WEST VIRGINIA UNIVERSITY CAMPUS
INTERIOR SIGNAGE STANDARDS
& ADA INSTALLATION
GUIDELINES

Updated August 2022
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”

WHC-RR

Types of Restroom Signage

MEN

WOMEN

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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
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 Medium
Grade 2 Braille
Double Faced Tape

M-BR

AG-BR  Size: 8” x 8.75”

WVU
THIS ROOM IS RESERVED FOR USE BY NURSING MOTHERS ONLY

LACTATION ROOM

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-GENDER RESTROOM ROOM 118 LOCATED ON FIRST FLOOR

Note: For All Gender restroom or Lactation room in the building
**T1 and T2 – Room Signs**

- **T1 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

- **T2 Size**: 4” 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

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**T3- Room ID with Name**

- **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 window, Paint both sides**

**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
Size: 8 1/2” X 16.625”

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Paper Insert
8.5” x 11”

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

Size: 8 1/2” X 13.875”
T3B – Room ID with Name Insert (2) Slot

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 – 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
T3D - Name ID Add On

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

Paper Insert

T3D
Size: 8.5” X 2.5”
Maximum Occupancy
Not to Exceed TBD Persons
By Order of State Fire Marshal

T4
Size: 8” X 6”

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

Red and Black Lettering

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 accordance with the WV State Fire Code.
Emergency Exit
Size: 8” X 12”

Fire Door Keep Closed
Size: 9” X 3”

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

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

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FDC
Size: 12” X 18”

Fire Department Connection
(Exterior signage)
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
Installed on Stairwell Gate – Not an EXIT or noting on Stairwell doors that are locked.

Informational Signage
Size: 6” X 8”

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

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

DO NOT USE ELEVATORS USE STAIRS

T6 - Sign Example next to Elevator – option 1

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

Size: 9” X 9”

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T7 - Level or Floor Sign

6” X 8”

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

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

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T8 - Confined Space Sign

CONFINED SPACE

- 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

T8

Size: 8 1/2” X 3”
**SW - Stair Signage**

**Size:** 7” X 8”

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

1. ⅛” 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
IN FIRE EMERGENCY

DO NOT USE ELEVATOR
USE EXIT STAIRS

IN FIRE EMERGENCY
DO NOT USE ELEVATOR
USE EXIT STAIRS

10 1/4”
1'-1 1/2”

SW2 - Sign Example next to Elevator –
option 2

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

Tactile Color: White
Font: Helvetica Medium

Grade 2 Braille
Double Faced Tape

SW2
Size: 1’-1 1/2” X 10 1/4”
SW3 - Stairwell Door EXIT signage

Size: 9” X 5”

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
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

Added Section if needed

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

Double Sided Flag Sign

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

Informational Sign (special case)

Size is determined on content for sign

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

Window 8.5” x 11”

Landscape 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

Portrait Layout

Window 8.5” x 11”
Glass Backer
(cover up foam tape on glass panels) (size will vary per sign type)

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

Window 11” x 17”
Paper Insert

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

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
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)
WEST VIRGINIA UNIVERSITY CAMPUS
BUILDING DIRECTORIES & DEPARTMENT ENTRANCE SIGNS
Building Directory – D1 and D2

1 Panel
Size: 11”x30”

EVANSDALE LIBRARY

Directory Insert 1

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 2nd Surface
Cold Rolled Metal (to attach to Magnet)

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

2 Panel
Size: 22”x30”

CLARK HALL

Directory Insert 1
Directory Insert 2

2 Panel
Size: 22”x30”
3 Panel
Size: 33”x30”

1.25” CLARK HALL

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 2nd Surface
7. Cold Rolled Metal (to attach to Magnet)
8. 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

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
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.

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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.

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.