

A10.2 Specialties- Signage

NEW SECTION

DIRECTORIES AND BULLETIN BOARDS – 10416

Building Directory: Provide in main entrance lobby(s). Limit text to public spaces and a general description of spaces on each floor. Individual blades for each line of text, or a traditional grooved background for press-in letters are both acceptable, but shall be enclosed and lockable to prevent theft or vandalism. An 8.5" x 11.5" slot for changeable paper inserts can be included for posting of computer-generated lists of faculty room assignments.

- Graphic Maps are generally discouraged, due to cost of updating them over time as space uses are reassigned & buildings are remodeled. However, for buildings of unusual geometry or complexity, this is sometimes a better option than a list of rooms or directional signage. If used, a plexiglas-covered sign that accepts paper floor plan drawings, which can be easily printed by computer and replaced periodically, is preferred.

SIGNAGE – 10431

General:

Refer to [Appendix A10.1](#) for standard examples and guidelines copied from the KU Graphics Manual. Designers shall review the complete KU Graphics Manual for additional information, not included herein, which may be applicable to their project. DCM's Project Manager can arrange to make a copy of the Graphics Manual available for review.

Designers shall include scale drawings of each sign type to be provided for a project, and shall show mounting locations, noting all are to be field-verified with Owner prior to installation. The following signage shall be provided as part of the construction contract for each KU project, as applicable.

Exterior Signage:

- Exterior Building Name, Street number & Program Name:** (New Buildings or major additions only) Include near main entrance(s), on wall of building; locations shall be approved by DCM & UA. Specs:
 - Letters:** Cast aluminum, Medium Bronze anodized finish, Helvetica Medium font, all caps.
 - Heights:** Building name shall be 8" to 10" high letters, appropriate to building's scale; generic name of program shall be smaller and below, typically 6" to 8" high; ½" to 1" deep letters. Street number at or near main entrance typically 6" to 8" high.
Example:

LEARNED HALL
ENGINEERING (Street number) 1246
- Mounting:** Concealed, with minimal space off substrate, to limit insect & bird nesting.

- Power-Operated Building Entrance Doors Signs:** 6" x 6" pictograms with universal symbol of accessibility, white on blue background, adhesively applied onto face of each door equipped with a power operator, 36" to 60" AFF.
- Other Accessible Entrance Signs:** When all entrances to a building are not accessible, provide adhered 6" x 6" pictogram signs on the accessible doors, and provide signs at inaccessible entrances providing directions to accessible entrances. Main entrances must be accessible.
- Handicapped Parking Signs:** GC shall provide painted galvanized steel posts for handicapped parking signs; Owner shall provide signage & mount it on these posts.

Code Required Interior Signage:

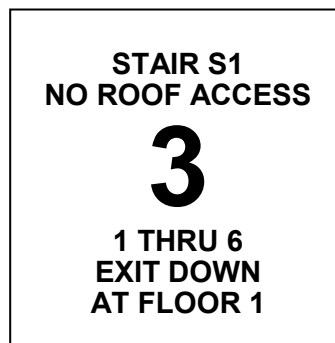
CODE REQUIRED signs shall be provided and installed prior to final inspection for occupancy. Failure to provide and install signage shall delay the certificate of occupancy being issued by the AHJ. Show all these signs on the contract documents.

Required sign list:

- Tactile exits signs
 - Stair identification signs
 - Toilet Room signs
 - Stairwell Level signs
 - Elevator- Do not use signs
 - Elevator- Emergency Handicapped Egress signs
 - Braille on Room number signs if provided
 - Room maximum occupancy signs
 - Emergency Plan Signs
 - Severe weather signs- Standard KU sign
 - Area of Refuge Instructions
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- Tactile Exit Sign:** On the approach side of ALL exterior exit doors, Horizontal exit doors and stairwell doors, 2 ¼" x 4 ½" blade , on the latch side at 60" AFF to centerline of sign. Refer to IBC_(section #)_ . Signs for stairwells should include stairwell designation indicated below. Provide large text- 1 ½" with Braille on signs without stair designations.



- ❑ **Stairwell Identification Signs:** On corridor side mounted on the latch side at 60" AFF to centerline of sign. Provide one **2 ¼" x 4 ½"** sign with 'EXIT' then the stair name text (Ex: '**Stair 3S1**') with Braille below text. In the example, '3' refers to 3rd floor and 'S1' refers to the stairwell number assigned by KU.
- ❑ **Toilet Rooms:** Provide **6"x 8"** sign with ADA pictogram and 1" text below pictogram which reads 'Men', 'Women' or ' Family Restroom' (if shared restroom).
- ❑ **Stairwell Level sign:** Inside stairwells on each landing, provide code-required signs, **10" x 10"** size (per IBC). Text shall be 3/4" high letters with a 3" high floor number. Install sign with centerline 5' above elevation of landing, in a readily visible location when all doors are open and closed (ref. IBC 1005.3.2.4).

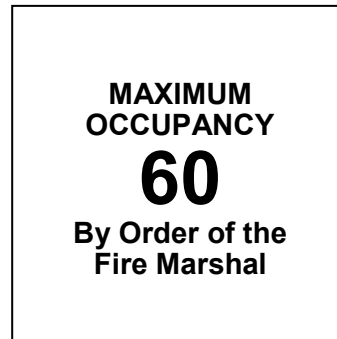


- ❑ **Elevator Signage:** Provide per code. Text to read 'Do Not Use in Case of Fire' and include standard pictogram. Coordinate with elevator specs and submittals; omit separate sign if signage provided by elevator manufacturer.
- ❑ **Elevator Emergency Egress Sign:** Provide **10" x 10"** sign if elevator is used for Handicapped emergency egress and the elevator is equipped for that function and is on emergency power. Locate sign at every elevator call station. Sign to read :



- ❑ **Room number signs:** provide one for each door in building. Standard size to be **2 ¼" x 4 ½"** blade with room number in raised letters, with Braille below text. Provide larger blade to identify multiple distinct room numbers occurring beyond door.

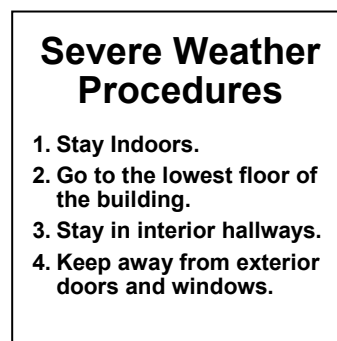
- ❑ **Room Maximum Occupancy Signs:** Provide a **10”X10”** sign installed in ALL assembly occupancies (over **40** occupants) with loose or fixed seating. Locate sign on the latch side of the entrance door, top of sign even with the top of door frame. Text shall be- 1st 2 lines 1” high, occupancy number 2 ½” high, last 2 lines ¾” high (no braille) Text as follows:



- ❑ **Emergency Plan Signs:** Provide one sign holder at primary firefighter’s entrance; typically sized to receive an inserted 11” x 17” sheet of paper with a clearly legible floor plan indicating all emergency exits and exit corridors. For new construction, consultants shall provide this floor plan printout, which can be modified from the final code footprint.

Refer to appendix A10.3 for sample

- ❑ **Severe Weather Signs:** Provide **10”x10”** University Standard Severe weather signs throughout building at the following locations:
 - ❑ Elevator lobbies
 - ❑ Corridor side of stairwells at latch side of door or adjacent wall



- ❑ **Emergency Lighting Testing Instructions:** In assemble occupancies with normally OFF emergency lighting provide a sign; gray with red letters, 4 1/2 inches wide (the width of double gang wall switch) and 2 inches high; text ¼” high, located just above the typical room lighting wall switch on the latch side of the primary entrance door to the room. Sign should be mounted just above the wall switch or at 60” above finished floor. Sign shall state the following:

**EMERGENCY LIGHTING PROVIDED
TO TEST (REQUIRED MONTHLY)
TRIP CIRCUIT _____ AT PANEL _____
PANEL LOCATED IN ROOM _____**

- ❑ **Area of Refuge Instructions:** (if communications system is provided) - Information on how to use communication device per code. Standard text as follows, 5/8" high letters:

AREA OF REFUGE INSTRUCTIONS
Braille
**EVACUATE BUILDING, UNLESS
ASSISTING OTHERS**
Braille
**IF THIS EXIT IS BLOCKED
FOLLOW ILLUMINATED EXIT
SIGNS TO ALTERNATE EXITS**
Braille
**INTERCOM IS ONLY ACTIVATED
IN A LIFE SAFETY EMERGENCY**

General Informational Interior Signage (recommended, not code required):

- ❑ **Building Directory:** Refer to requirements specified under the Directories and Bulletin Boards - 10416 section of this Division.
- ❑ **Directional Signage:** Provide as required to clearly direct traffic through building. Typically provide on each floor outside elevator or stairs in main lobbies, noting sequence of room numbers that occur in each direction of travel. If the location of the elevator is not obvious when entering the building provide a directional sign as to the direction of travel to reach the elevator.
- ❑ **Room Numbers with Descriptive Room Names:** Provide only at permanent locations where this information is needed. Examples: Dean of Fine Arts; Inge Theater; Lecture Hall; Multimedia Classroom; Vending; Mechanical; Electrical; Tunnel Access; Telecom; Utility; Housekeeping; Storage; Roof; . Provide in standardized module widths and heights as appropriate for each project.
- ❑ **Room Numbers & Occupant Names:** If desired by building users and the project budget allows it, provide signs in those locations with an integral slot covered with clear plastic for removable inserts designating the room occupants' names are typically not included in KU room signage. If included, they shall have a fixed clear cover over the insert, and

allow room occupants to create computer-generated inserts rather than being required to purchase pre-manufactured inserts.

Interior Signage Specifications:

- Materials:** Solid phenolic material; engraved, etched or blasted to create both raised relief letters and Braille.
 - Colors may either be integral or hard-coat paint, as approved by DCM.
- Corners:** Required to have a 3/8" radius.
- Fonts:** Size shall be 5/8" to 1" high. 1 inch is preferred. All interior text shall be Helvetica Medium font, title-case (first letter capitalized, unless specified otherwise), left-justified unless pointing to rooms to right.
 - Applied letters, numbers or braille text that are separate from substrate materials, and adhered to it, whether chemically or by heat, are NOT acceptable due to poor performance.
 - Special graphics on signs, in addition to normal text, are discouraged on signs that might typically require replacement or additional matching signs in the future. These include room numbers, whether plain or including room names or insert slots, and building directories.
- Typical Colors:** White letters on a dark background, in a color consistent with other interior colors. Brown or bronze background is the standard background color, unless the color scheme suggests other colors that would be more appropriate. Verify with DCM (approval required).
- Partial Remodels:** Match existing signage (style, colors, fonts, etc) to greatest extent feasible.
- Typical Mounting Locations:** Mount per ADA & other code requirements. Typically mount 2" clear off the door frame's strike jamb, 60" AFF to centerline of sign.
- Typical Mounting Methods:** Either of the following methods are acceptable:
 - Not less than 80% coverage double-sided tape over entire back of sign.
 - Double-sided tape to temporarily hold in position, with continuous perimeter coverage of silicone sealant/adhesive.
 - If mounted on glass sidelight, provide back plate to hide mounting tape.

Signage by Owner

- Handicapped Parking Signage (posts by GC)
- Parking Lot Designations
- Traffic Control Signage