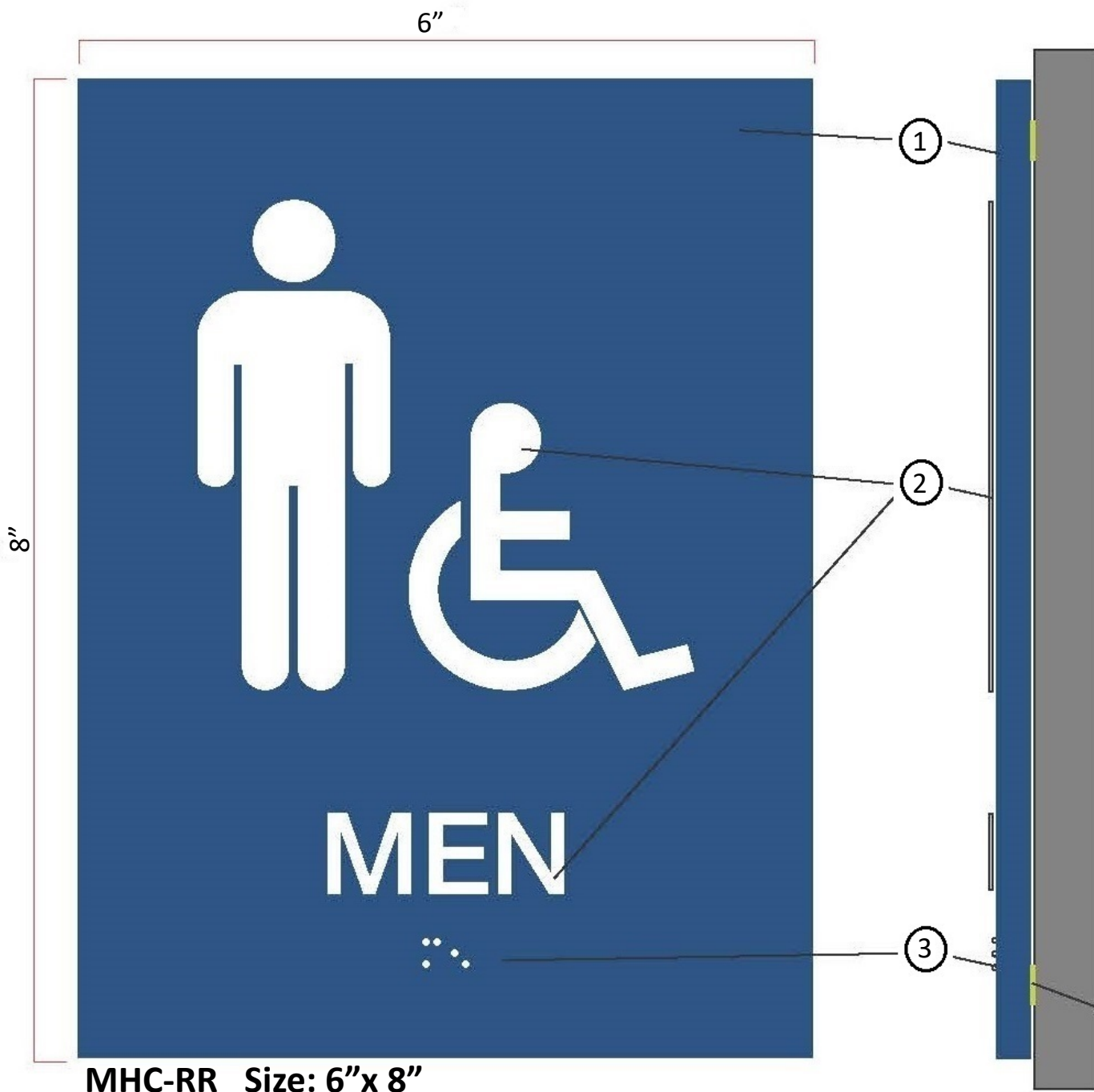


WEST VIRGINIA UNIVERSITY CAMPUS  
**INTERIOR SIGNAGE STANDARDS  
& ADA INSTALLATION  
GUIDELINES**

ADOPTED BY SIGN COMMITTEE  
OCTOBER 2018



- 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

**Types of Restroom Signage**



**WHC-RR**



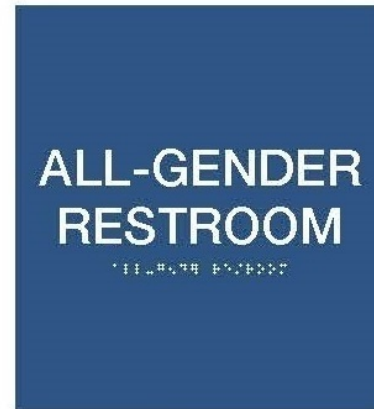
## Types of All Gender Restroom and Changing Room Signage



- 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



**AGHC-CR**



**AG-RR**



**AGHC-RR**



**AGCT-RR**

**AGHCCT-RR**

Size: 8" x 8.75"

## Types of Bathroom 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

M-BR



AG-BR Size: 8" x 8.75"



W-BR

Size: 6" x 8"

\*\*add Handicap symbol to signs when applicable



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

### 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



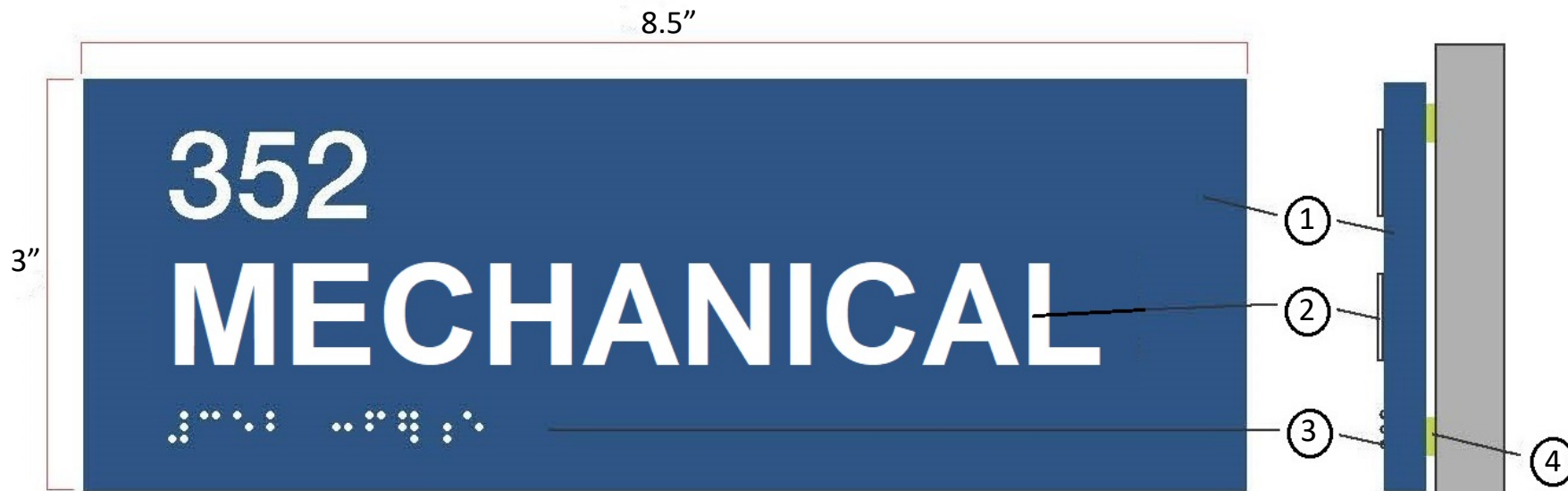
- ① 1/4" Acrylic Painted WVU Blue PMS 295/  
MP 29294 Satin
- ② Tactile Color: White; Font: Helvetica Medium
- ③ Grade 2 Braille
- ④ Double Faced Tape

**RR4- Location Indicator Sign**



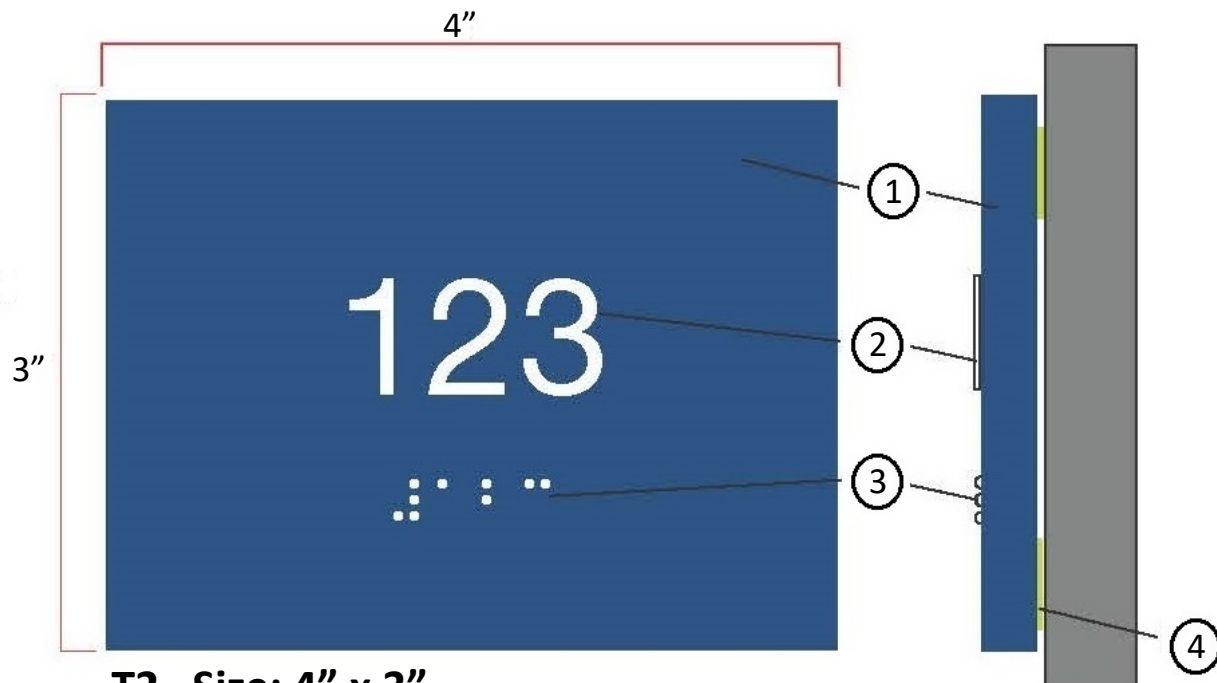
**Note: For All Gender restroom or Lactation room in the building**

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



**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 Medium
- ③ Grade 2 Braille
- ④ Double Faced Tape

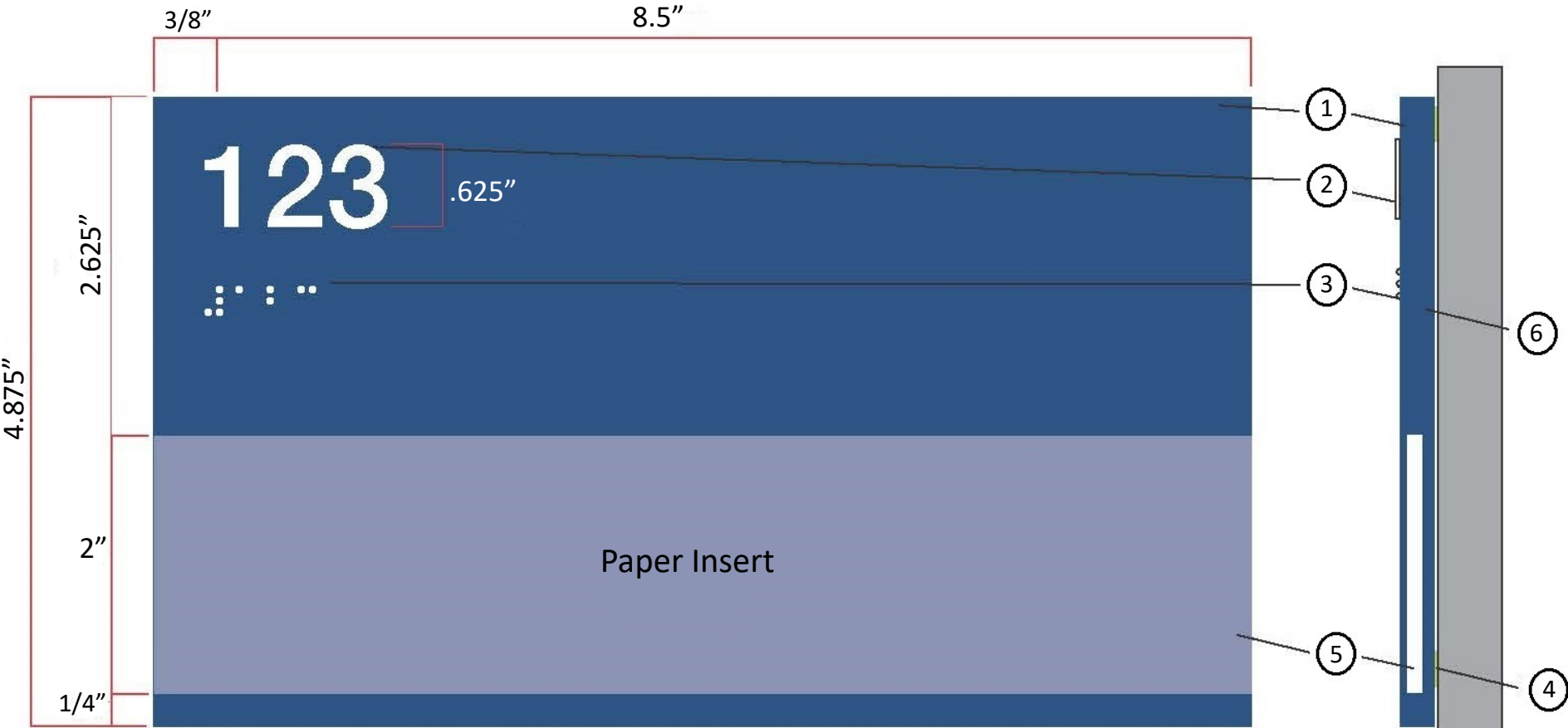


**T2 Size: 4" x 3"**

### T1 and T2 – Room Signs

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

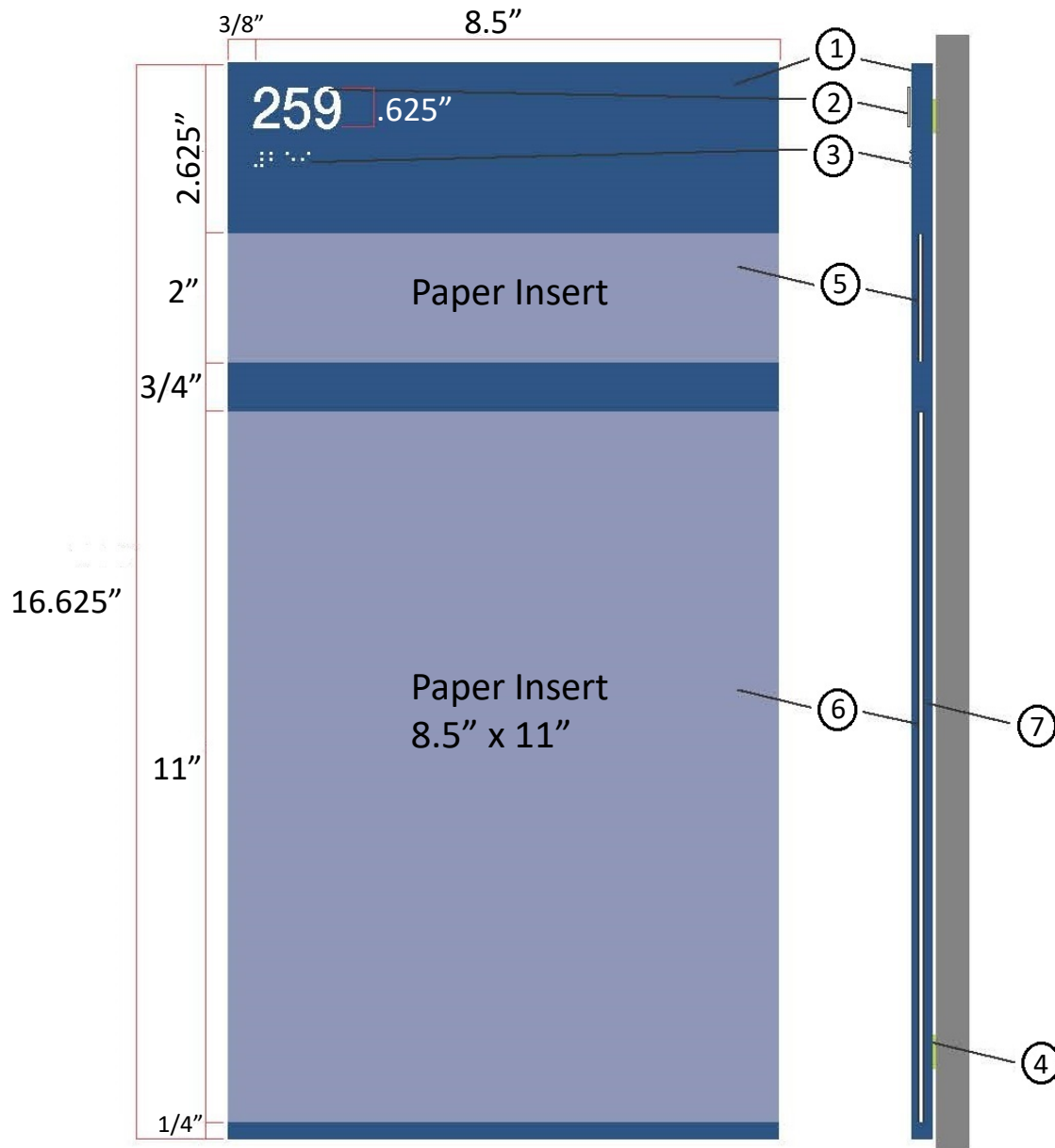
### T3- Room ID with Name



- 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 ; 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

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

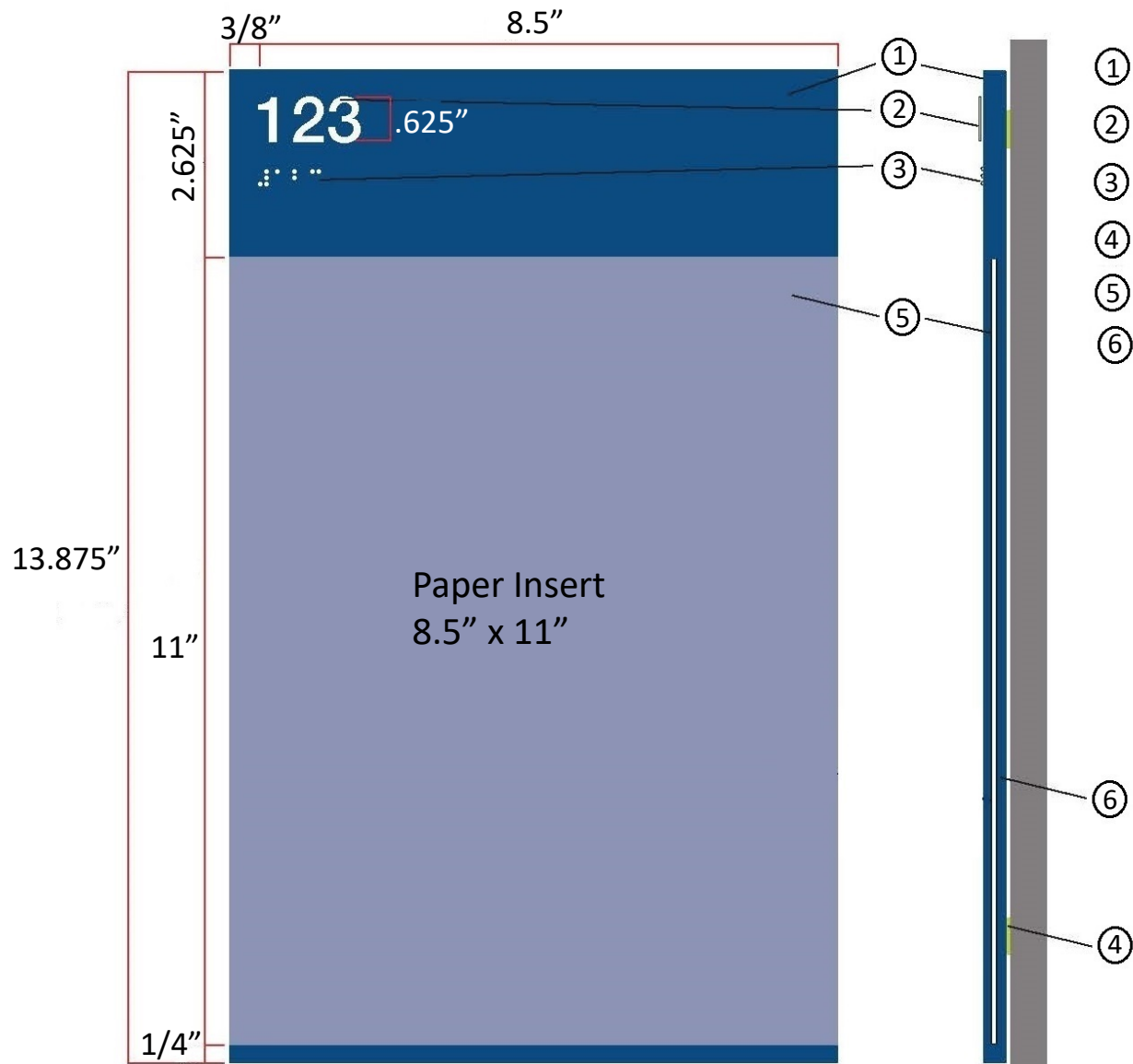




- ① 1/8" Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin
- ② Tactile Color: White; Font: Helvetica Medium
- ③ Grade 2 Braille
- ④ Double Faced Tape
- ⑤ Window for name (8.5"x11"); 1/8" spacer Tape/ Non-Glare Acrylic
- ⑥ Window for schedule/ office hours (8.5"x11")  
1/8" spacer Tape/ Non-Glare Acrylic
- 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**  
**Size: 8 1/2" X 16.625"**

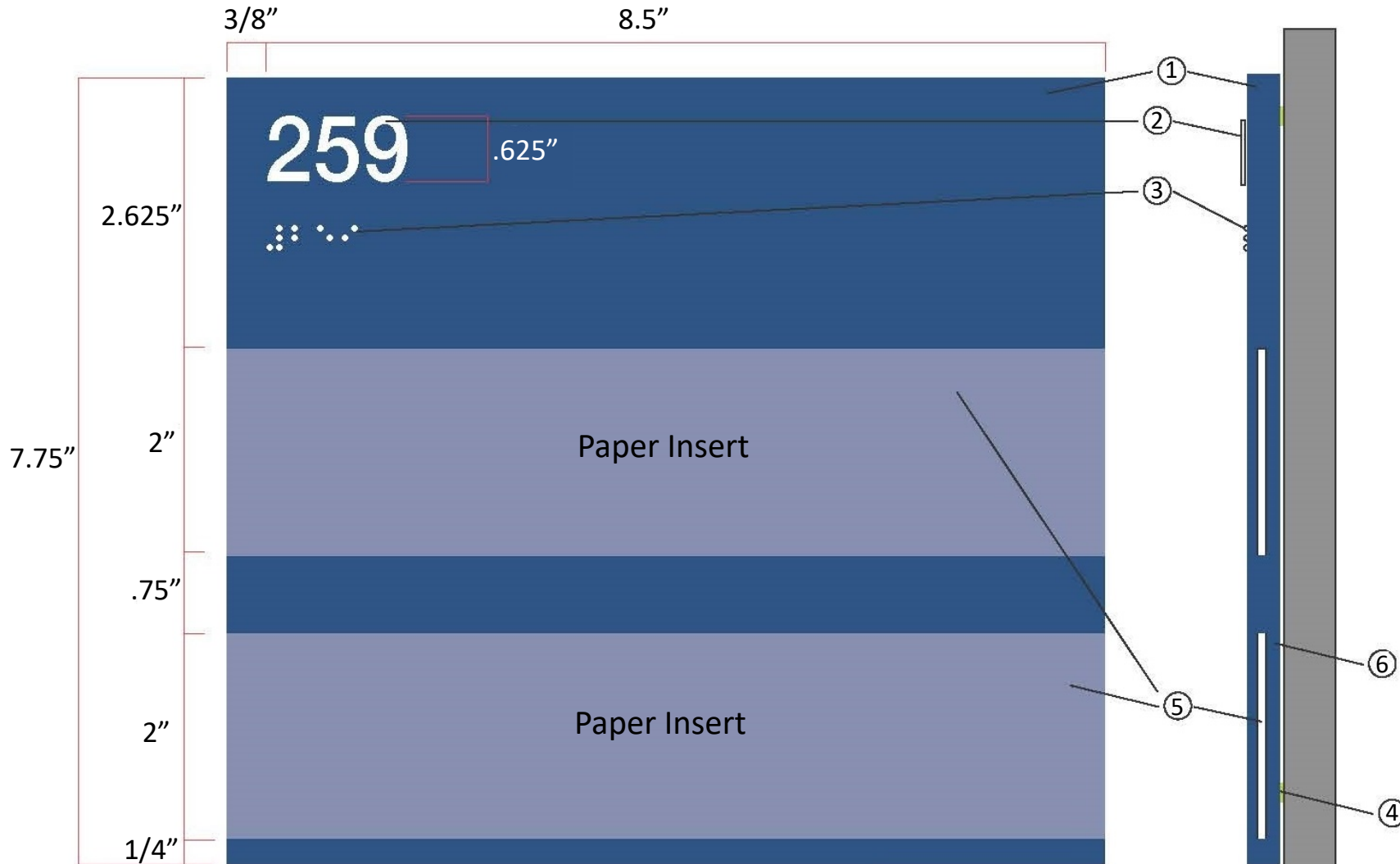


- ① 1/8" Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin
- ② Tactile Color: White; Font: Helvetica Medium
- ③ Grade 2 Braille
- ④ Double Faced Tape
- ⑤ Window for name/schedule (8.5"x11"); 1/8" spacer Tape/ Non-Glare Acrylic
- ⑥ Backplate 1/8" PVC painted WVU Blue PMS 295/ MP 29294 Satin with Two sets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

### T3A - Room ID without name insert

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

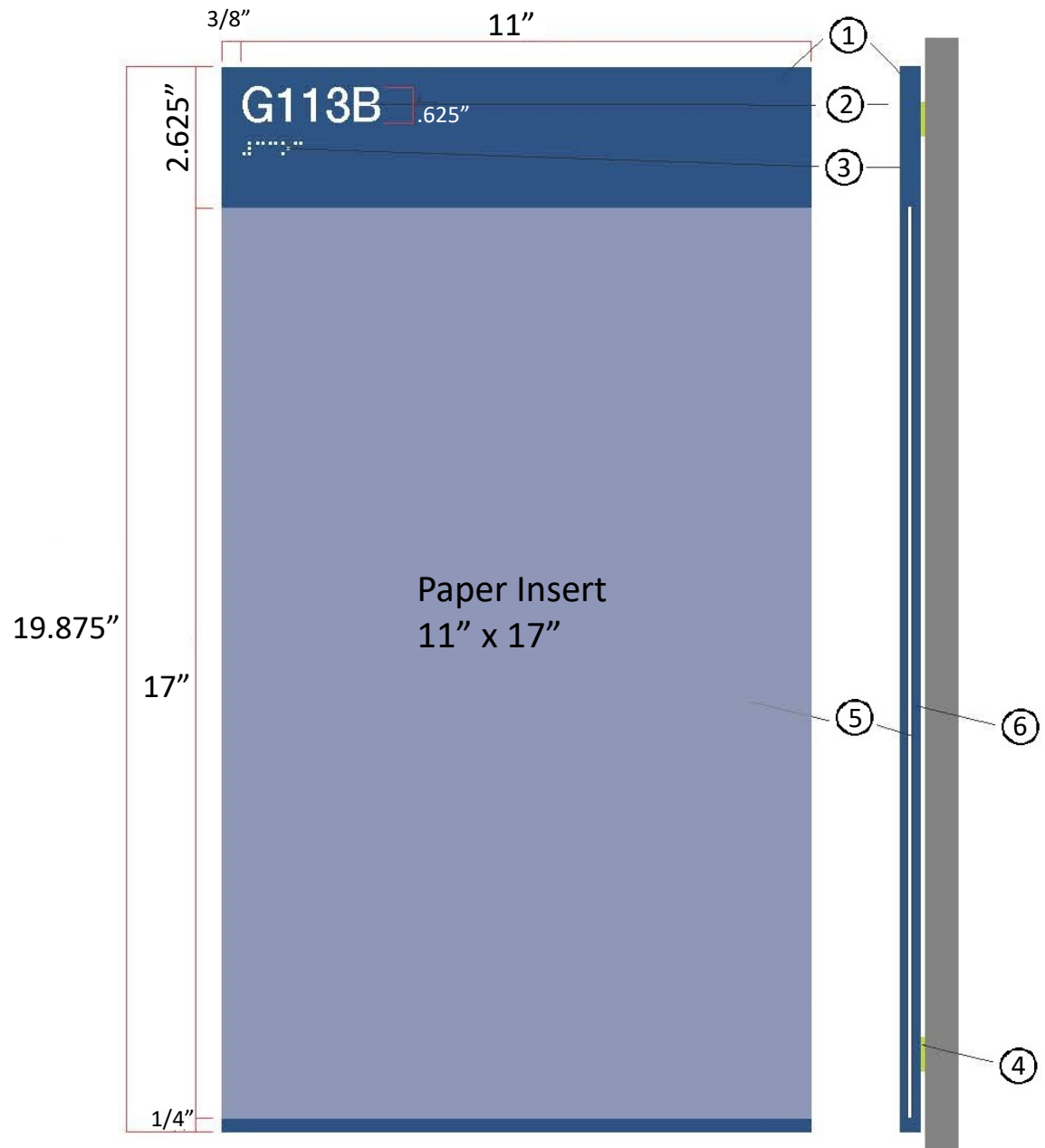
### T3B – Room ID with Name Insert (2) Slot



- 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 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

**T3B**

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



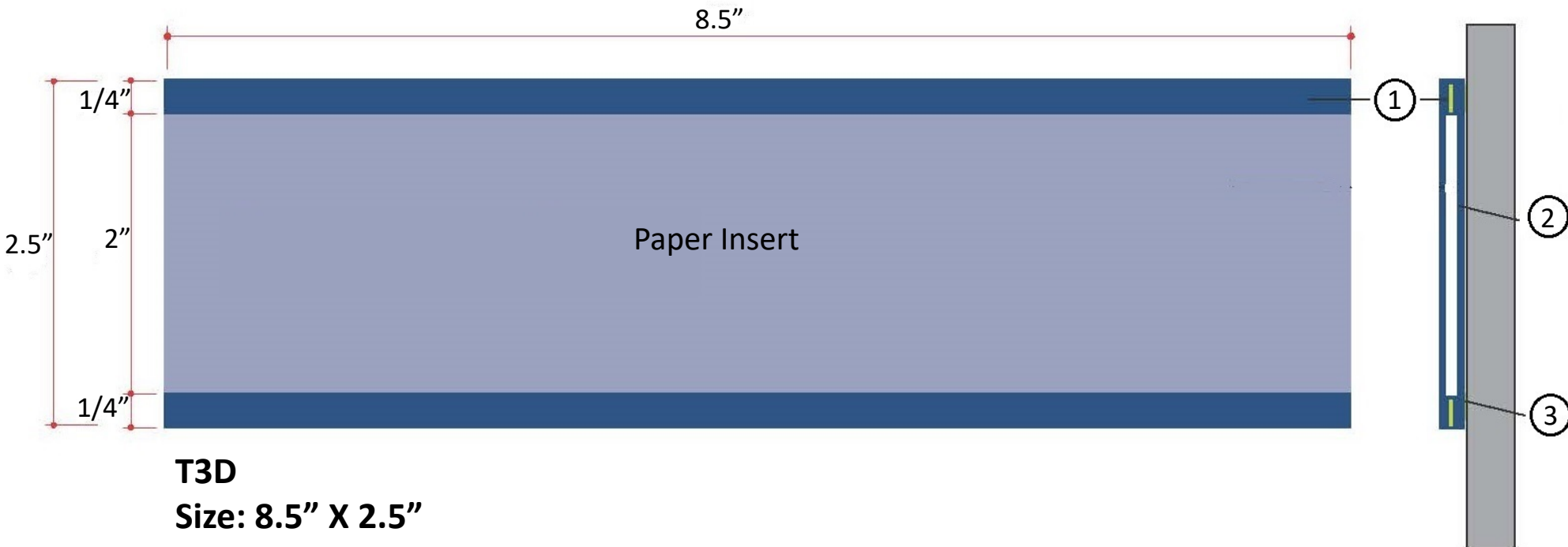
**T3C**  
**Size: 11" X 19.875"**

- ① 1/8" Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin
- ② Tactile Color: White Font: Helvetica 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**



# T3D - Name ID Add On



- 1/8" Clear Acrylic Faceplate Top/ Bottom
- ① border painted WVU Blue PMS 295/MP 29294 Satin
- Backplate 1/8" Acrylic painted
- ② WVU Blue PMS 295/ MP 29294 Satin with Thumbholes on Back Painted both sides
- ③ Double Faced Tape

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

8"

6"

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

①

②

①

②

③

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

Red and Black Lettering

Double Faced Tape

③

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

**T4 – Maximum Occupancy Sign**

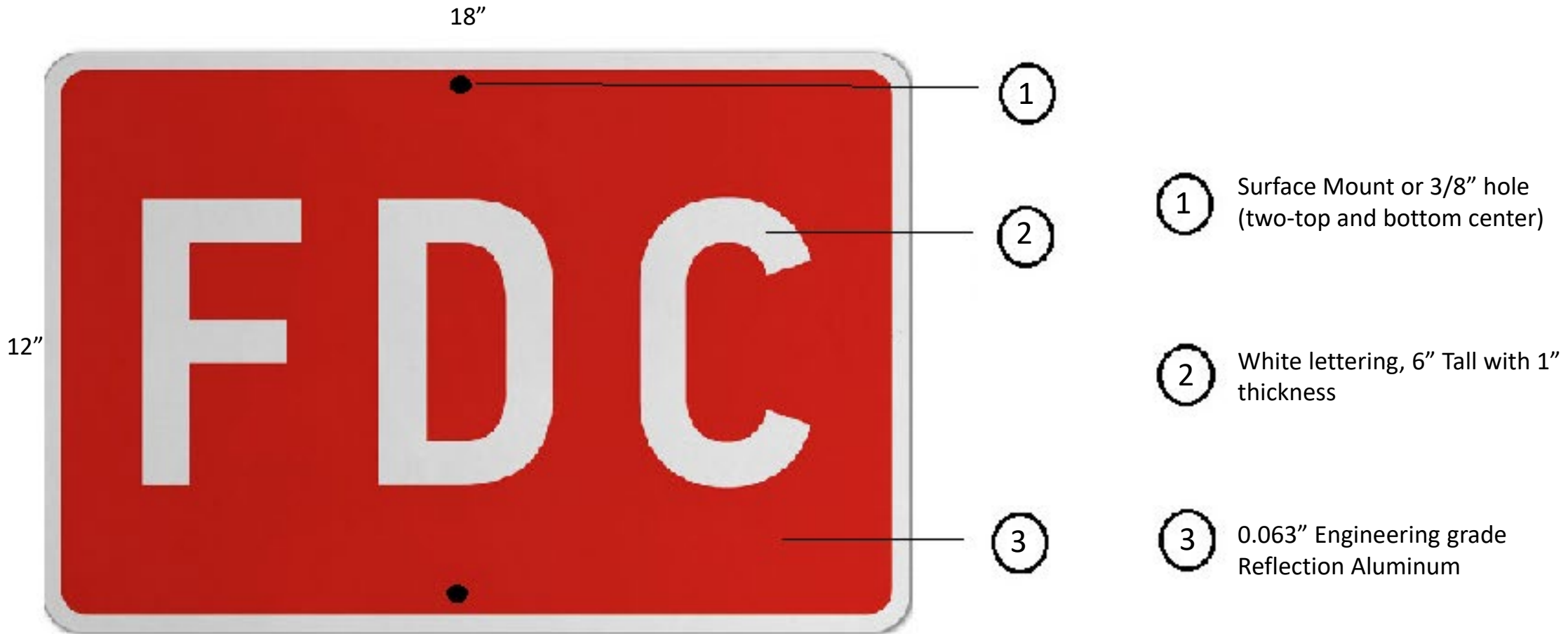


- ① ¼" acrylic painted Red
- ② Rowmark; white
- ③ Grade 2 Braille
- ④ Double Faced Tape

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



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



**FDC**

**Size: 12" X 18"**

**Fire Department Connection  
(Exterior signage)**





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

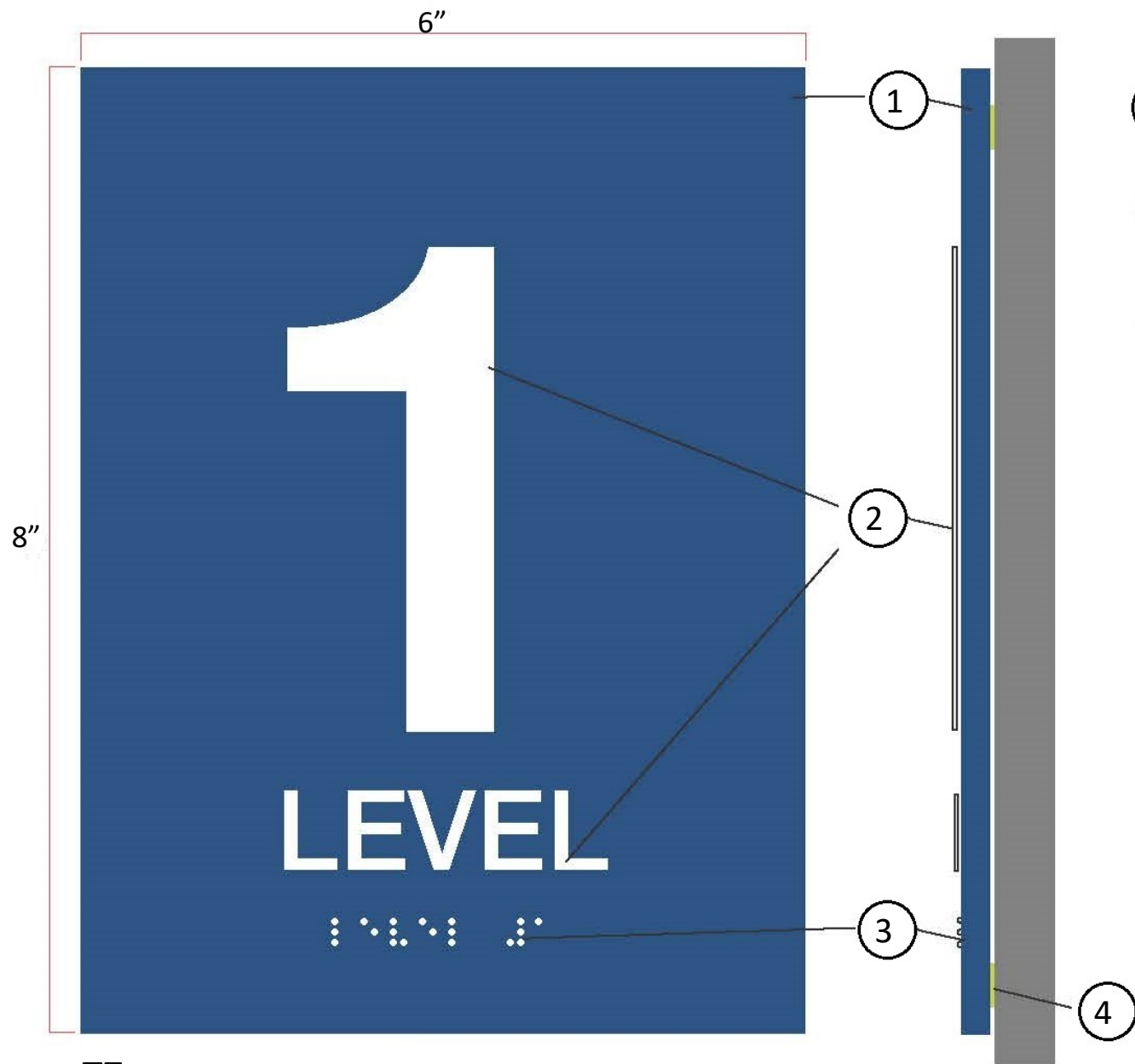
② Tactile Color: White  
Font: Helvetica Medium

③ Grade 2 Braille

④ Double Faced Tape

**T6 - Sign Example next to Elevator –  
option 1**

**T6**  
**Size: 9" X 9"**



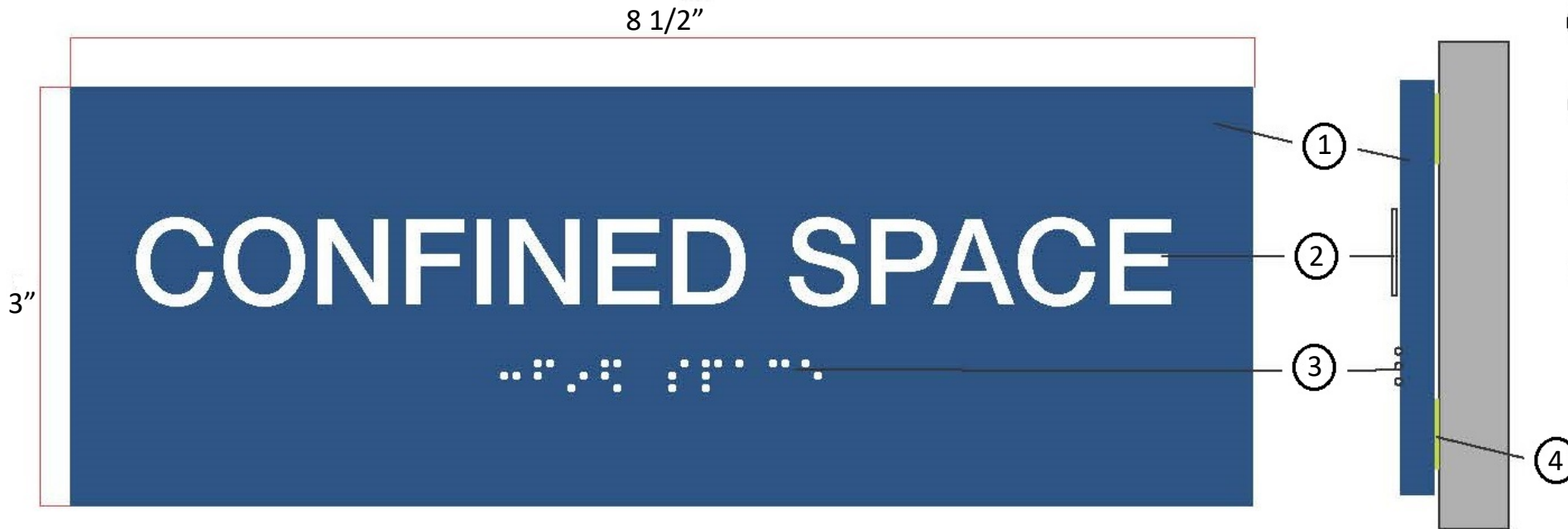
- ① ¼" Acrylic painted  
WVU Blue PMS 295/ MP 29294 Satin
- ② Tactile Color: White  
Font: Helvetica Medium
- ③ Grade 2 Braille
- ④ Double Faced Tape

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**

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

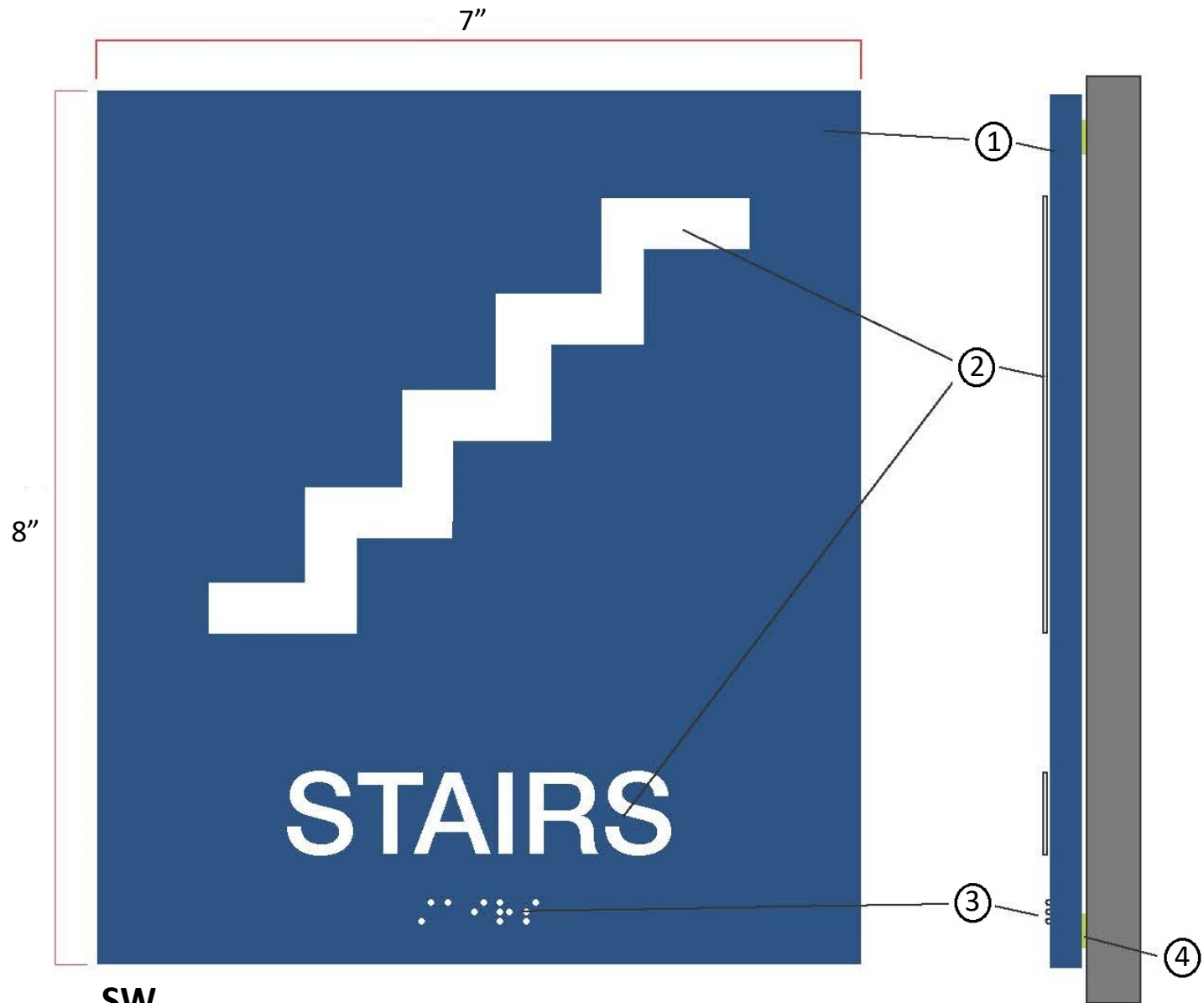
## T8 - Confined Space Sign



- 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

**T8**

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



- 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

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"**

10 1/4"

1'-1 1/2"



①

②

③

④

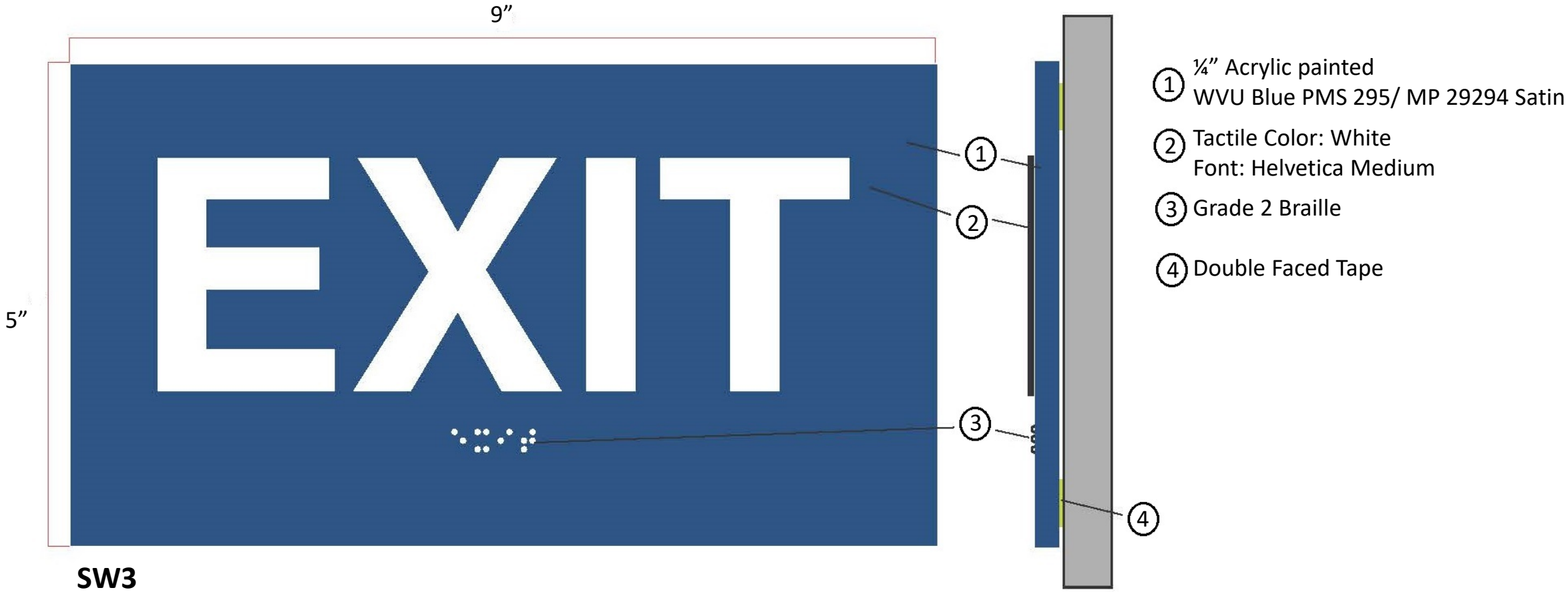
- ① 1/4" Acrylic painted  
WVU Blue PMS 295/ MP 29294 Satin
- ② Tactile Color: White  
Font: Helvetica Medium
- ③ Grade 2 Braille
- ④ Double Faced Tape

**SW2 - Sign Example next to Elevator –  
option 2**

**SW2**

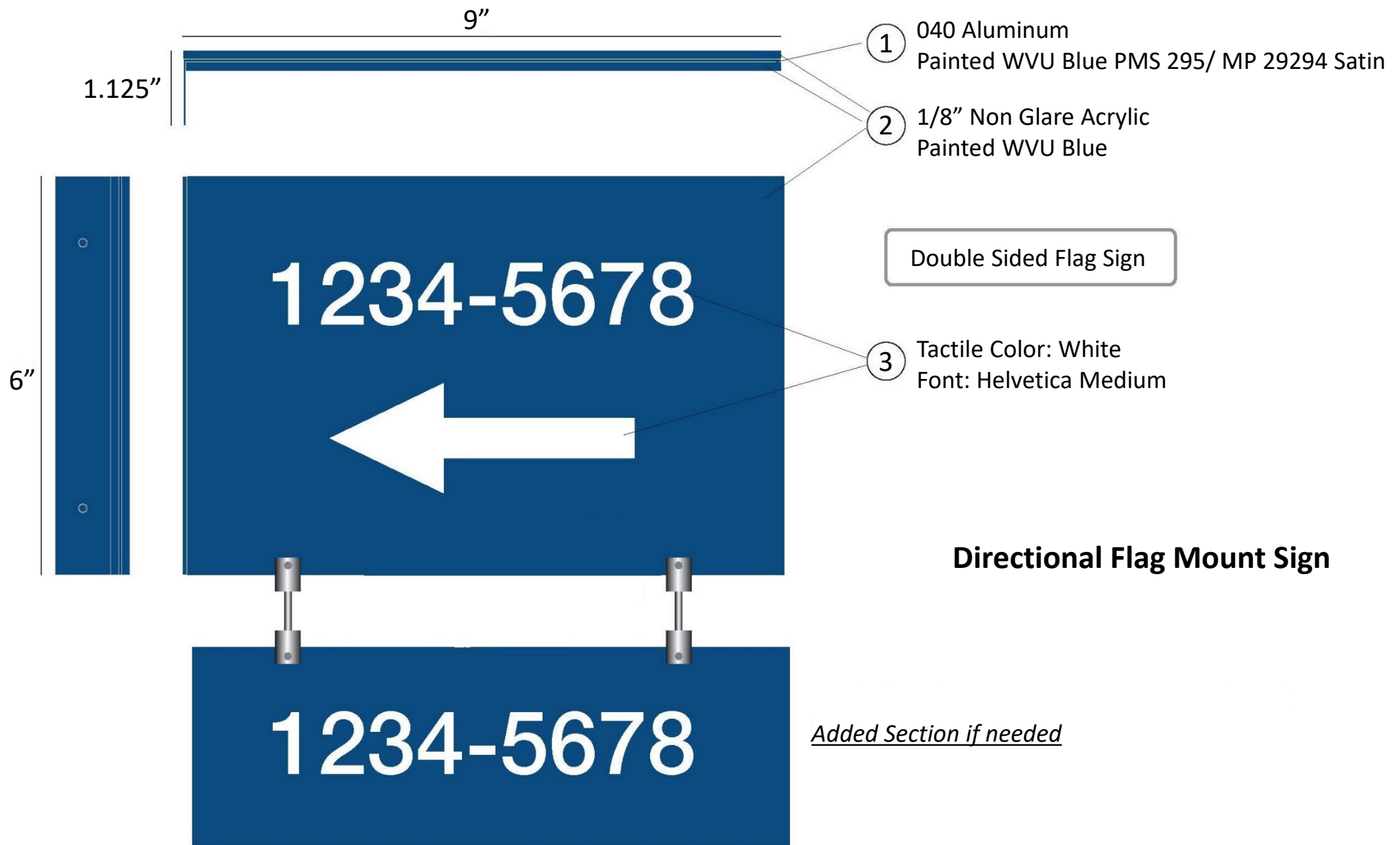
**Size: 1'-1 1/2" X 10 1/4"**

**SW3 - Stairwell Door EXIT signage**



**SW3**  
**Size: 9" X 5"**

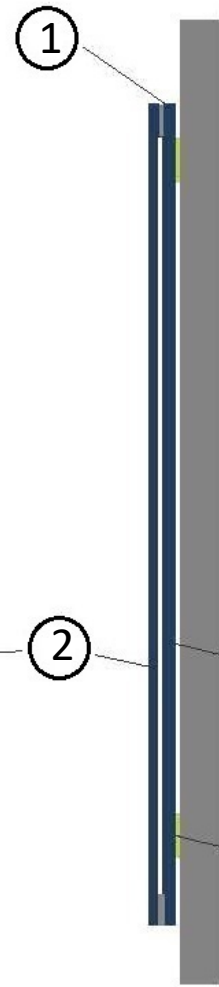
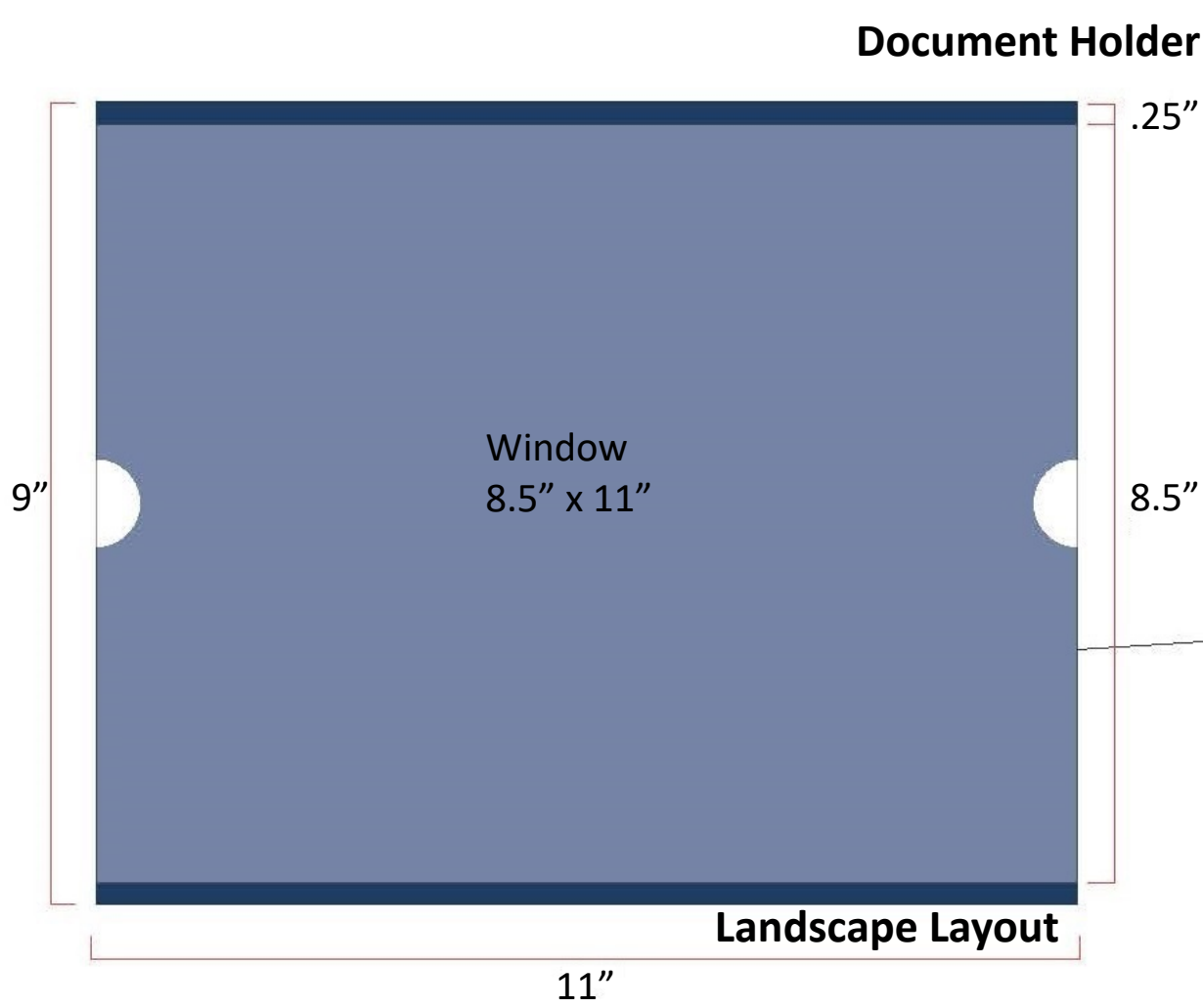




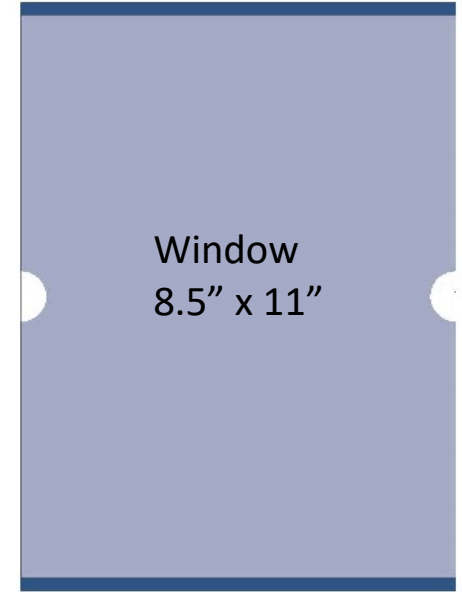
Size is determined on content for sign



### Document Holder

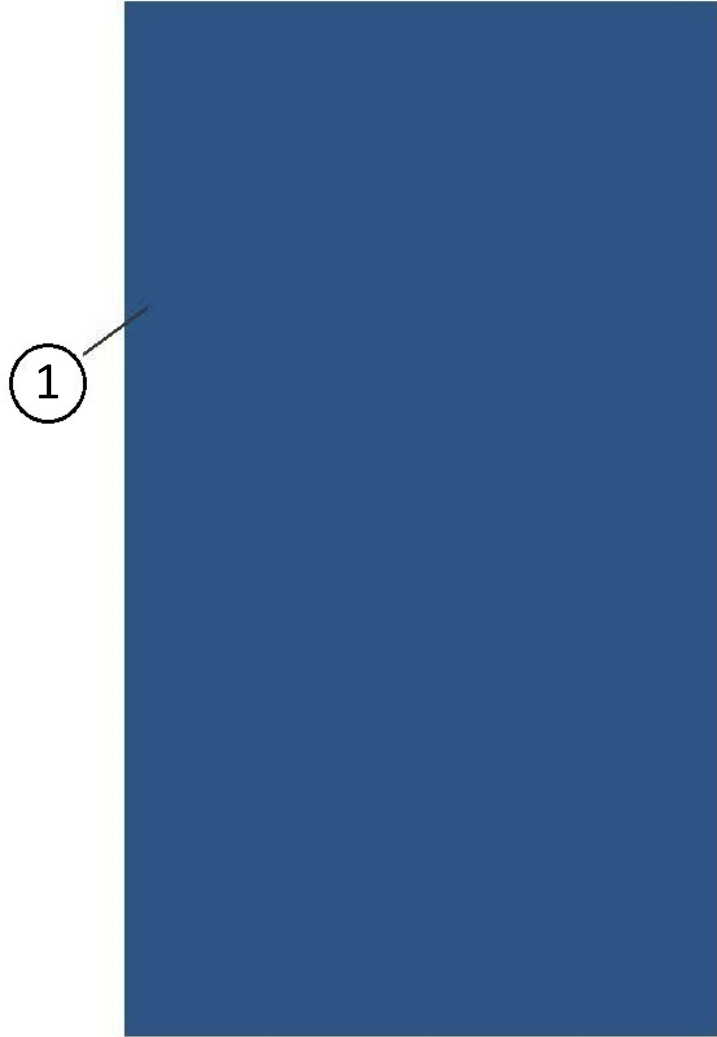


- ① 1/8" Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin
- ② Window for paper  
1/16" spacer Tape/ Non-Glare Acrylic
- ③ Backplate 1/8" PVC Painted WVU Blue PMS 295/ MP 29294 Satin Two Sets of Thumbholes on backplate for both windows paint both sides. \*\*
- ④ Double Faced Foam Tape

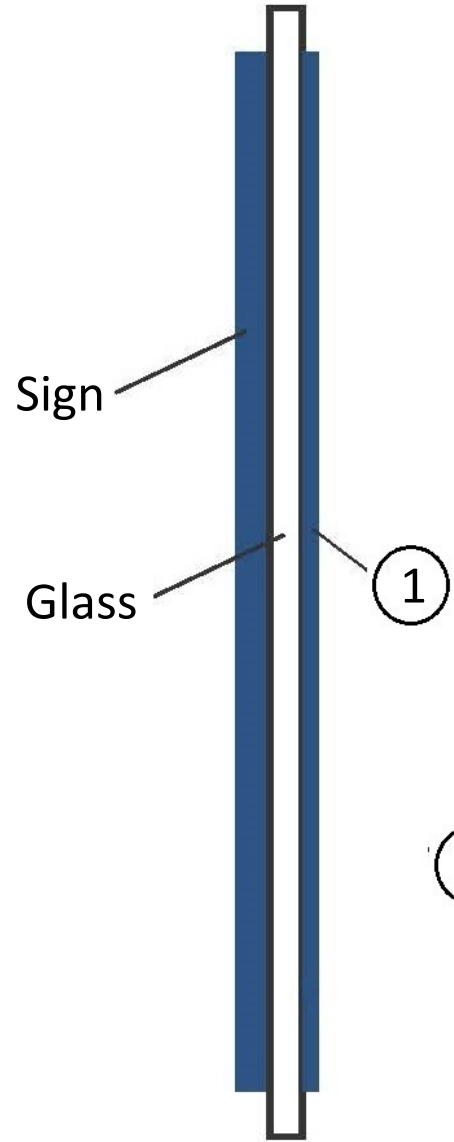


Portrait Layout

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



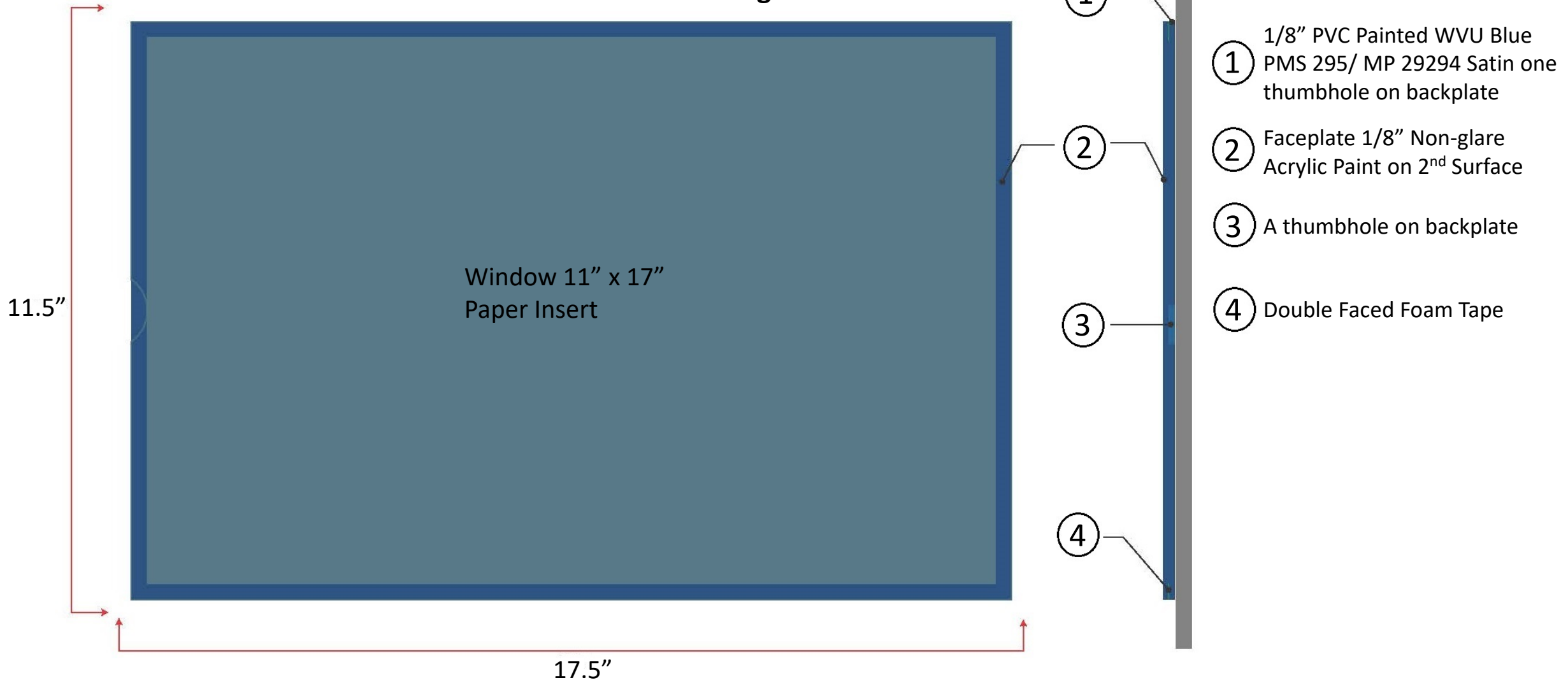
**Glass Backer**  
(cover up foam tape on glass panels) (size will vary per sign type)



**Glass Backer**

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

# Fire Evacuation Sign Holder

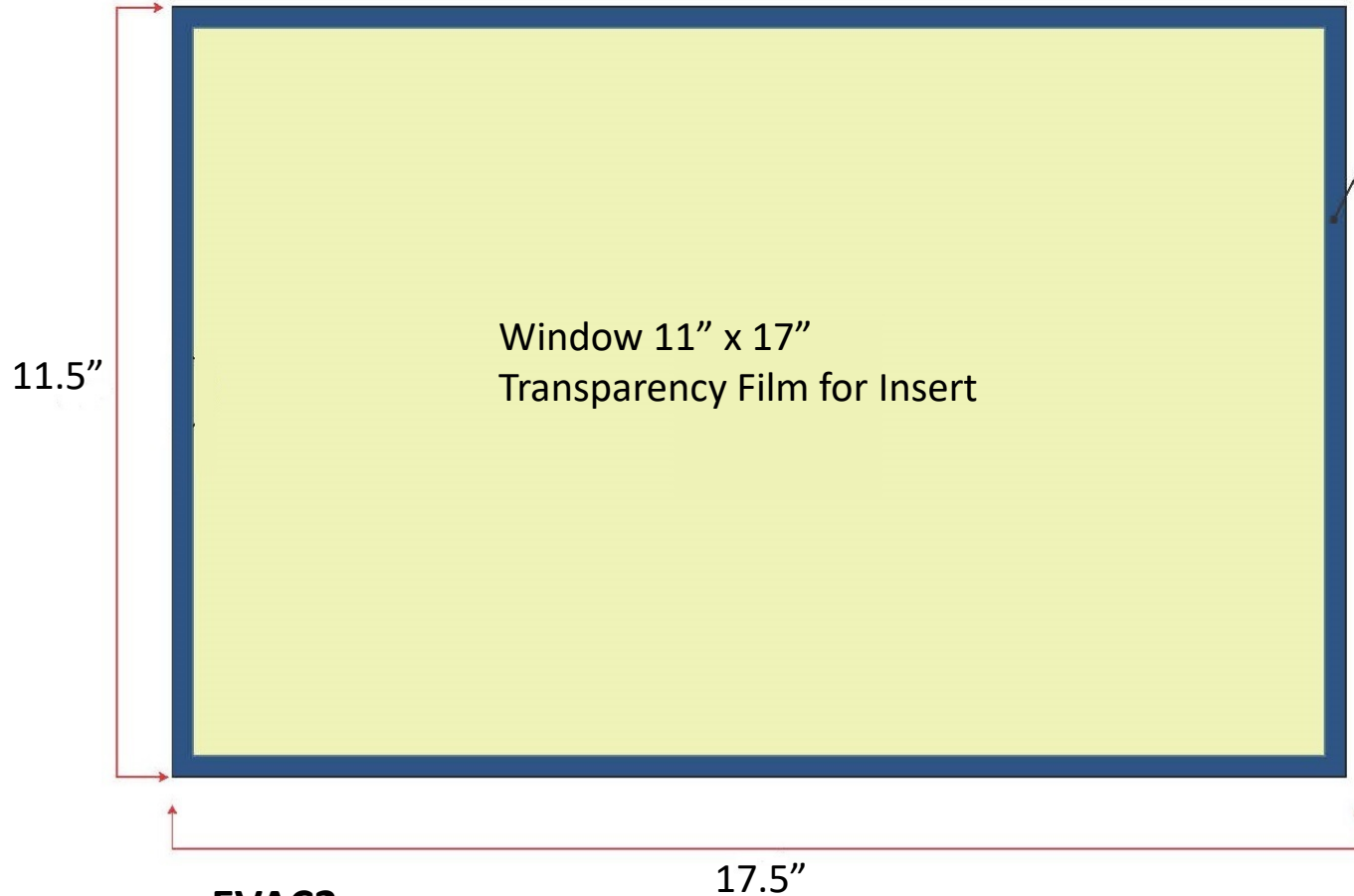


**EVAC 1**

**Size: 17.5" x 11.5"**

**Inserts: 11" x 17"**

## 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"**

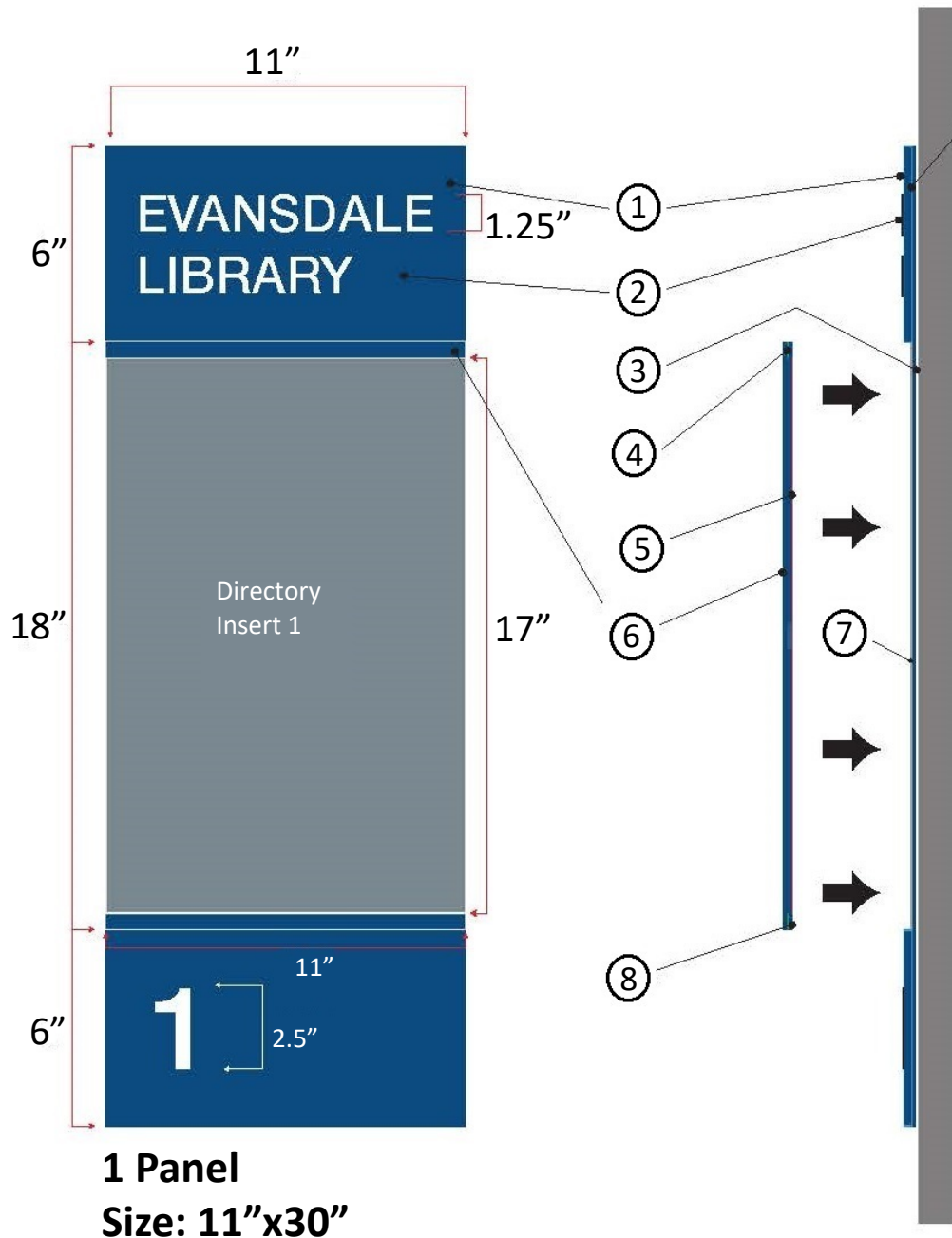
**Glow in the Dark Photo**

**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 2<sup>nd</sup> Surface
- ③ A thumbhole on backplate
- ④ Permalite
- ⑤ Double Faced Foam Tape

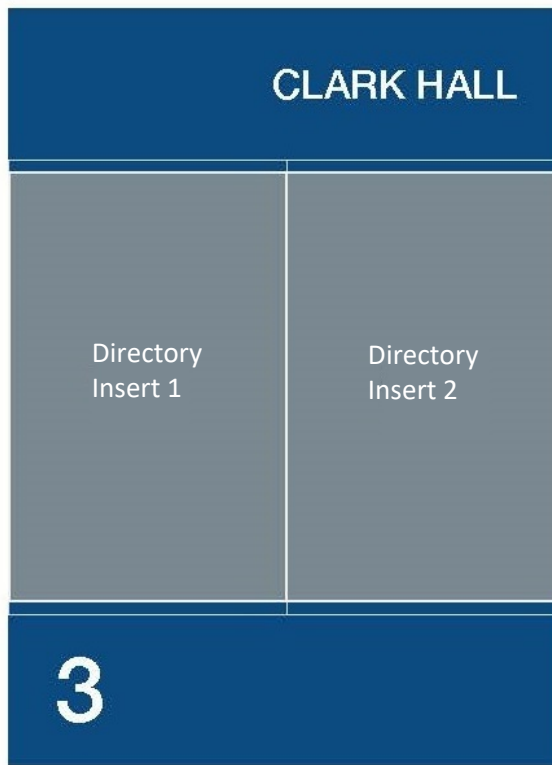
WEST VIRGINIA UNIVERSITY CAMPUS

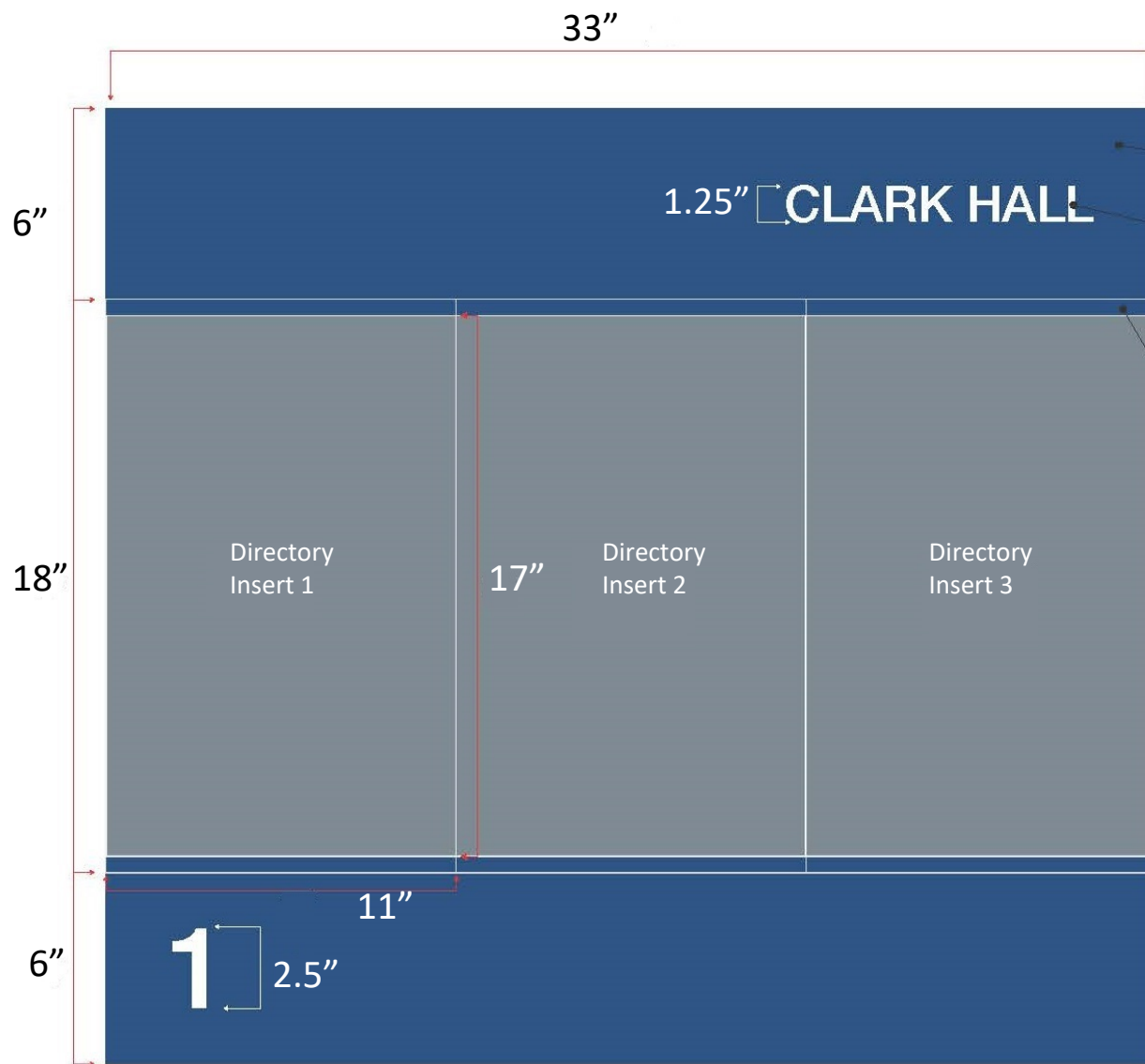
**BUILDING DIRECTORIES &  
DEPARTMENT ENTRANCE SIGNS**



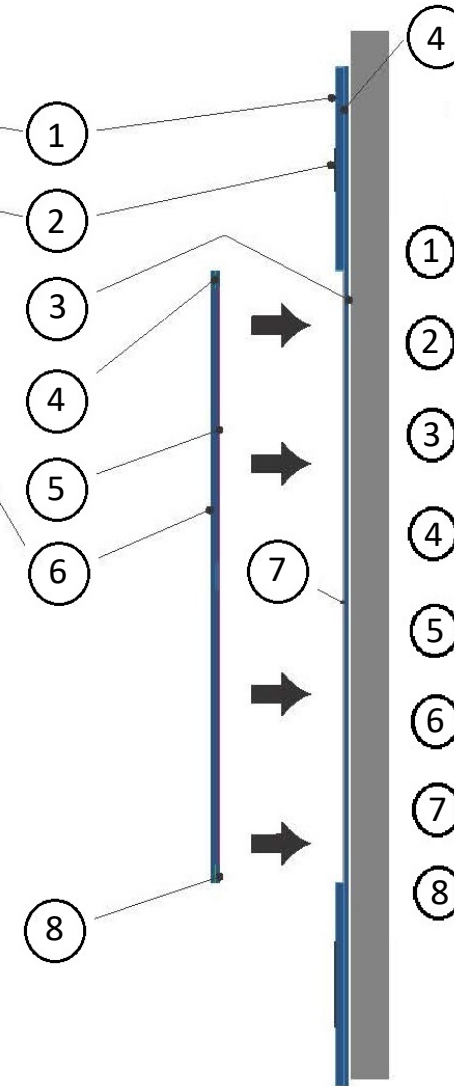
## Building Directory – D1 and D2

- ④
- ① ¼" Acrylic Painted WVU Blue PMS 295- MP 29294 Satin
- ② Tactile Rowmark Color: White  
Font: Helvetica Medium
- 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 2<sup>nd</sup> Surface
- ⑦ Cold Rolled Metal (to attach to Magnet)
- ⑧ Backplate 1/8" Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin





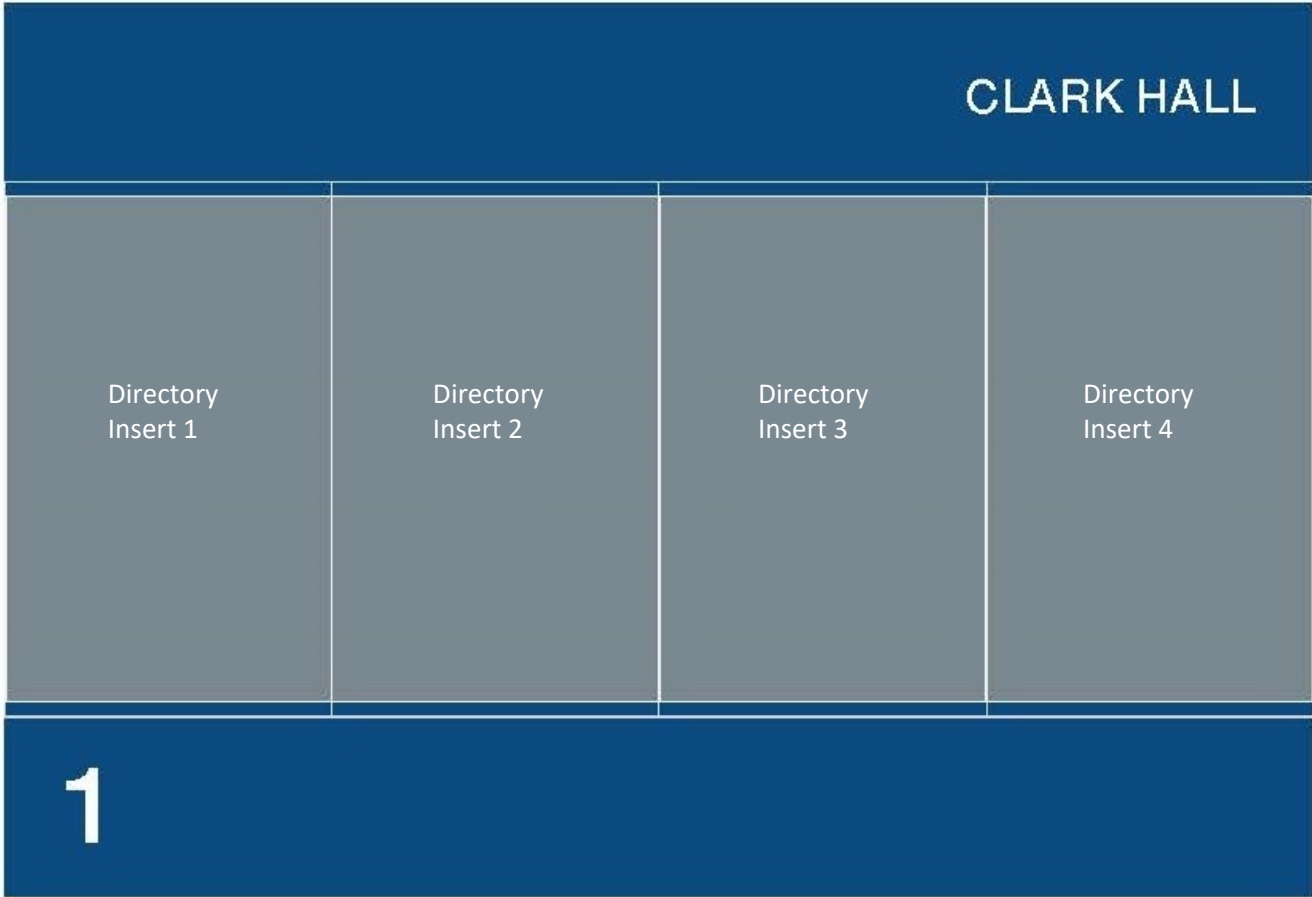
### Building Directory – D3



- ① ¼" Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin
- ② Tactile Rowmark Color: White  
Font: Helvetica Medium
- 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 2<sup>nd</sup> Surface
- ⑦ Cold Rolled Metal (to attach to Magnet)
- ⑧ Backplate 1/8" Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin

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

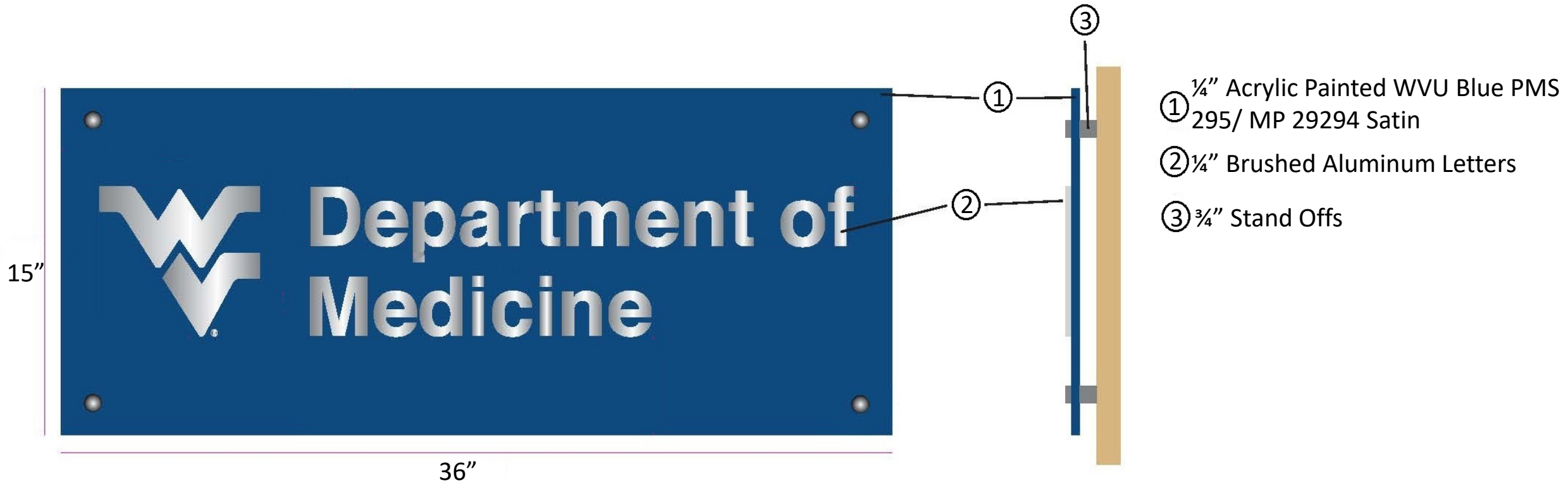
**Building Directory – D4**



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



## Department Name Sign



DNS- Department Name Sign

Size: may vary depending on location

WEST VIRGINIA UNIVERSITY CAMPUS

# ADA SIGN INSTALLATIONS & GUIDELINES

## 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 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](http://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.

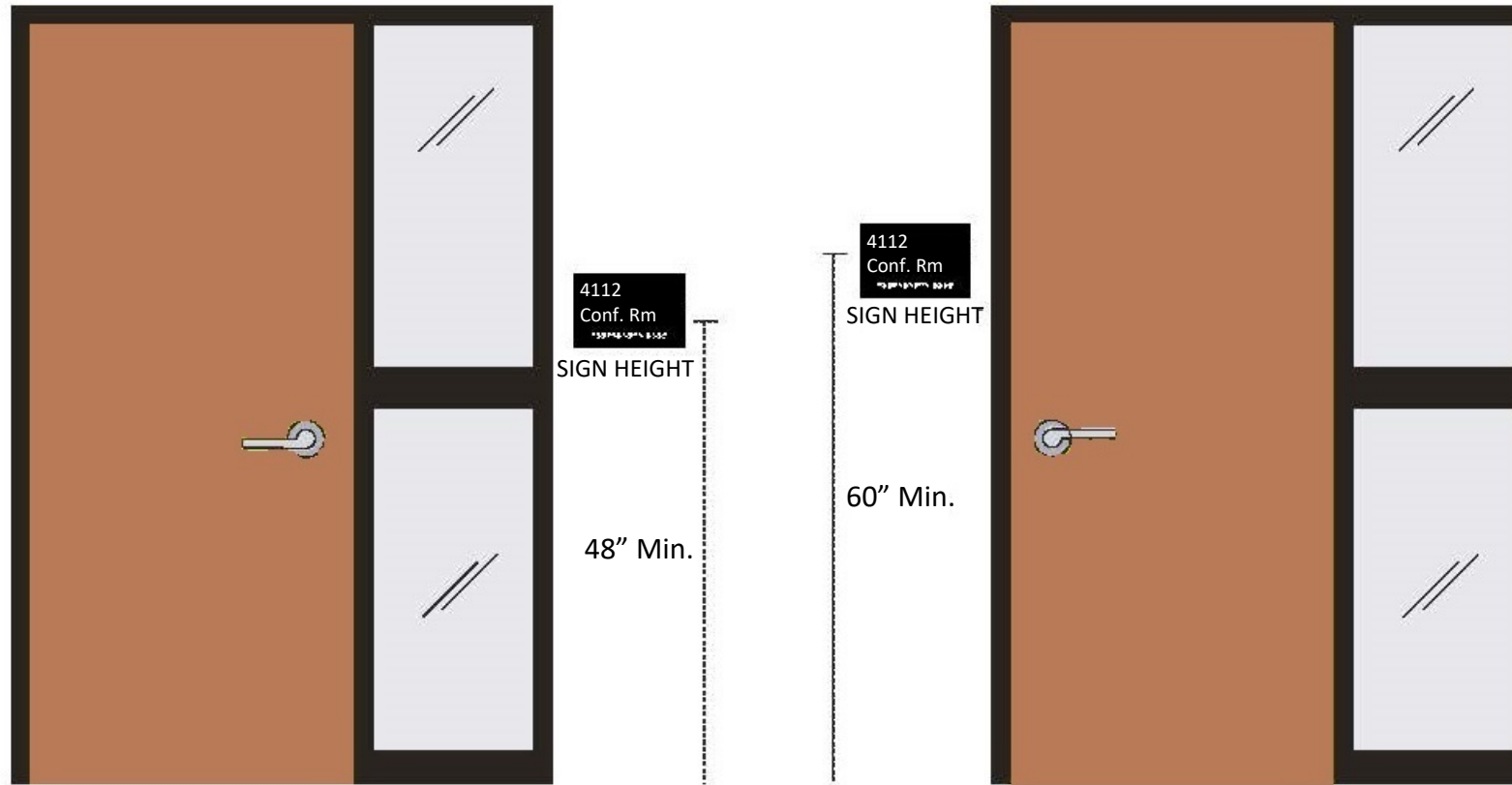
**Q:** Do I need ADA compliant signs in the stairwells of my building?

**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



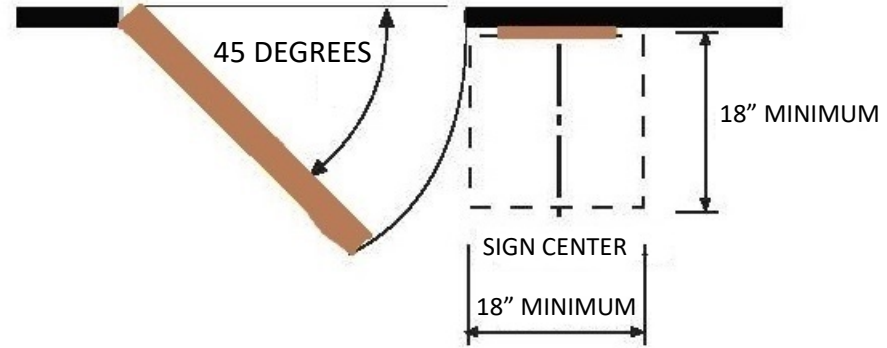
- The baseline of the tactile copy can be mounted between 48" at the lowest point to 60" at the highest point. This allows signs of different sizes to be mounted on the same visual plane.
- Elevator cars are excluded from this rule.

# Mounting 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.).

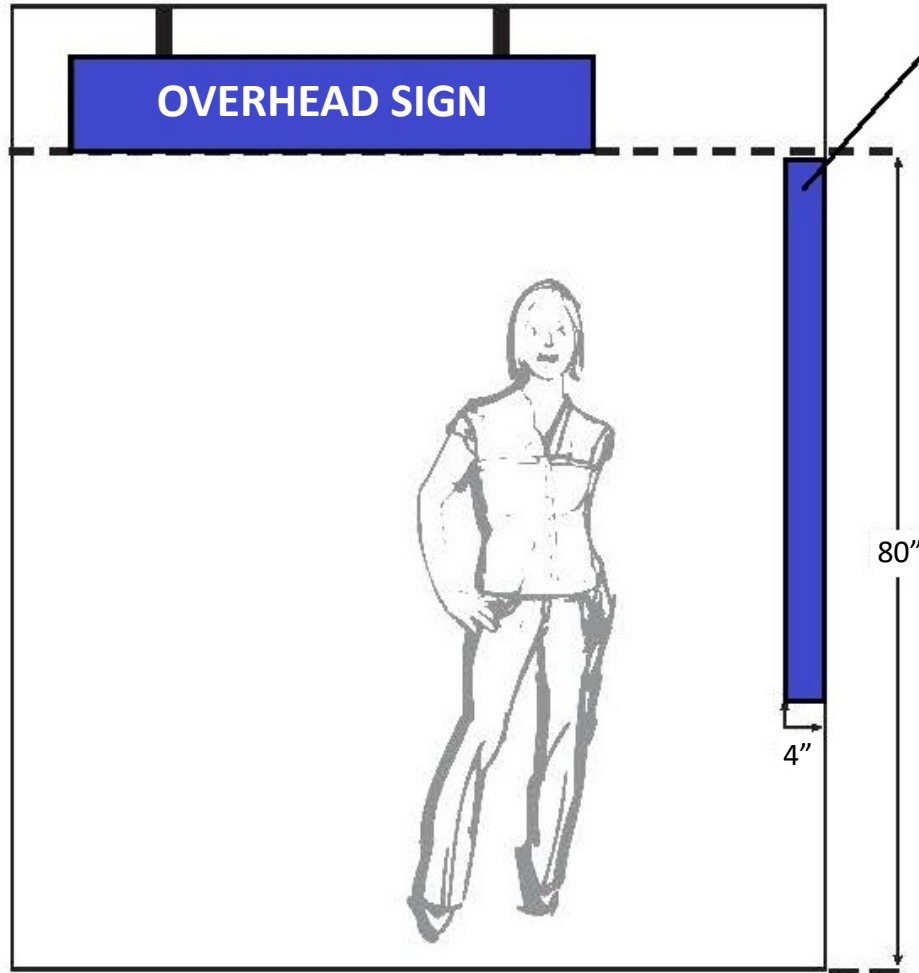


Single Door: sign shall be mounted next to door on the latch side.



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

## Overhead Signs and Projection Signs



### PROJECTING SIGN

- 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.