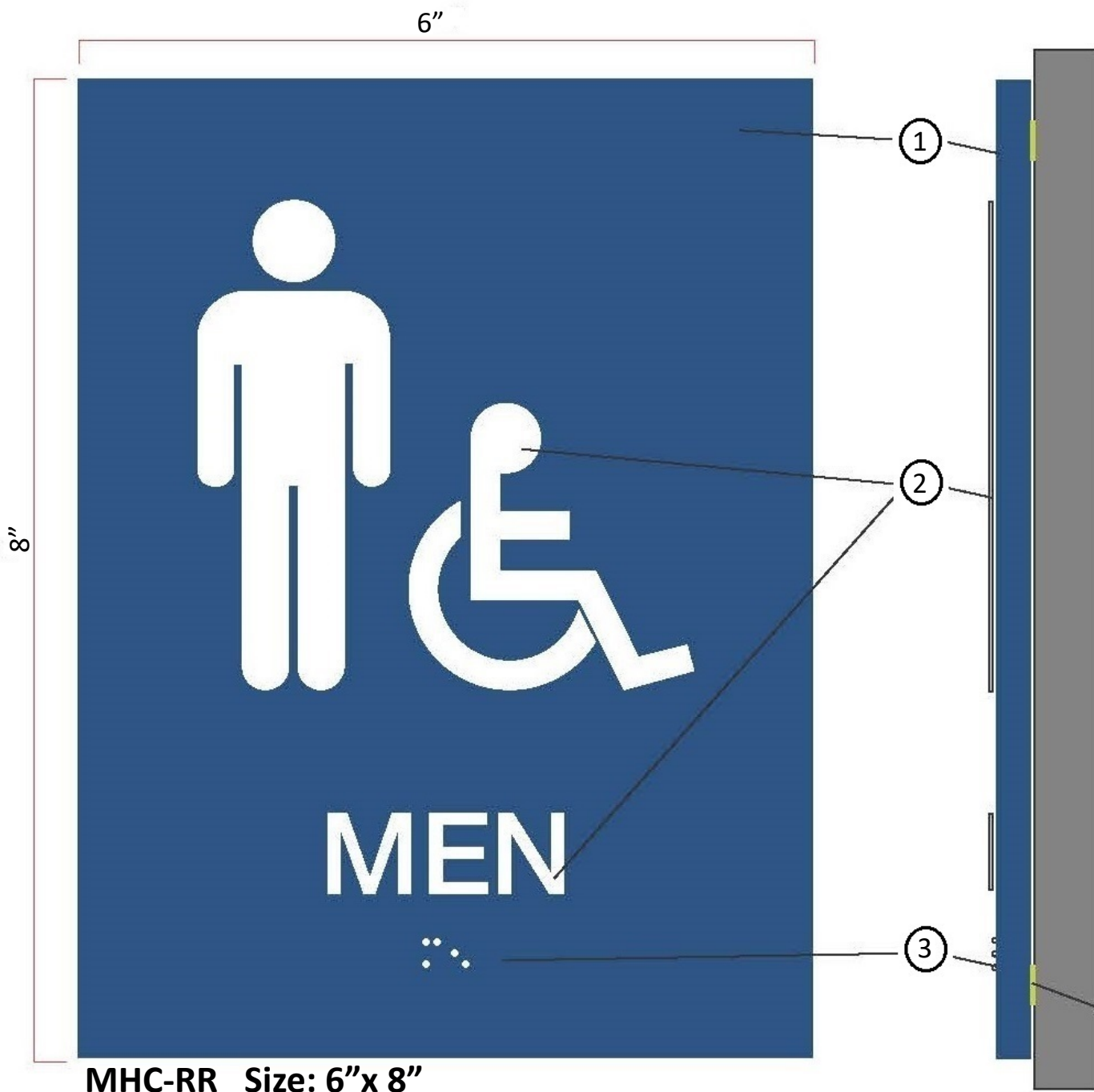


WEST VIRGINIA UNIVERSITY CAMPUS

INTERIOR SIGNAGE STANDARDS & ADA INSTALLATION GUIDELINES

Updated August 2022



- 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



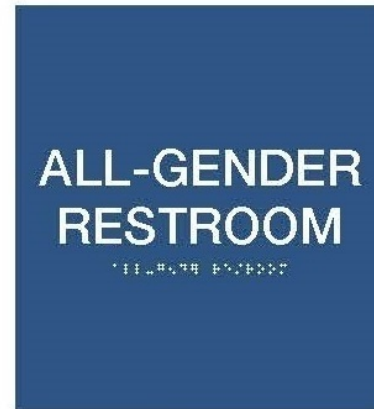
Types of All Gender Restroom and Changing Room Signage



- 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





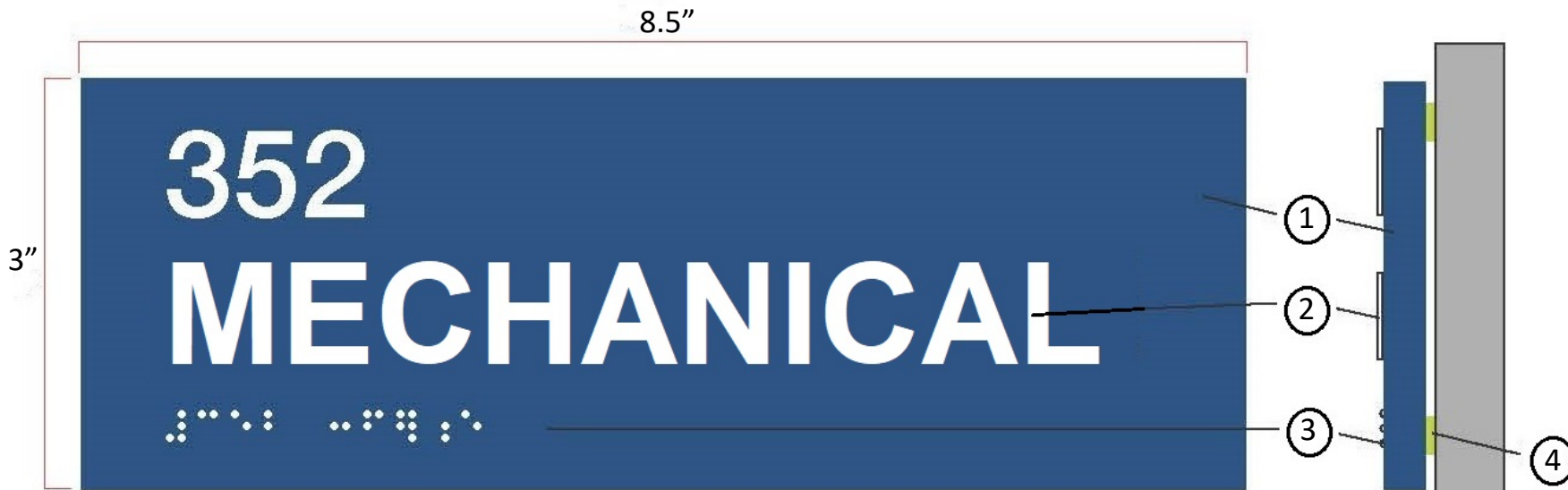
- ① 1/4" Acrylic Painted WVU Blue PMS 295/
MP 29294 Satin
- ② Tactile Color: White; Font: Helvetica Medium
- ③ Grade 2 Braille
- ④ Double Faced Tape

RR4- Location Indicator Sign



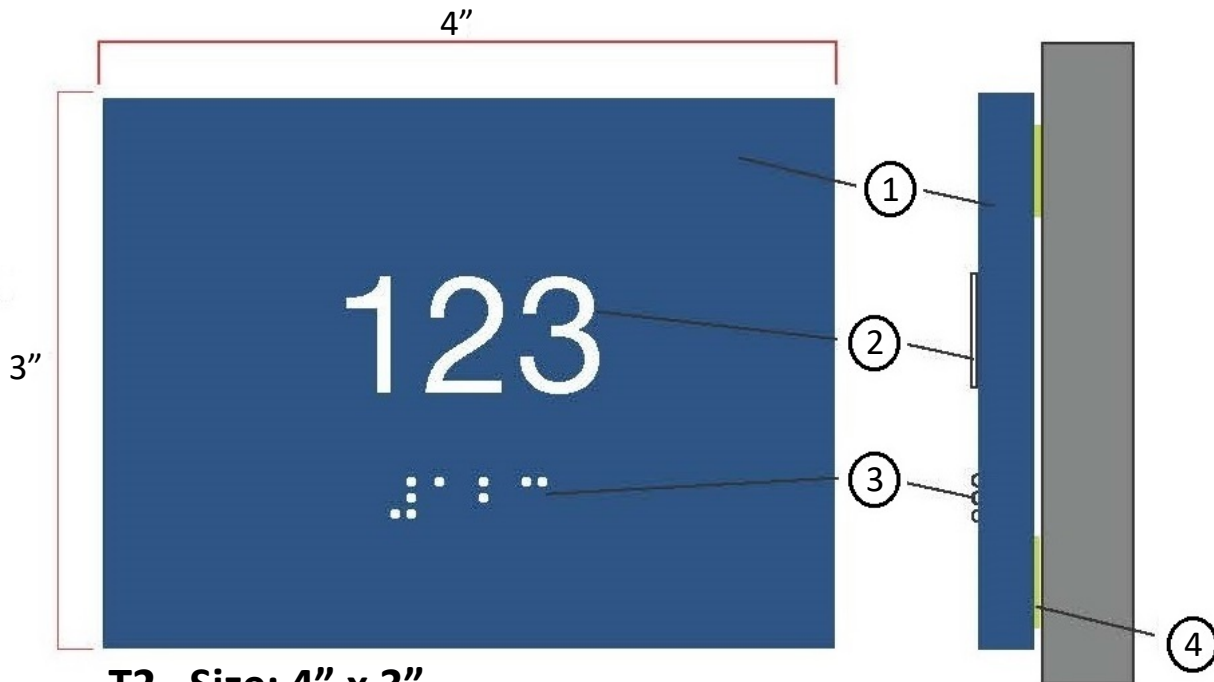
Note: For All Gender restroom or Lactation room in the building

RR4
Size: 7" x 8"



- 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

T1 Size: 8 1/2" x 3"

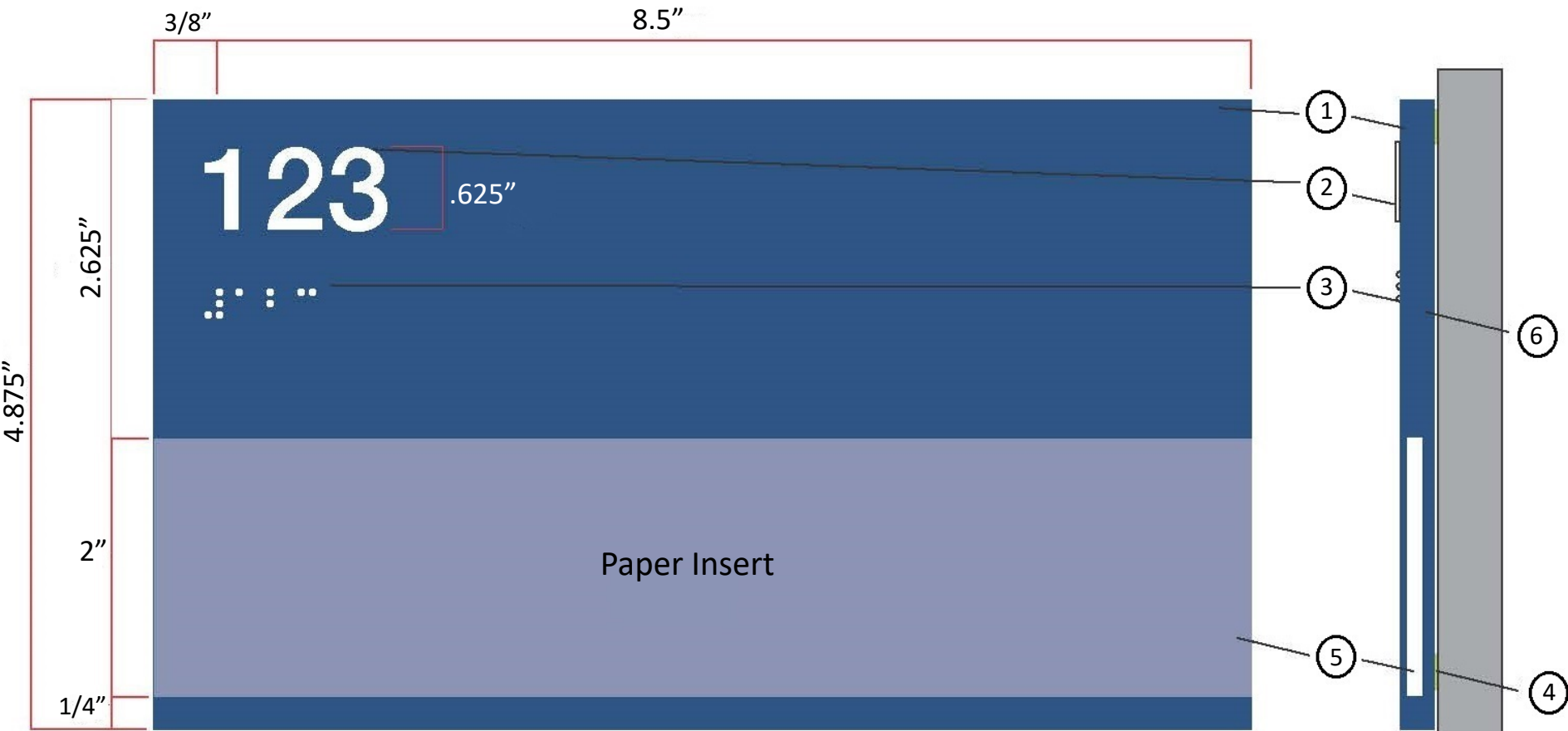


T2 Size: 4" x 3"

T1 and T2 – Room Signs

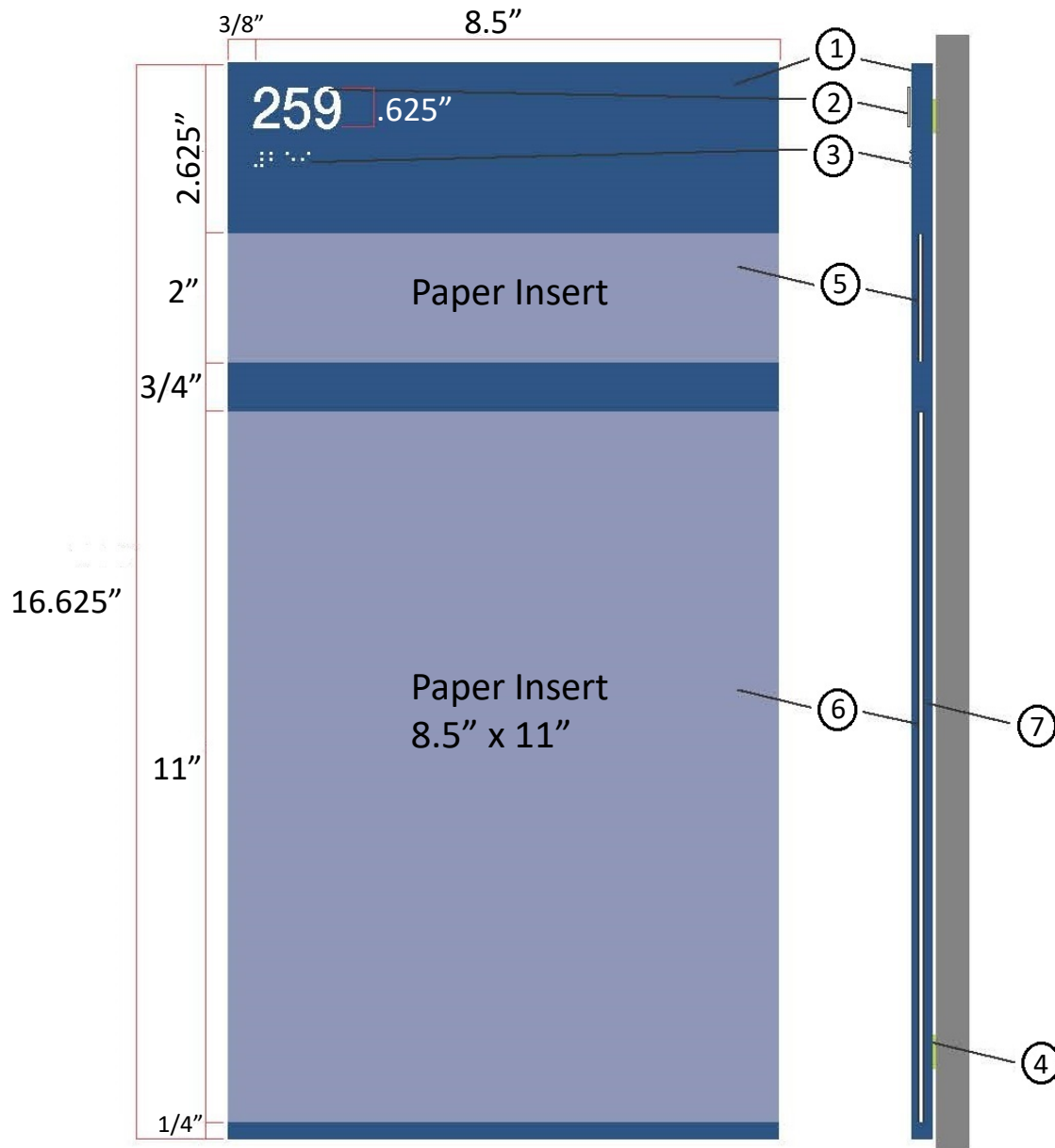
- ① 1/4" Acrylic Painted WVU Blue PMS 295/
MP 29294 Satin
- ② Tactile Color: White Font: Helvetica Medium
- ③ Grade 2 Braille
- ④ Double Faced Tape

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

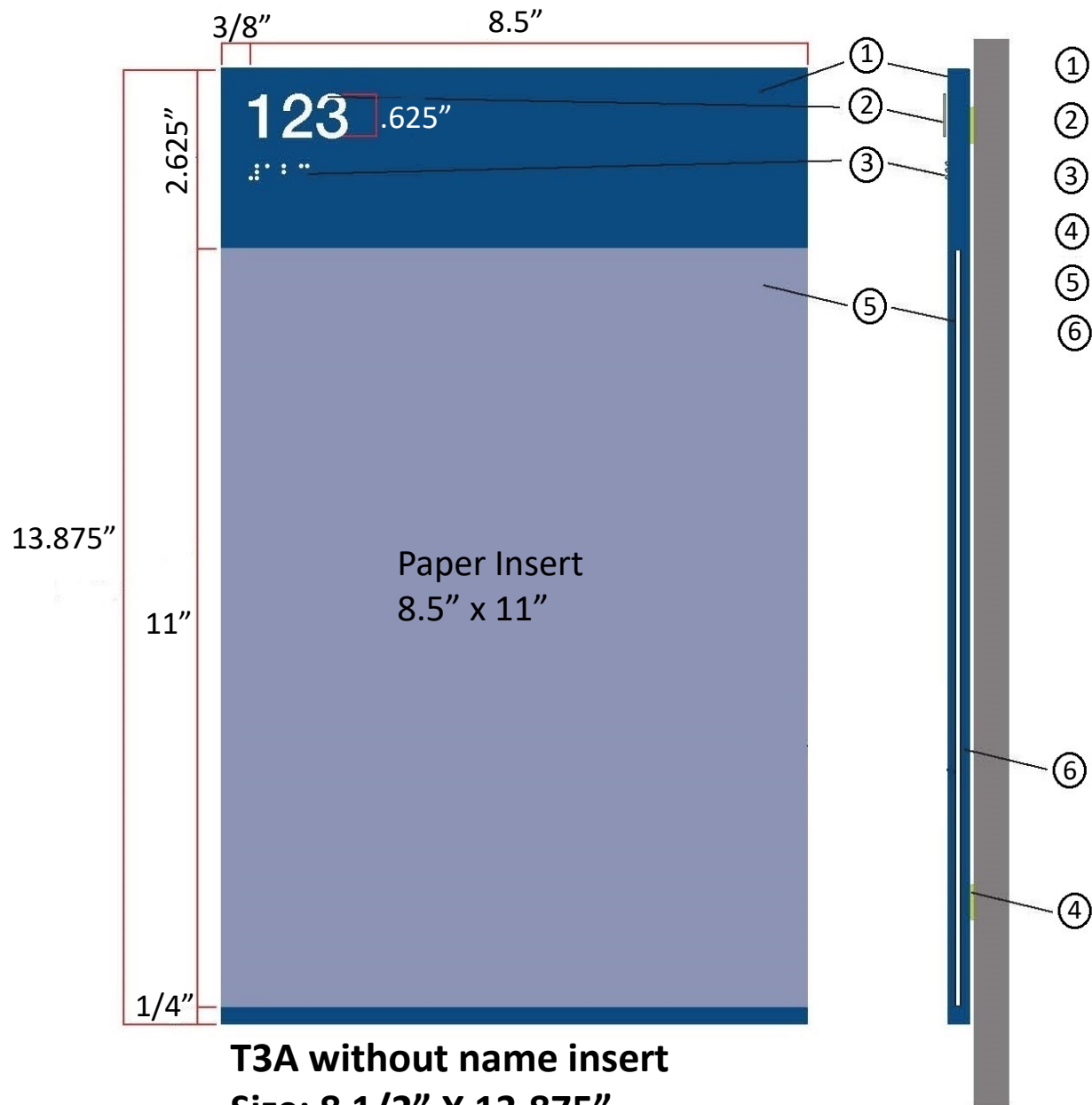
T3
Size: 8 1/2" X 4 7/8"



- 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"

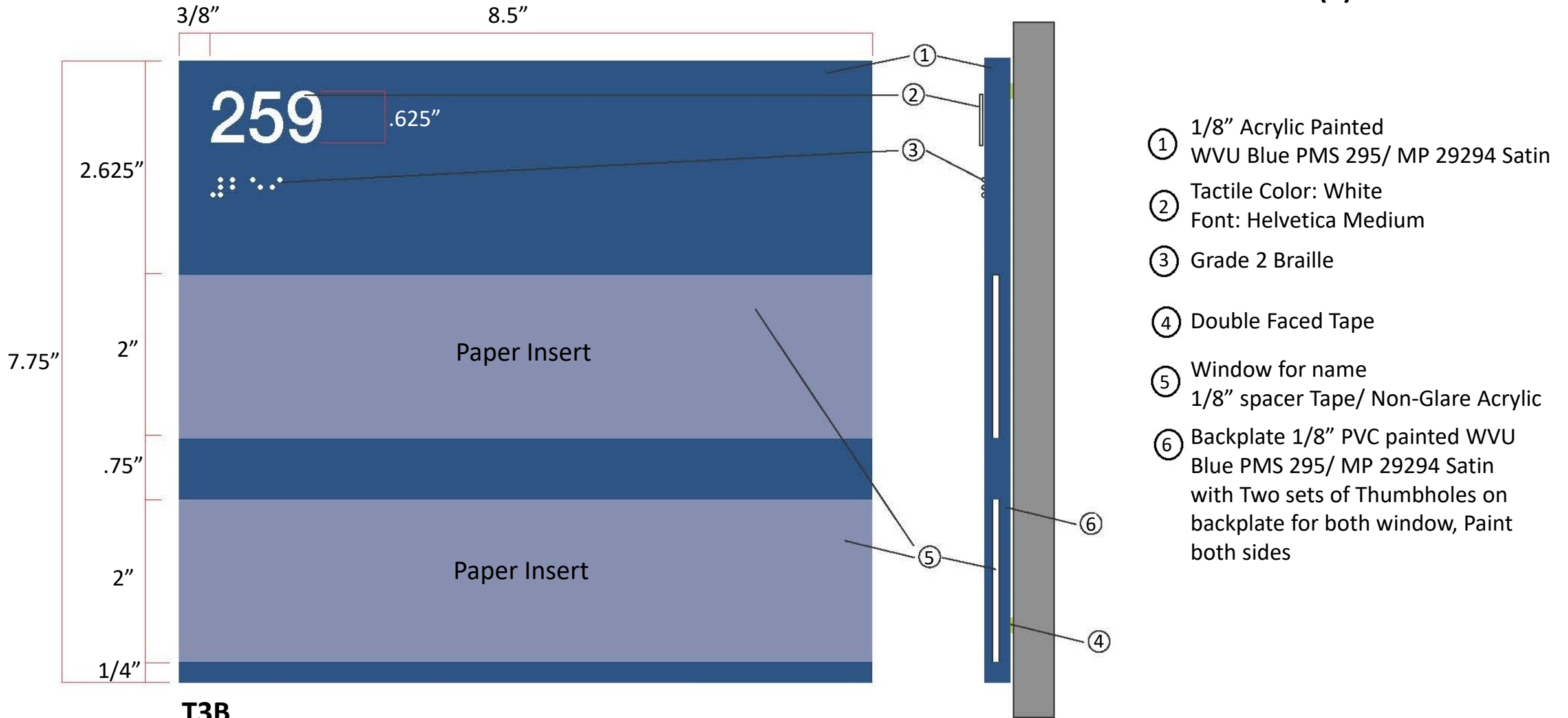


- ① 1/8" Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin
- ② Tactile Color: White; Font: Helvetica Medium
- ③ Grade 2 Braille
- ④ Double Faced Tape
- ⑤ Window for name/schedule (8.5"x11"); 1/8" spacer Tape/ Non-Glare Acrylic
- ⑥ Backplate 1/8" PVC painted WVU Blue PMS 295/ MP 29294 Satin with Two sets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

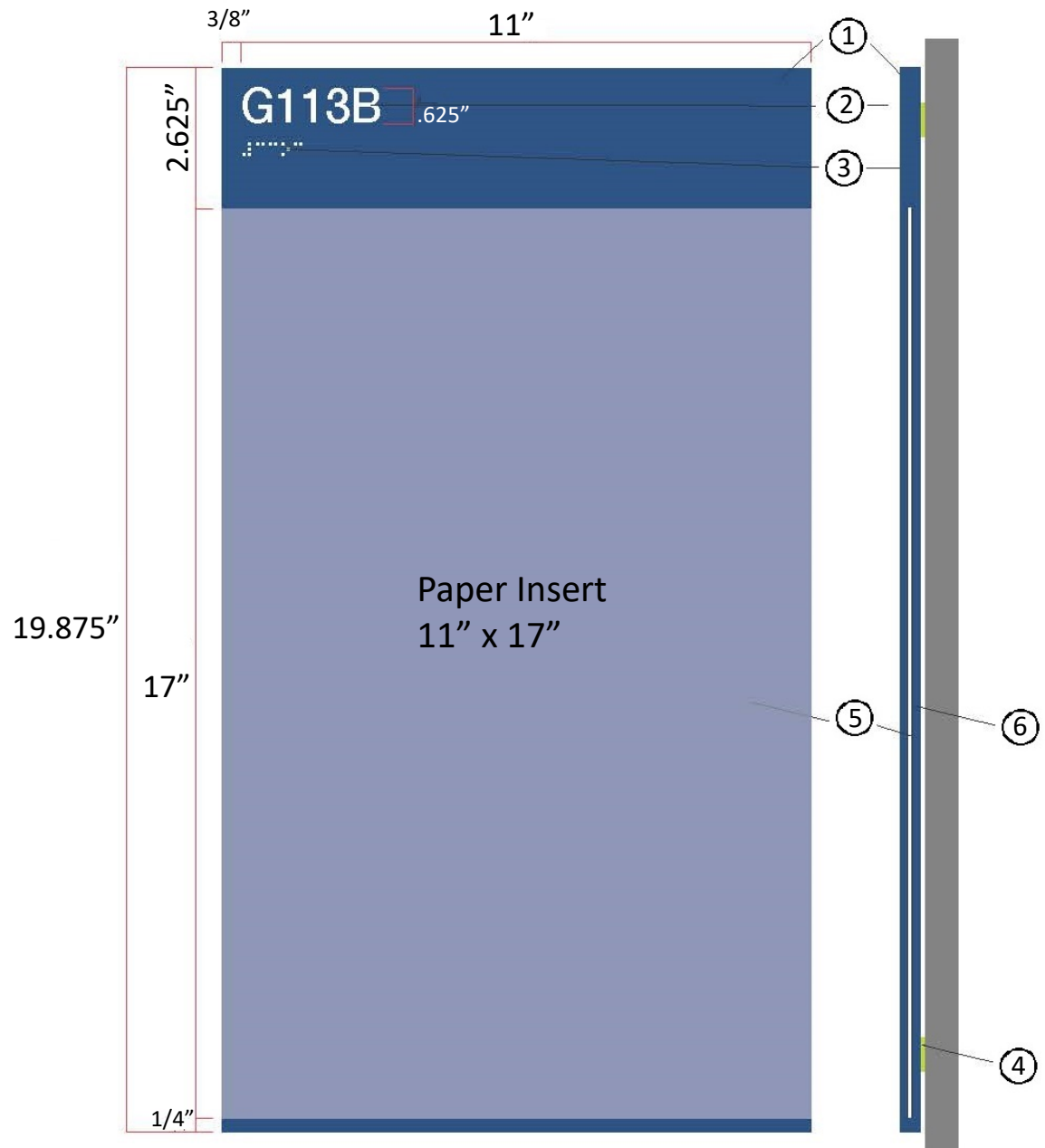
T3A - Room ID without name insert

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

T3B – Room ID with Name Insert (2) Slot



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



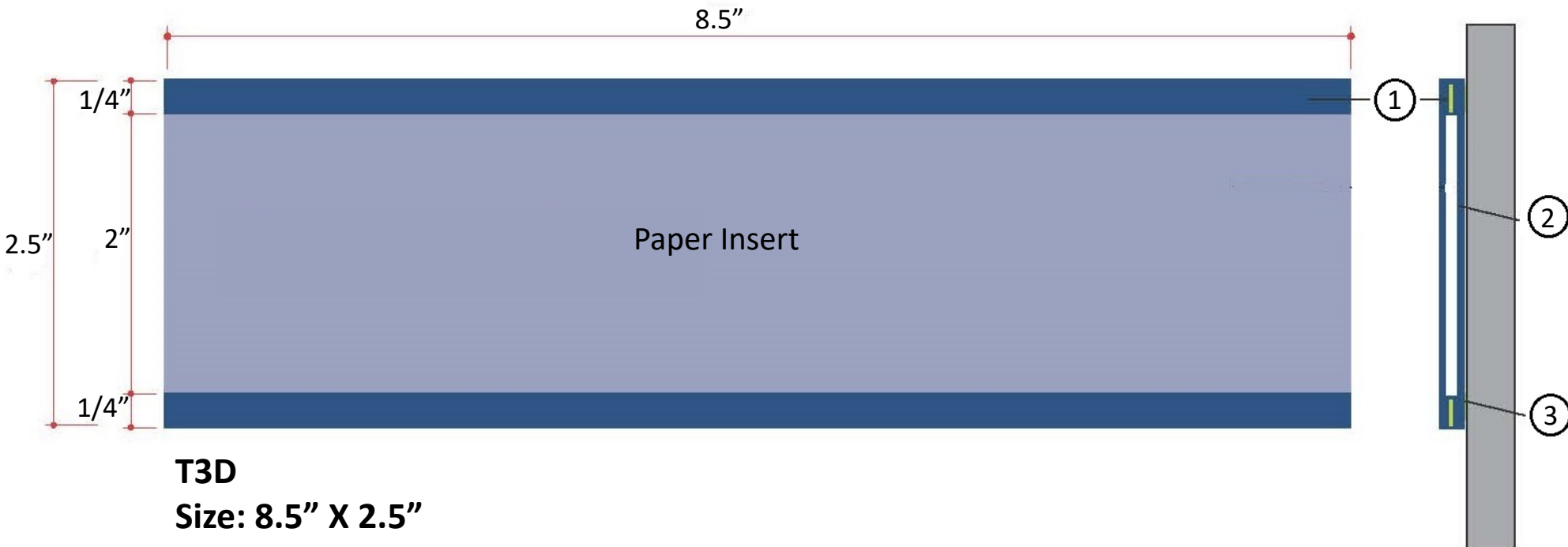
T3C
Size: 11" X 19.875"

- 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

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.

③

T4

Size: 8" X 6"

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

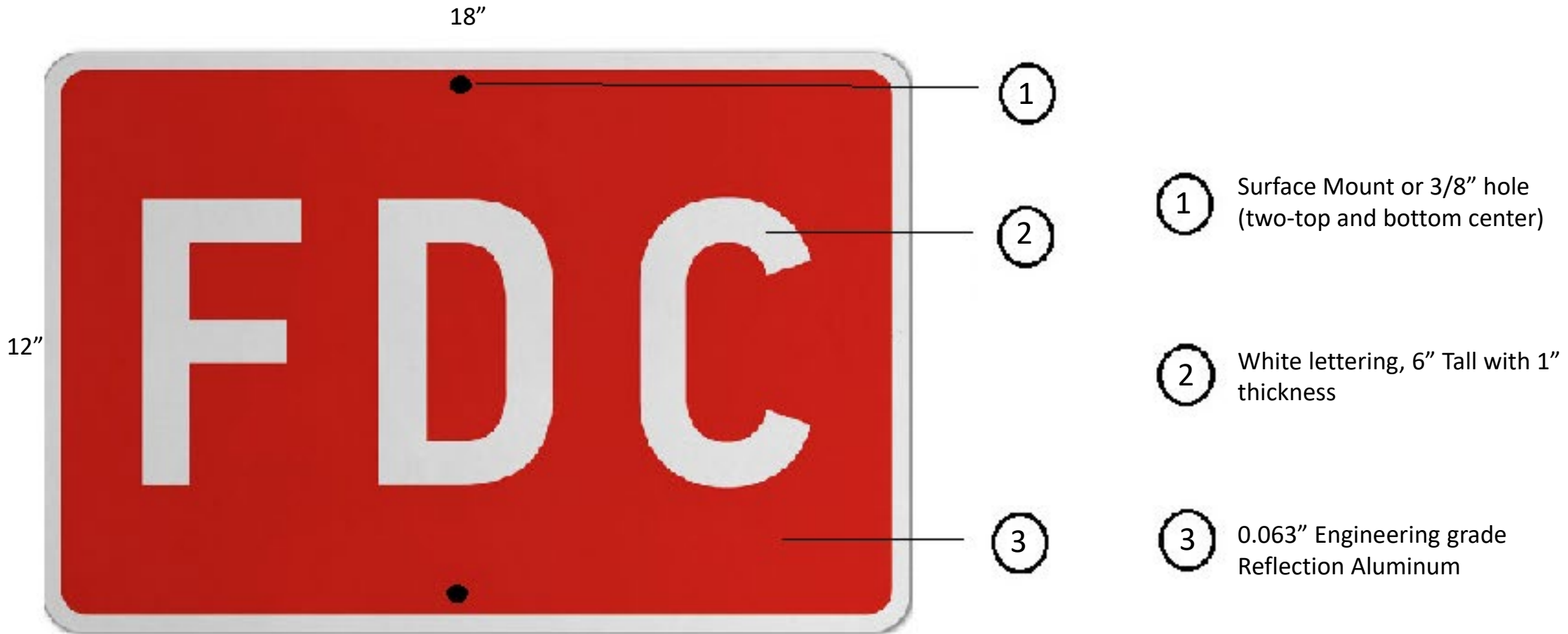


- ① ¼" acrylic painted Red
- ② Rowmark; white
- ③ Grade 2 Braille
- ④ Double Faced Tape

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)**

8"

**SPRINKLER
CONTROL
SYSTEM**

8"

**ELEVATOR
EQUIPMENT
ROOM**

6"

6"

1

1

1

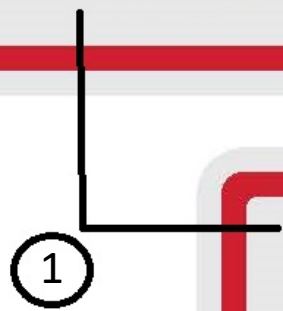
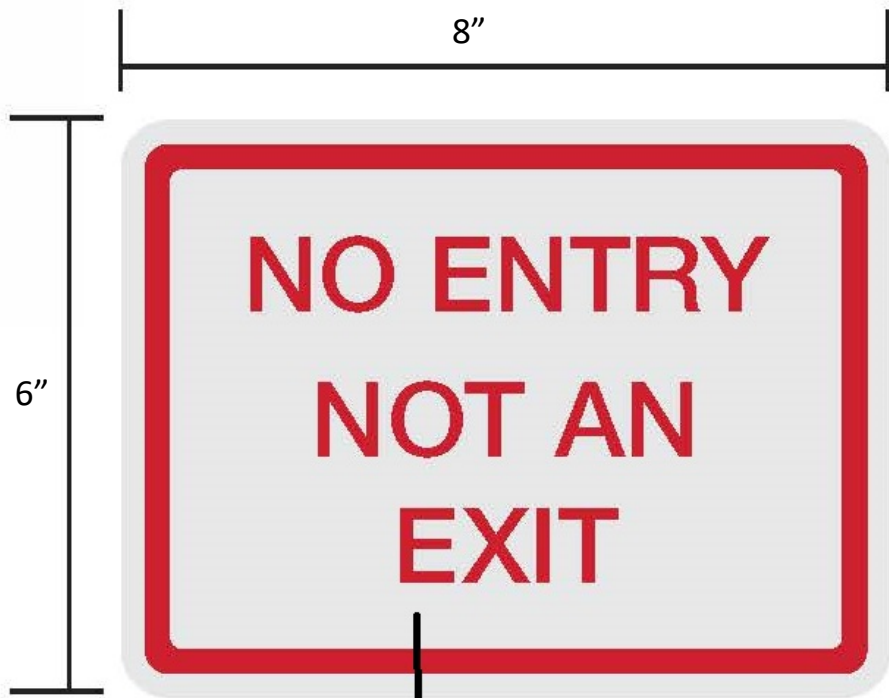
Printed Di-Bond with Double Face Tape on Back

Sprinkler Control Room & Elevator Equipment Room

For Fire Department Notification install below room number

Size: 6" X 8"





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





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

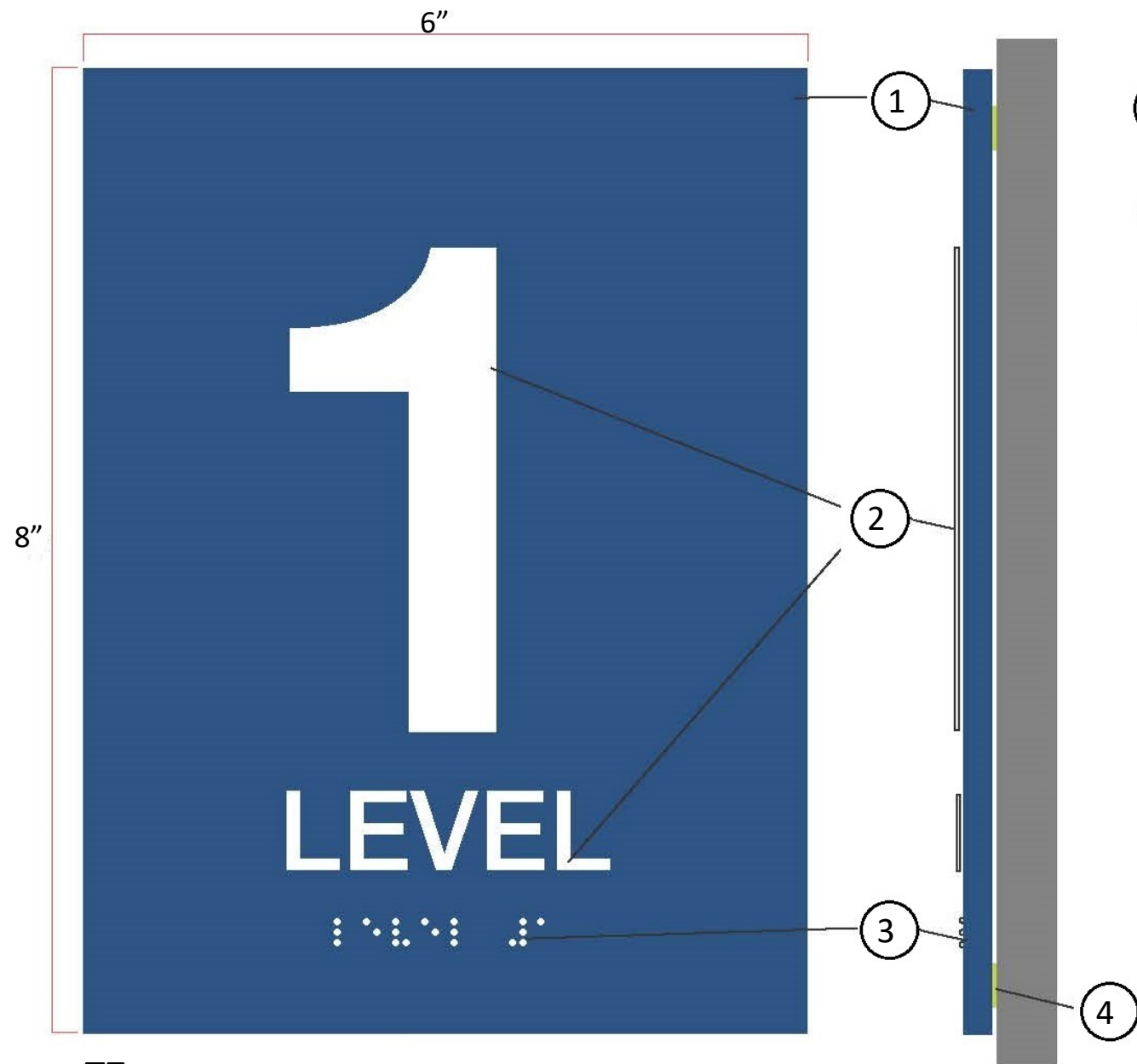
② Tactile Color: White
Font: Helvetica Medium

③ Grade 2 Braille

④ Double Faced Tape

T6 - Sign Example next to Elevator – option 1

T6
Size: 9" X 9"



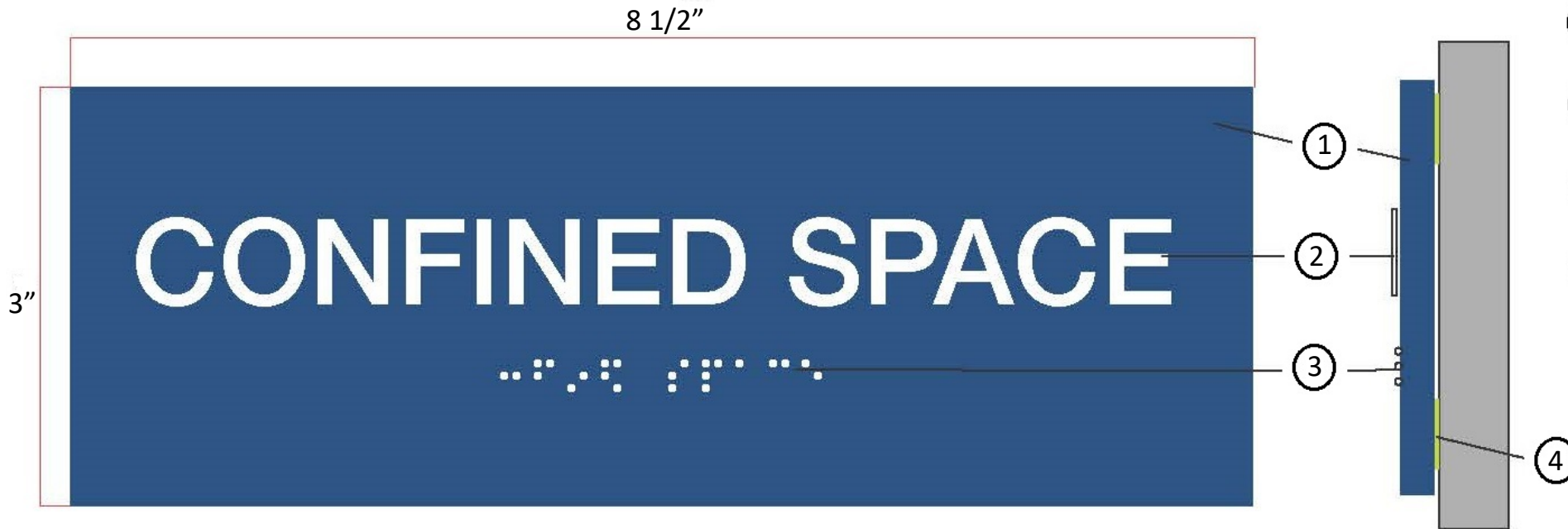
- ① ¼" Acrylic painted
WVU Blue PMS 295/ MP 29294 Satin
- ② Tactile Color: White
Font: Helvetica Medium
- ③ Grade 2 Braille
- ④ Double Faced Tape

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"

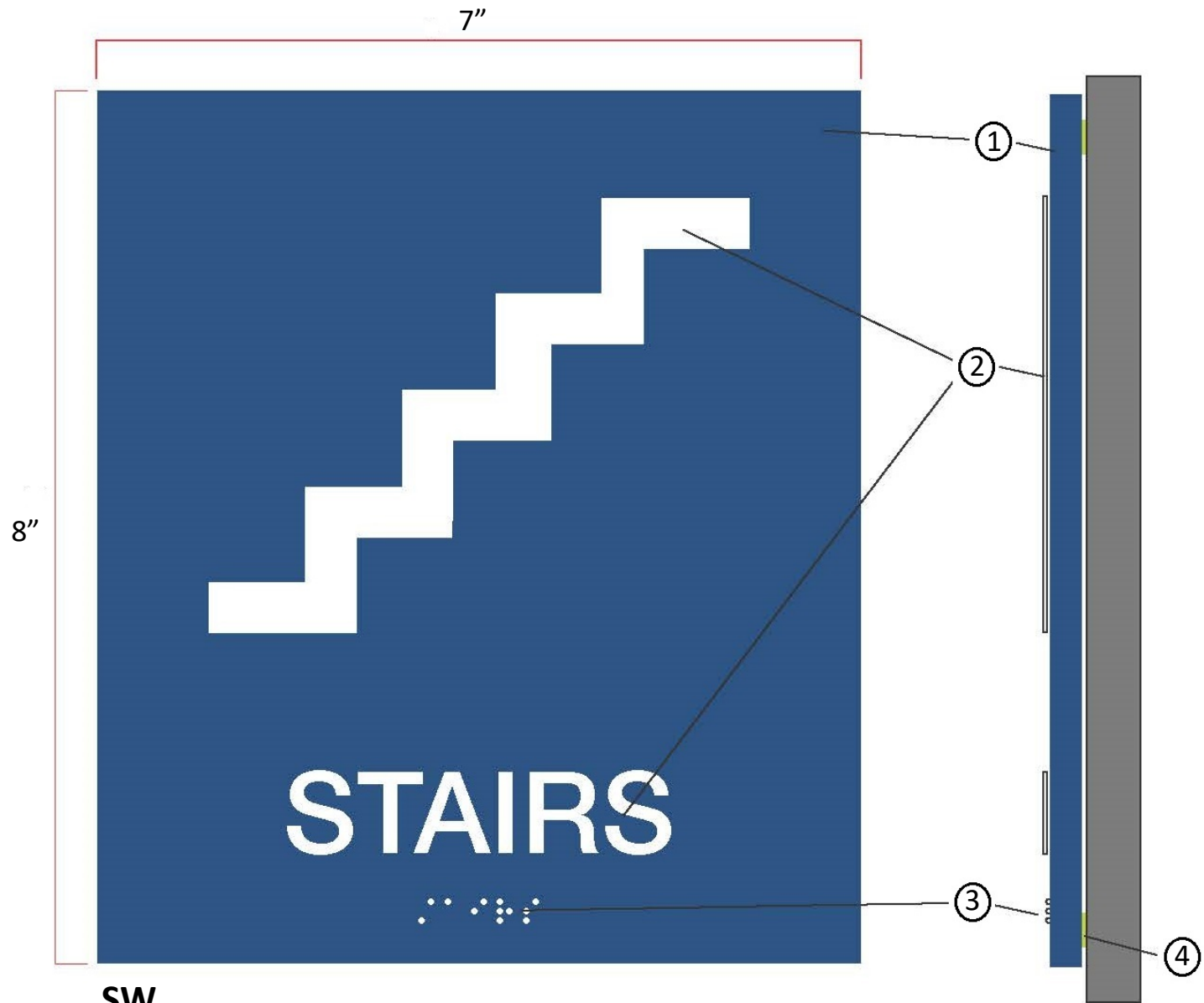
T8 - Confined Space Sign



- 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"



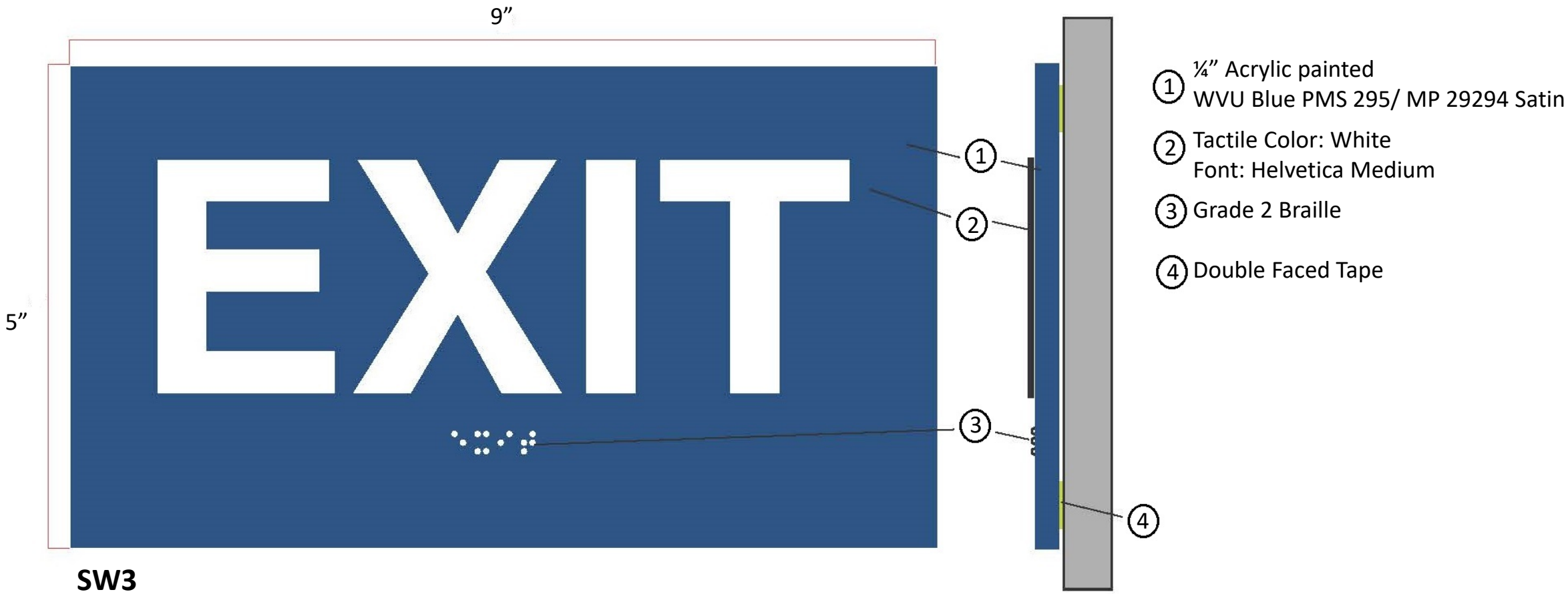
- ① 1/4" Acrylic painted
- ① WVU Blue PMS 295/ MP 29294 Satin
- ② Tactile Color: White
- ② Font: Helvetica Medium
- ③ Grade 2 Braille
- ④ Double Faced Tape

SW2 - Sign Example next to Elevator – option 2

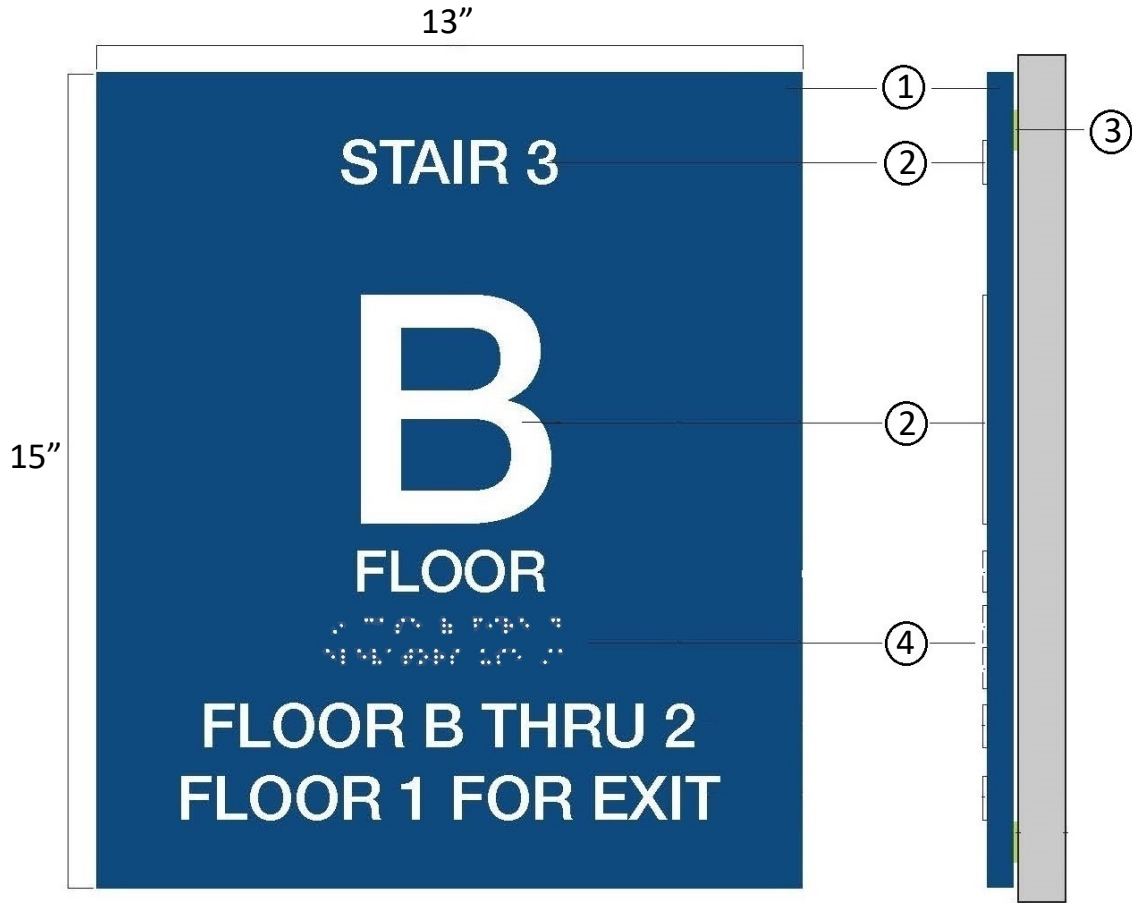
SW2

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

SW3 - Stairwell Door EXIT signage



SW3
Size: 9" X 5"



SW4 – Stairwell Signage

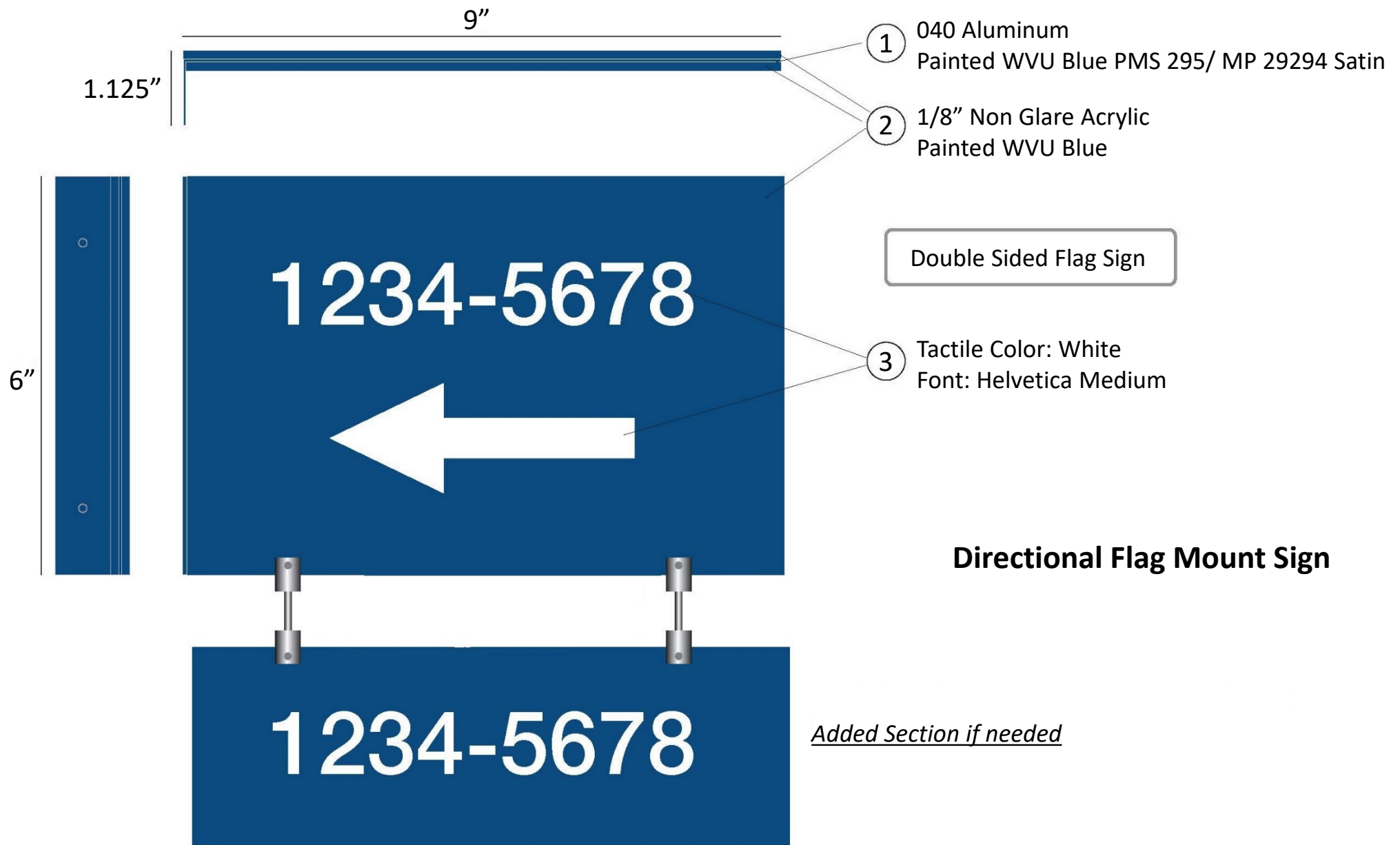


SW4

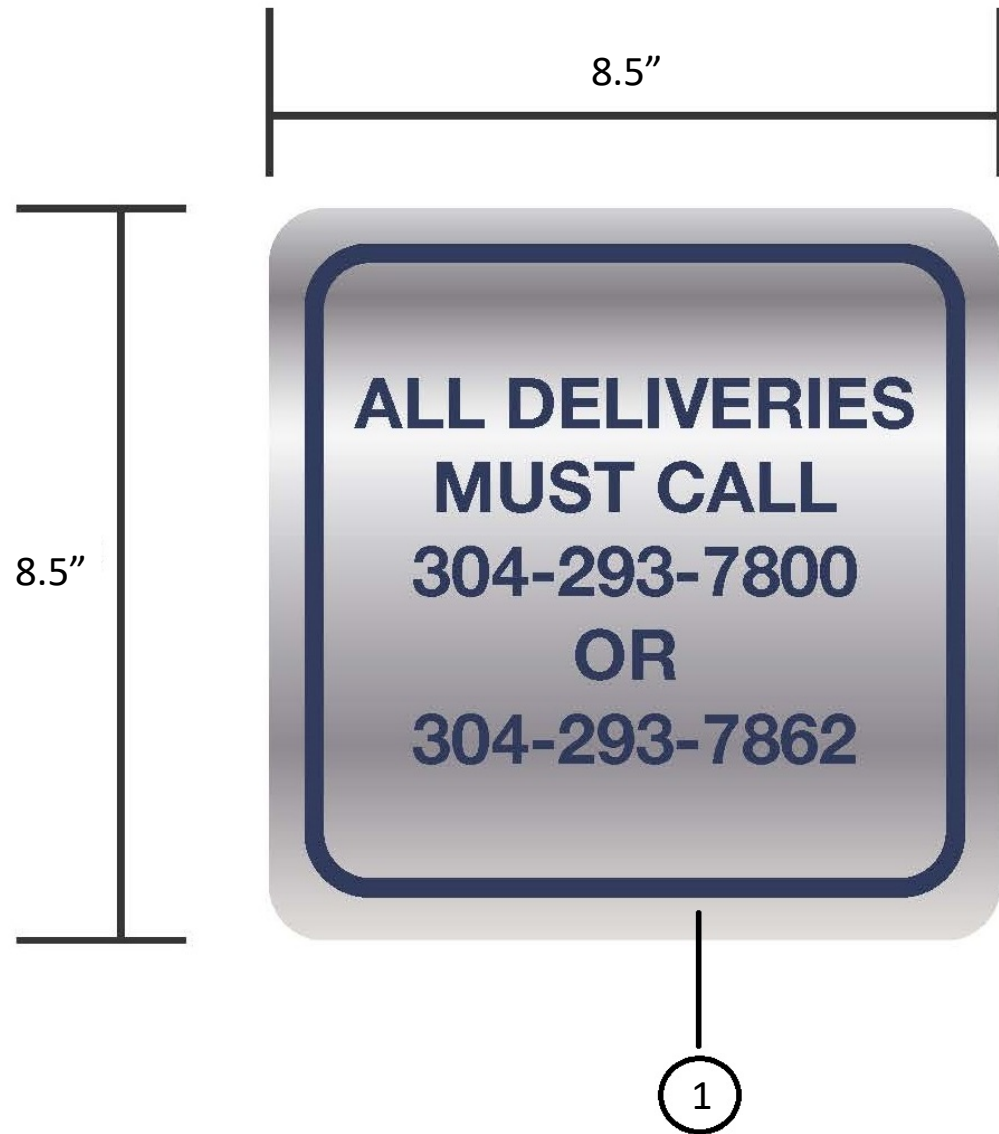
Size: 13" X 15"

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



Size is determined on content for sign



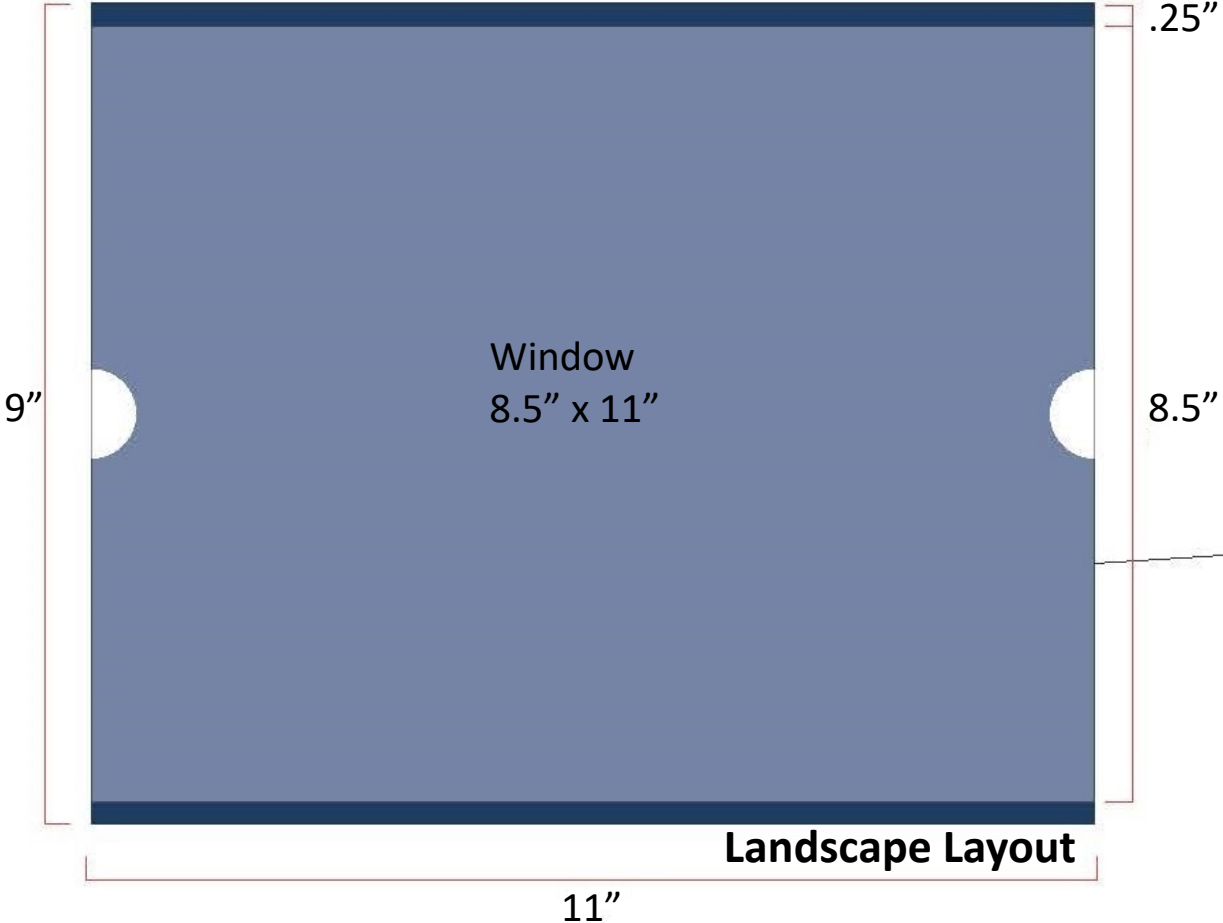
Size is determined on content for sign

- 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.

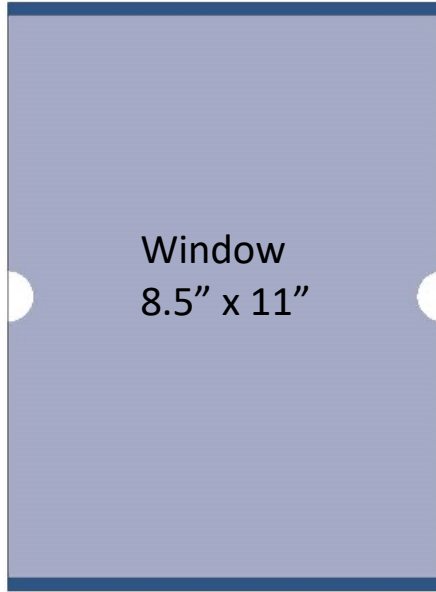
Note: Extra sign might be needed per where deliveries or something that needs to be clear to visitor or information for building.

Informational Sign (special case)

Document Holder



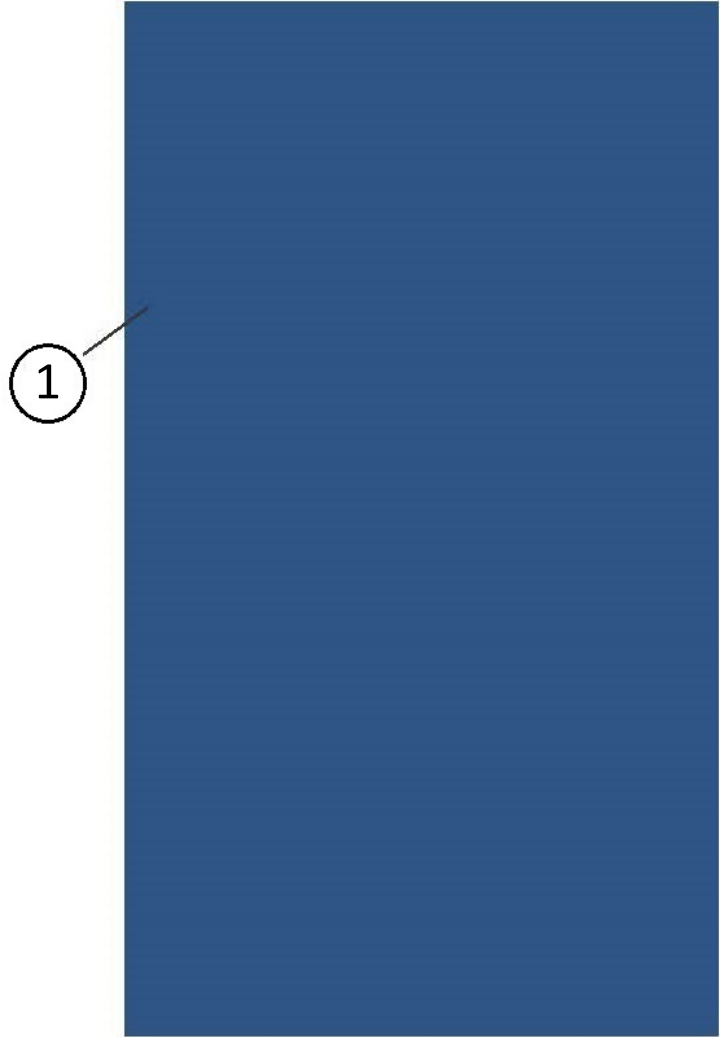
- ① 1/8" Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin
- ② Window for paper
1/16" spacer Tape/ Non-Glare Acrylic
- ③ Backplate 1/8" PVC Painted WVU Blue PMS 295/ MP 29294 Satin Two Sets of Thumbholes on backplate for both windows paint both sides. **
- ④ Double Faced Foam Tape



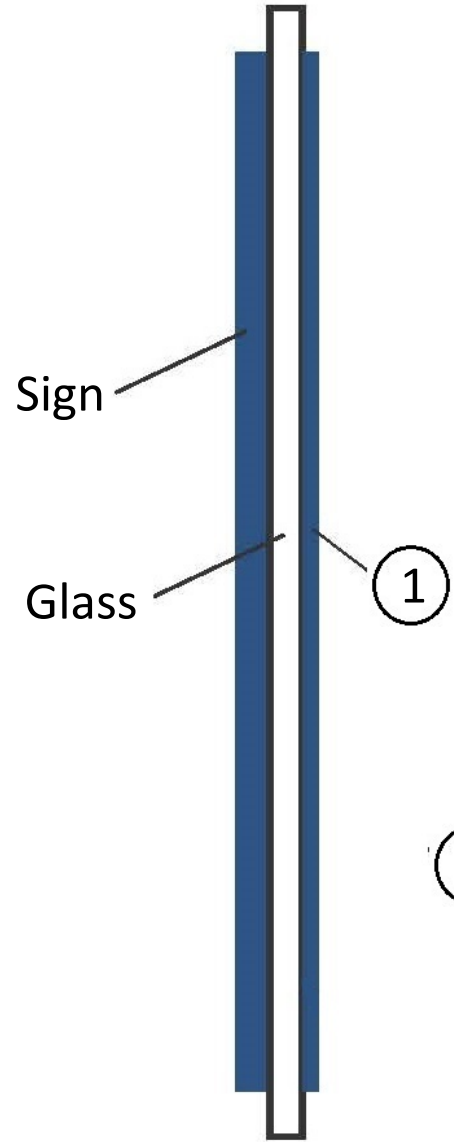
Portrait Layout

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





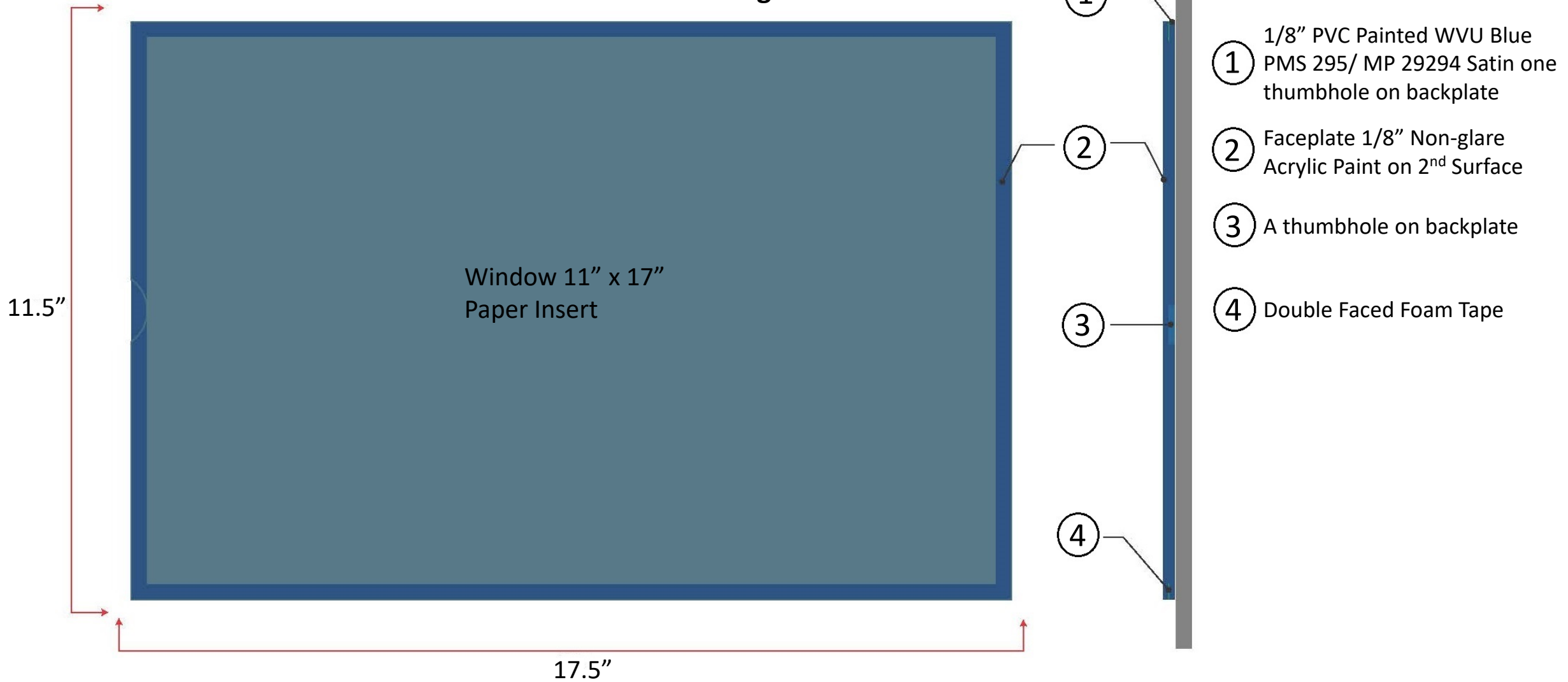
Glass Backer
(cover up foam tape on glass panels) (size will vary per sign type)



Glass Backer

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

Fire Evacuation Sign Holder

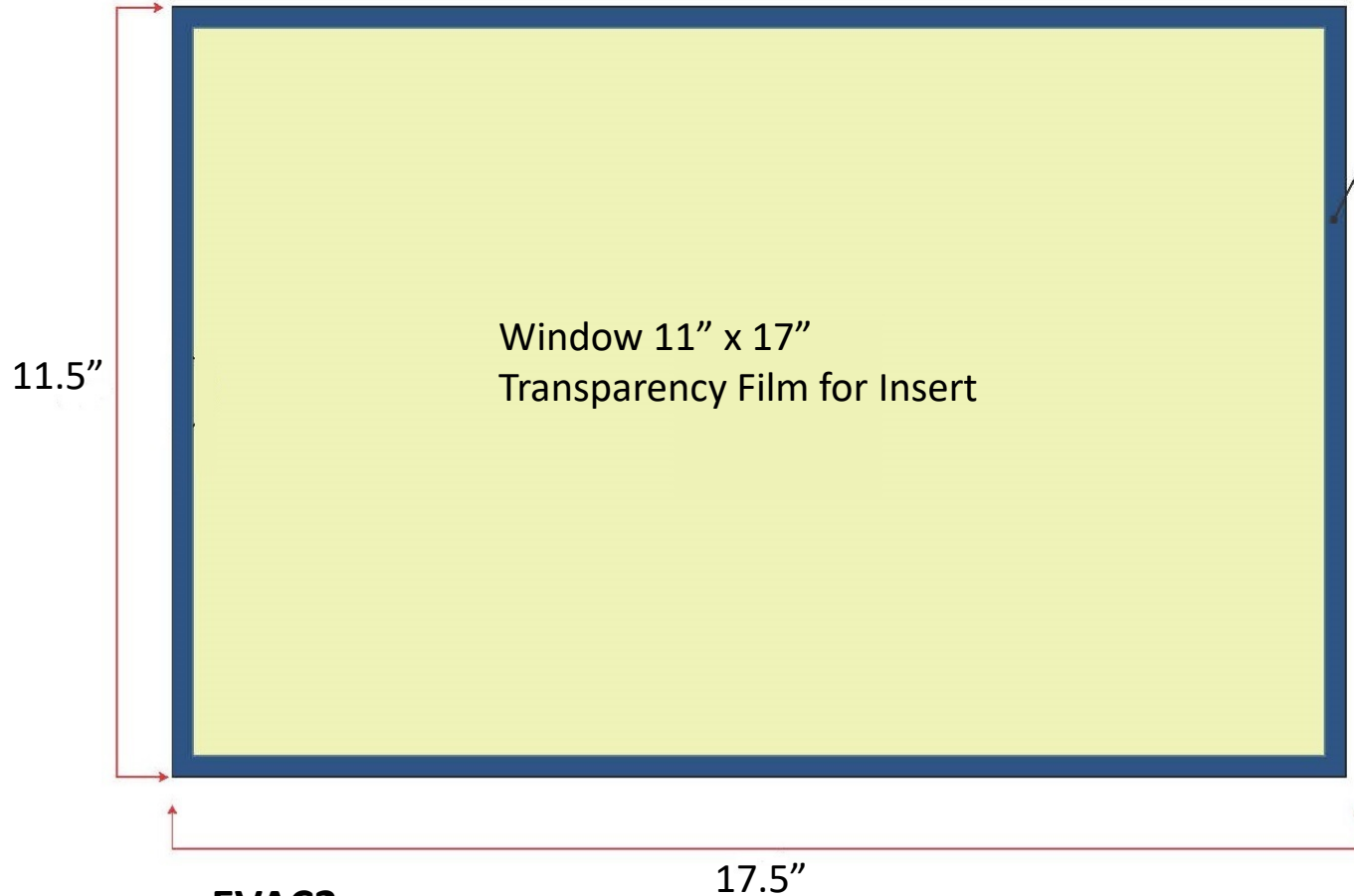


EVAC 1

Size: 17.5" x 11.5"

Inserts: 11" x 17"

Fire Evacuation Sign Holder – Glow in the Dark Option



- 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

EVAC2

Size: 17.5" X 11.5"

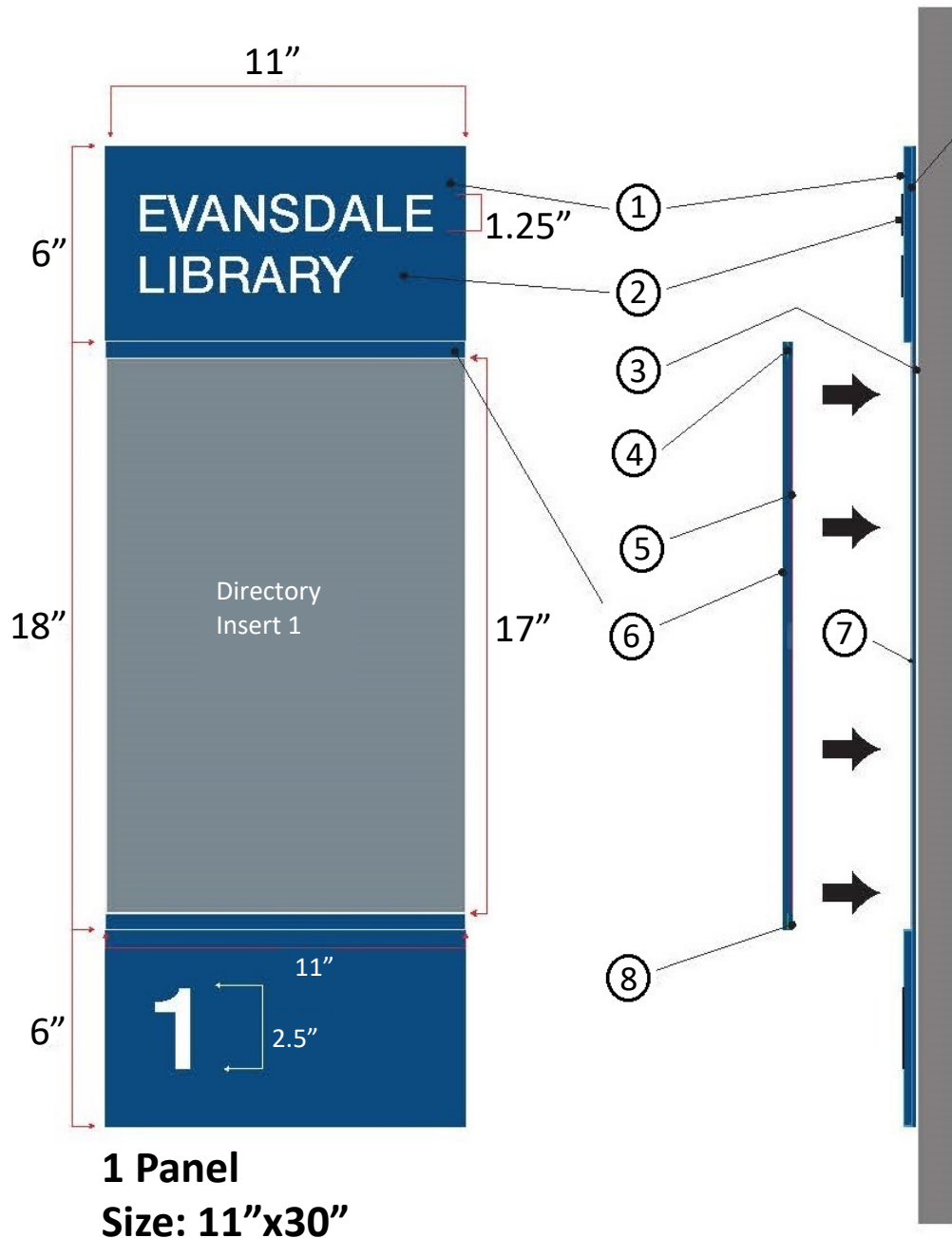
Inserts: 11" X 17"

Glow in the Dark Photo

Luminescent Backer (special insert)

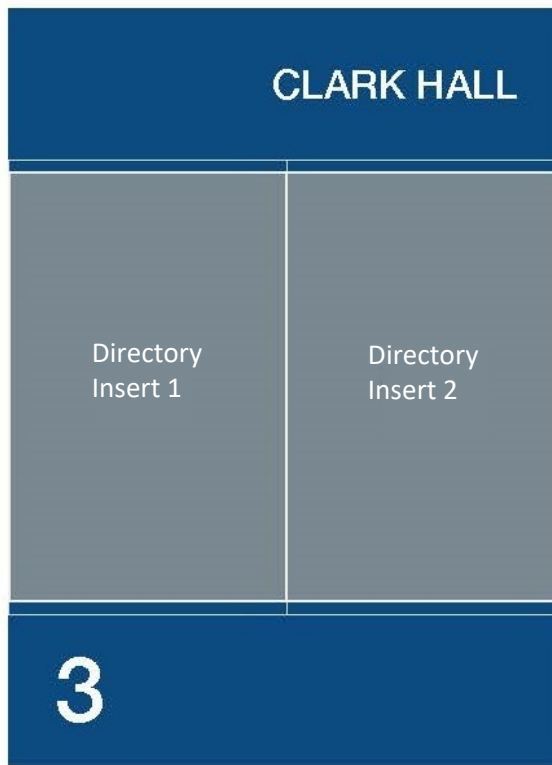
WEST VIRGINIA UNIVERSITY CAMPUS

**BUILDING DIRECTORIES &
DEPARTMENT ENTRANCE SIGNS**

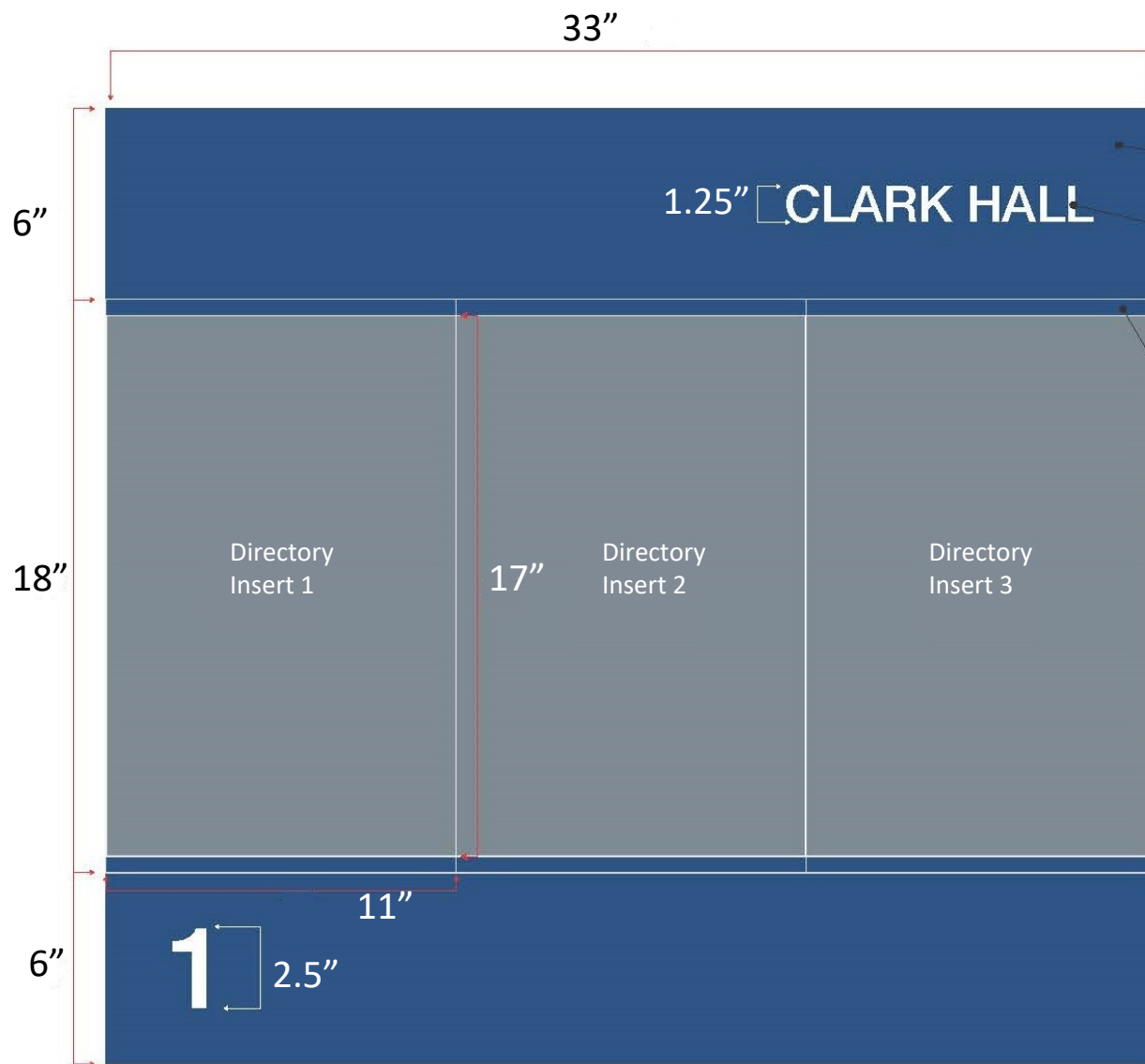


Building Directory – D1 and D2

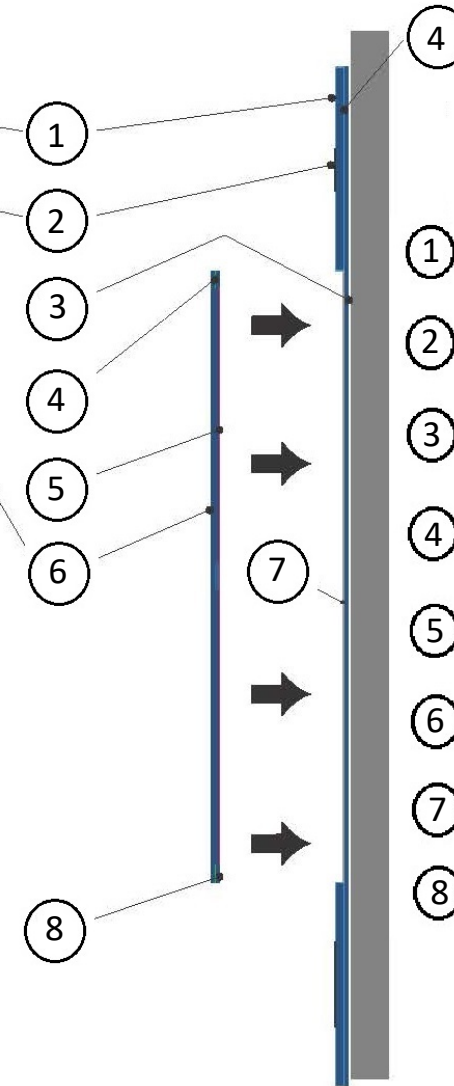
- ④
- ① ¼" Acrylic Painted WVU Blue PMS 295- MP 29294 Satin
- ② Tactile Rowmark Color: White
Font: Helvetica Medium
- ③ Backplate 1/8" Dibond
- ④ 4 Double Faced Tape
- ⑤ 2" Magnetic Strip (5) Strips Total
- ⑥ Faceplate 1/8" Non-glare Acrylic Paint on 2nd Surface
- ⑦ Cold Rolled Metal (to attach to Magnet)
- ⑧ Backplate 1/8" Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin



2 Panel
Size: 22"x30"



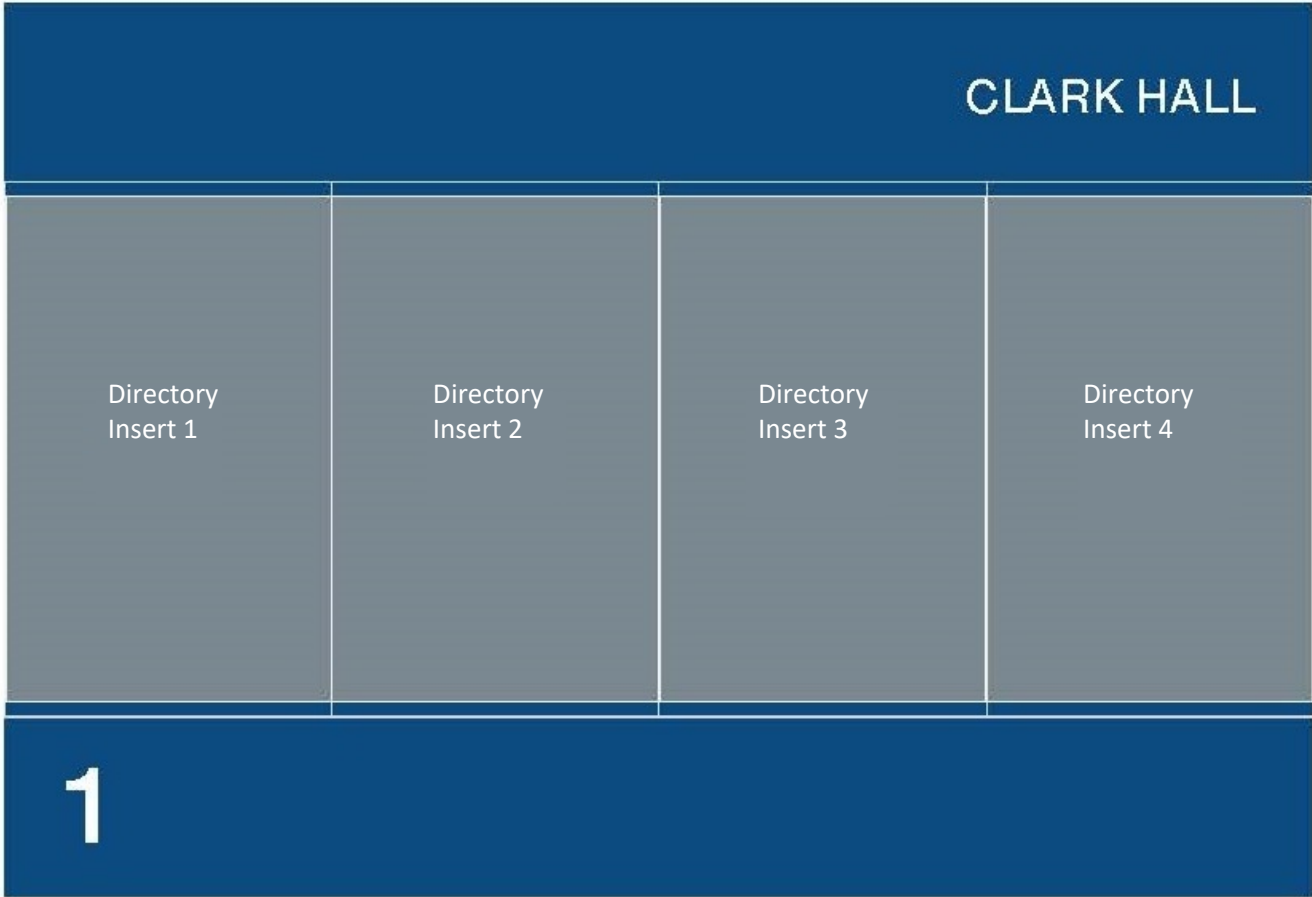
Building Directory – D3



- 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 2nd Surface
- ⑦ Cold Rolled Metal (to attach to Magnet)
- ⑧ Backplate 1/8" Acrylic Painted WVU Blue PMS 295/ MP 29294 Satin

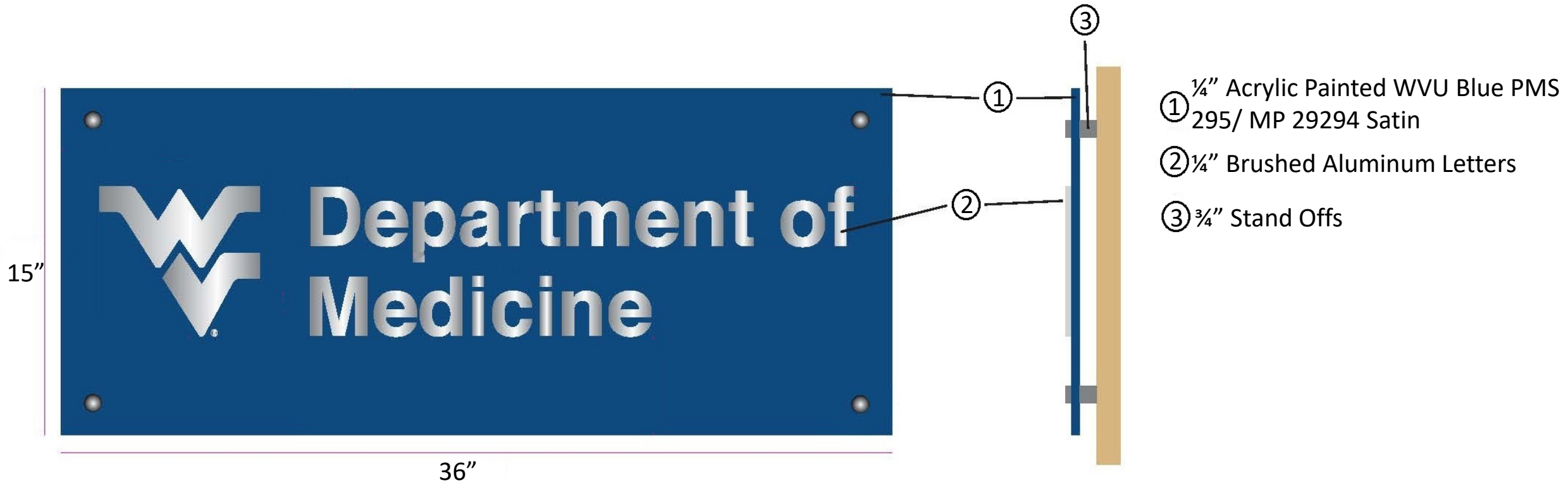
3 Panel
Size: 33"x30"

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. 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.

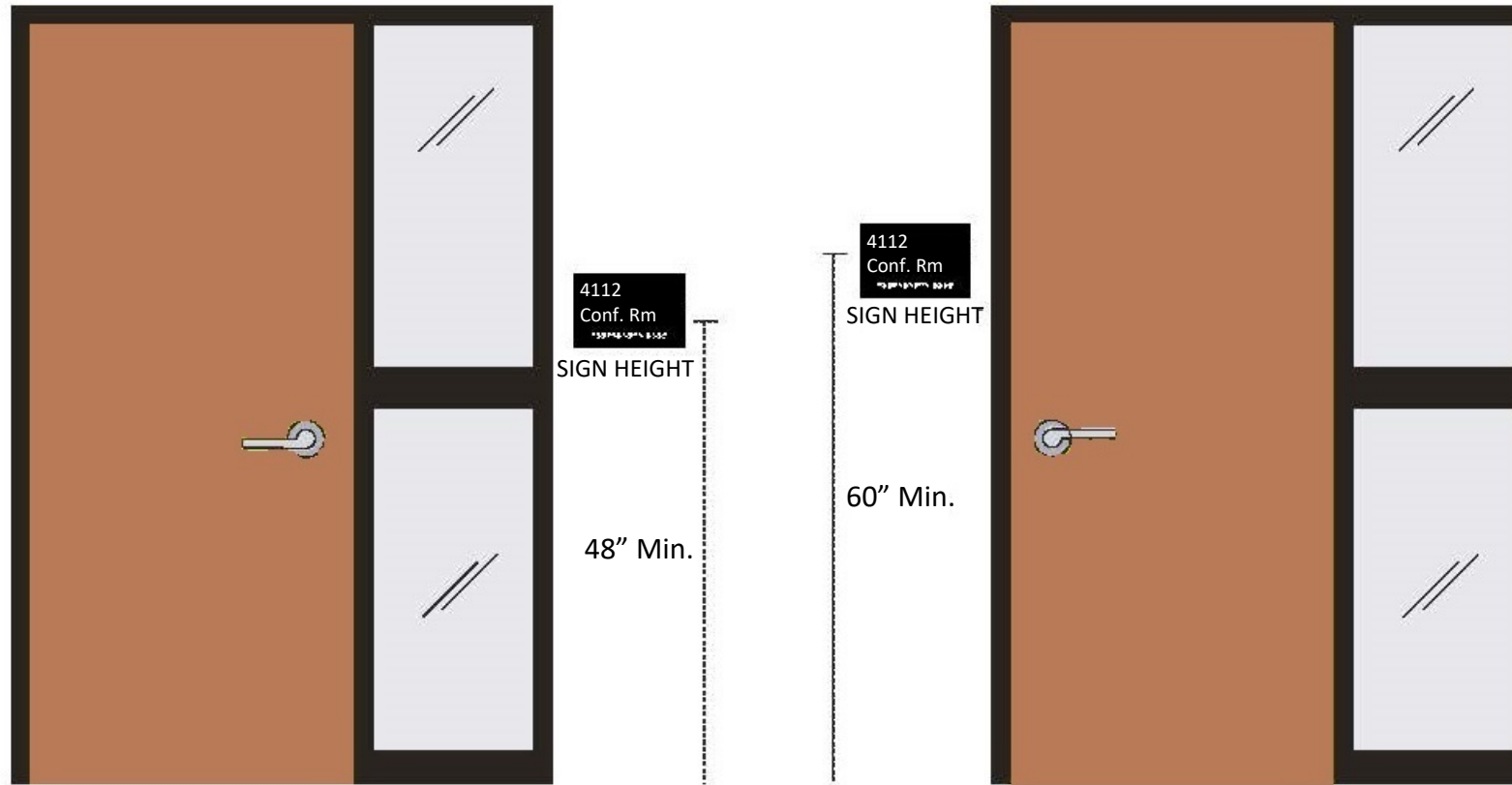
Q: Do I need ADA compliant signs in the stairwells of my building?

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



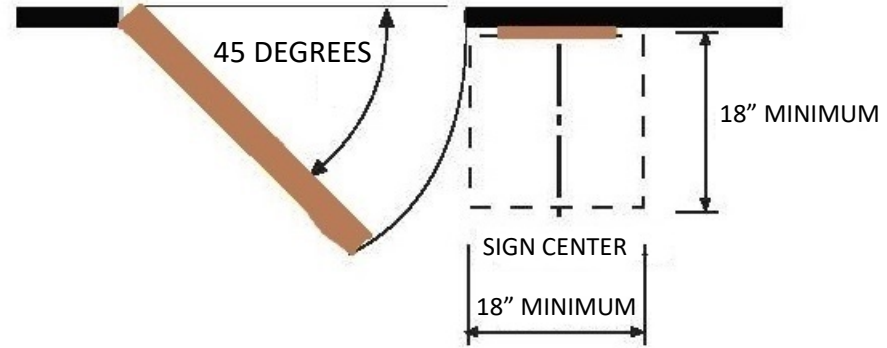
- The baseline of the tactile copy can be mounted between 48" at the lowest point to 60" at the highest point. This allows signs of different sizes to be mounted on the same visual plane.
- Elevator cars are excluded from this rule.

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.).

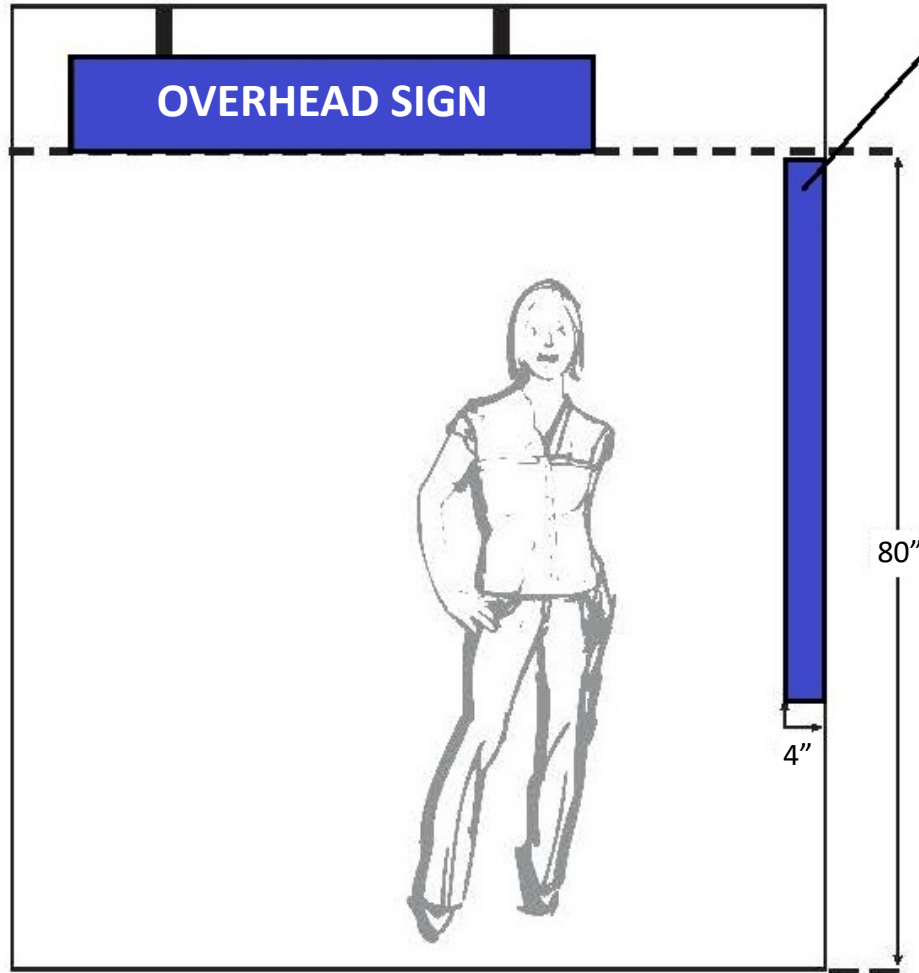


Single Door: sign shall be mounted next to door on the latch side.



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.