

WILLIAM & MARY

Environmental Graphic Standards

EG 1 Design Guidelines Interior Code Signage

Updated February 2025

TABLE OF CONTENTS	2
SUMMARY	3
1 OVERVIEW	4
2 METHODOLOGY	9
3 MESSAGING & NOMENCLATURE	13
4 GRAPHIC STANDARDS	16
5 SIGN TYPES & DRAWINGS	22
FULL SIGN FAMILY OVERVIEW & PROGRAMMING	23
5A ADA: A-SERIES	26
5B FIRE & LIFE SAFETY: F-SERIES	45
5C REGULATORY: R-SERIES	61
6 SPECIFICATIONS	68

Summary

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The purpose of this document is to supplement William & Mary's (W&M) Facilities Management Technical Standards to provide comprehensive guidelines for interior signage required by the Americans with Disabilities Act (ADA), International Fire Code (IFC), International Building Code (IBC), and local municipalities for the safe and legal occupancy of buildings on campus.

These Interior Code Signage Design Guidelines (Guidelines) outline the required sign types, their typical locations, their associated graphic standards, and sign family's overall nomenclature approach.

These Guidelines formalize a family of signs that will ensure a code compliant and safe campus environment. The design of the sign program is a response to the W&M brand, campus, architecture, and interior environments.

1

OVERVIEW

These Guidelines provide the programming, sign type design, and fabrication methodology for a clear, consistent, and comprehensive interior code signage system for building occupancy and safety on the W&M Campus.

The signage system supports and upholds W&M's branding and graphic standards to compliment the interior architecture and finishes of the campus buildings.

Introduction

Guidelines Usage

Governing Codes

Glossary & Abbreviations

Introduction



These Interior Code Signage Design Guidelines were created with the Office of the University Architect (OUA) to provide a comprehensive code-compliant sign family required for the occupancy and safety of buildings on campus.

The purpose of this document is to act as a guide for clear and consistent implementation of sign programming, graphic standards, and nomenclature standards throughout different projects across campus. These Guidelines should assist W&M, Sign Designers, Sign Fabricators, and General Contractors to maintain consistency in interior code signage application.

To be successful, a signage program must allow for flexibility. Exceptions to any of the sign types within these Guidelines should be presented to and approved by the University Architect before deviation from the standards.



Authority

Implementation and maintenance of the interior code signage system standards as outlined in these Guidelines is the responsibility of the Office of the University Architect (OUA). All proposals or requests for interior code signage are subject to review and approval of OUA.

Applies to

All buildings and properties owned or leased by W&M affiliated with the Main Campus.

In cases in which a single new sign is required in a location still utilizing a legacy signage system, please confirm with OUA how or to what extent these Guidelines are to be implemented in relation to the existing system.

Guidelines Components

These Guidelines explain the programmatic use, content, design intent, materials and fabrication methods, and placement of each sign type in the interior code signage system. The OUA should be consulted for information regarding the appropriate use for each sign, standards for messaging and location/orientation for the placement of signage in the built environment. When requests arise that are not addressed by these Guidelines, consult with OUA for input and approval.



There are Federal, State, and Local municipality interior signage codes and requirements that are enforced to receive a building's permit for occupancy and to ensure the accessibility and safety of all building users. The sign types in these Guidelines address the following regulations.

ADA

- 2010 ADA Standards for Accessible Design: Sections 216.8, 603, and 703
- 2021 International Building Code (IBC): Sections 1110 and 1111
- Virginia Accessibility Code: 2017 ICC A117.1 Accessible and Usable Buildings and Facilities (Ch 7)

Fire & Life Safety

- 2018 International Building Code (IBC): Sections 1004, 1007, 1009, 1011, 1013, 1022, 1023, 1111, 3002, and Appendix H
- 2024 International Fire Code (IFC): Sections 404, 605 and 1004
- 2021 Virginia Construction Code
- 2021 Virginia Statewide Fire Prevention Code

Regulatory

- Leadership in Energy and Environmental Design (LEED): Environmental tobacco smoke control, Indoor Environmental Quality
- 2024 International Fire Code (IFC): Section 310
- W&M OUA requests and requirements

Please note this section is for general reference only and it is the signage fabricator/installer's responsibility to meet all current applicable codes and regulations.
Code and regulations are subject to change from the issuance of this document. Ensure all signs are installed per the latest code for City, State and Federal compliance.

Abbreviations & Glossary

Guideline Abbreviations

- ADA**
Accessible design as regulated by the Department of Justice's 2010 ADA Standards for Accessible Design
- AFF (Above Finished Floor)**
The distance between an object and the completed floor surface directly beneath it
- BOH (Back of House)**
The spaces/rooms of a building for staff or service
- CMYK**
Abbreviation for the ink colors cyan, magenta, yellow and black. Combinations of these four colors are used in many printing methods to create all other colors.
- FOH (Front of House)**
The spaces/rooms of a building that are public facing
- GC (General Contractor)**
The company responsible for managing a construction project from start to finish
- PMS (Pantone Matching System)**
A color matching system to ensure that colors are printed consistently across different media and jobs
- W&M**
William & Mary
- OUA**
Office of the University Architect

VHB (Very High Bond) Tape
A type of double-sided, high-performance acrylic foam tape with exceptional bonding strength

Guideline Glossary

- Acrylic**
A strong, durable, lightweight plastic used in the fabrication of signage
- Building Code**
Regulations issued by state and local governments that establish standards for the construction of buildings and structures in the interest of public health and safety
- Code Signage**
Signs required by Building Code to be installed prior to the occupancy of a building
- Guidelines**
This document, the Interior Code & Wayfinding Signage Design Guidelines for W&M
- Fabrication**
The manufacturing and production of the signage
- First Surface**
The front of a sign or the front surface of a glass wall or material as viewed from the front of the material or corridor side of a room or door
- Flush Mount**
Mounting one material directly to another with little to no gap between the two
- Messaging**
The content and parameters around character count found on signage
- Return**
The side or edge of a sign or dimensional letter which “returns” the face

- Second Surface**
The back of a sign or the back surface of a glass wall or material as viewed from the front of the material or corridor side of a room or door
- Shop Drawings**
Drawings by a Sign Vendor showing the fabrication, material, layout, and installation details of each sign type being produced
- Sign Backer**
A material acting as a substrate to which a sign or letterforms may be mounted
- Sign Face**
The front of a sign, meant to be visible to the reader
- Sign Vendor**
The vendor responsible for fabricating and installing the signage
- Wayfinding Signage**
Signs that aid visitors in the orientation, direction, and arrival sequences as they navigate a building or environment
- Vinyl**
A plastic material with an adhesive back that comes in a variety of colors, finishes, thickness, and uses for signage

2

METHODOLOGY

The sign type programming is a comprehensive code required interior signage system for building permit, occupancy, and safety.

The signage system is designed with the entire campus and building programming in mind as seen through the variable design system.

Sign Type Functions
Variable Signage System
Implementation

Sign Type Functions



Signage System Functionality

The sign types in these Guidelines are divided into three distinct categories based on the different regulatory codes they address. This division allows for flexibility over time to update sign types as regulations or building needs change. Those three categories are listed below.

- ADA: A-Series
- Fire & Life Safety: F-Series
- Regulatory: R-Series

ADA: A-Series Signs

The 2010 ADA Standards for Accessible Design require accessibly designed signs and symbols that are used to identify permanently occupied spaces and certain accessible elements within building interiors. This Federal Act helps to reduce or remove barriers for people with disabilities.

Providing signs with high-contrast, non-glare, tactile type ensures a level of accessibility for seniors, the visually impaired, and the blind. Furthermore, placement of these signs delivers a consistent physical benchmark for locating information.

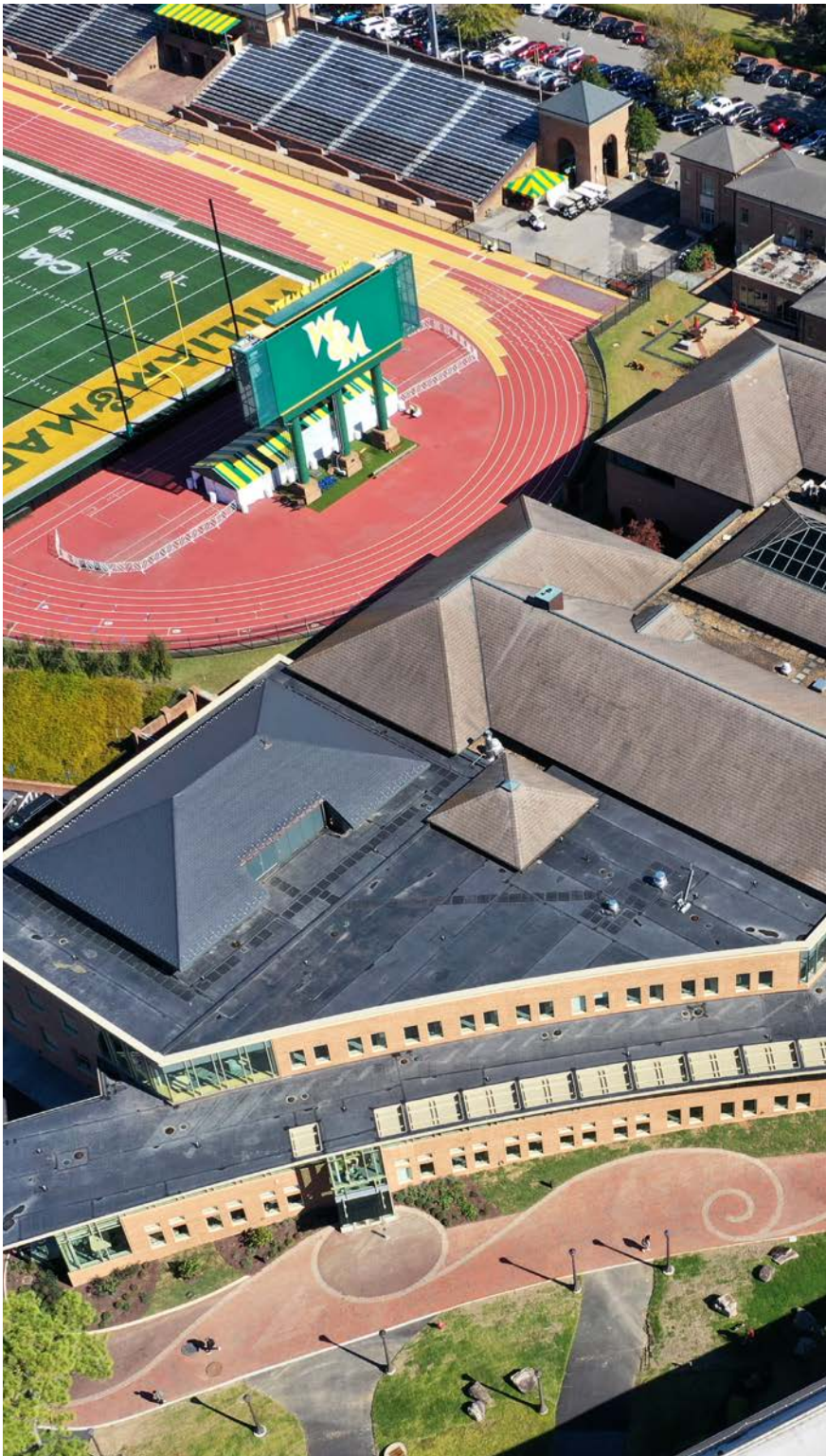
Fire & Life Safety: F-Series Signs

Fire and life safety requirements and regulations are set at the federal, state, and local levels. These signs are necessary to display key information such as evacuation procedures and routes, first responder information, and fire equipment locations. They help building users navigate out of a building and help first responders navigate to areas within the building in the case of emergencies.

Regulatory: R-Series Signs

Regulatory signage supports the communication of important additional building information outside of ADA and Fire & Life Safety requirements.

Variable Signage System



Variable Signage System

The signage system in these Guidelines is created as a variable system. The variable system provides W&M with flexibility for sign design layouts to best fit the needs of a variety of building types on campus. Each sign type in these Guidelines has a sign layout design for typical campus buildings and for Athletics buildings. The Athletics buildings inherently have a different function and aesthetic and the variable system supports the inclusion of the W&M Athletics brand logo and colors in the sign design. All sign types and their usage are the same between the two designs—the only differences are the logo and color assignments.

Typical Campus Building Standards

The typical sign family uses the color palette designed to work best with the interior architecture and finishes around the W&M campus. This sign family also uses the W&M cypher on the design of the A1, Public Room ID, signs.

Athletics Building Standards

The Athletics sign family uses the W&M brand color palette to support the spirit unique to Athletics building programs and interiors. This sign family also uses the W&M Athletics logo on the design of the A1, Public Room ID, signs.



Implementation



Implementation

These Guidelines have taken into account codes, requirements, best practices, and the W&M brand standards for the design of the interior signage family. High contrast colors and sans serif fonts were selected for ease of legibility and compliance. Text size, spacing, and height above ground plane have been carefully evaluated for ease of visibility as well as compliance.

Standards for colors, text styles, iconography, logo placement, form, scale, and orientation have been created to maximize consistency between sign types across the full signage family in all locations

Clear Nomenclature & Messaging

These Guidelines provide clear, understandable, inclusive and intuitive naming conventions for floors, rooms & destinations.

Signage shall utilize the standard nomenclature and established room numbering system for consistent messaging in buildings throughout the campus.

Prioritized Accessible Design

The interior sign family is inclusive and welcoming to all visitors. The Guidelines use universally recognized icons and symbols for amenities and destinations.

Seamless

A simple yet holistic and comprehensive system that integrates into the interiors, the architecture, and the brand while feeling visually and experientially connected across buildings and environments.

Timeless

The sign family is a visually appealing system that will stand the test of time while enhancing, not detracting from, the environment.

Embody the W&M Identity

The sign family embodies W&M's graphic identity to enhance the visitor experience.

The system uses W&M's brand elements in an intentional way to compliment specific areas such as public use rooms and Athletics facilities.

3

MESSAGING & NOMENCLATURE

Creating a system of hierarchy and consistency in nomenclature provides clarity for visitors as they navigate the building.

Floor & Room Assignment Standards

Room Nomenclature Standards

Floor & Room Assignment Standards



Floor Number Assignments

Floor numbering is project specific. Generally, building floors are to be designated with FLOOR, not LEVEL nomenclature, followed by it's corresponding numeric designation. See standard nomenclature below.

- Floor 0 is the Basement
- Floor 1 is the Ground or First Floor
- Floor 2 is the Second Floor
- Floor 3 is the Third Floor
- Etc.

Room Number Assignment

All accessible enclosed spaces must have (SCHEV) room numbers. Assign every space a room number, including toilets, janitor closets, mechanical, electrical, telecommunications, and circulation, e.g., vestibules, lobbies, corridors, elevators, etc.

Room Numbering Format

Room numbers are unique within the building. Typical room numbering should be a three-digit number. When a floor in a building has 100 or more room assignments, move to a four-digit number format. The max amount of characters a room number can be in the system of record is five. See standard room numbering format below:

- 0xx - for Floor 0 or the Basement
- 1xx - for Floor 1
- 2xx - for Floor 2
- 3xx - for Floor 3
- Etc.

Designated Start Point

Rooms are numbered consecutively from the designated start point. The start point is to the left of the main entry door and follows a counterclockwise sequential order.

Even/Odd Room Numbers

Even numbered rooms are on one side of the corridor and odd numbered rooms on the other.

Sub-Spaces

These rooms will have the same number as on the hallway door, except with an alpha suffix, e.g., 201 main room, 201A supervisor office, 201B file room, 201J janitor closet, etc.

Specialty Rooms

Assign specialty rooms with suffixes as follows:

- a) 201E: Add an "E" to electrical room numbers
- b) 201J: Add a "J" to janitorial (custodial) room numbers
- c) 201M: Add a "M" to mechanical room numbers
- d) 201P: Add a "P" to circulation corridors or lobbies
- e) 201T: Add a "T" to restroom room numbers
- f) 201V: Add a "V" to vestibules
- g) 201Z: Add a "Z" to telecom room numbers

Stairs and Elevators

Assign room numbers as follows:

- Stairs – floor#ST_alpha (e.g., 1ST_A)
- Elevator – floor#ELseq# (e.g., 1EL1)

Room Nomenclature Standards



Room Nomenclature Standards

It is important to provide clear, understandable, inclusive and intuitive naming conventions for rooms and destinations.

ALWAYS use the room use on the tactile elements of the A-Series signs. NEVER use the room's occupant, department, or program title on the tactile elements of the A-Series signs. All tactile elements should be permanent, non-changeable, and as generic as possible to ensure the longevity of each A-Series sign.

Naming Formats

Campus end users benefit from a consistent, organized and logical naming process that informs and provides information. Generally, room naming will follow those names laid out in either the architectural record set or existing conditions where replacements have been considered. In most cases these will have been already assigned by the University.

Preferred Nomenclature

Below is a list of preferred room names where the non-preferred may either exist or be proposed in an architectural document. Final approval will come from the OUA.

Avoid acronyms whenever possible and clearly define the function of the room or space that is to be identified.

Non-Preferred

- Janitor
- Unisex, Toilet, WC
- Class Room

Preferred

- Custodial
- Restroom
- Classroom

4

GRAPHIC STANDARDS

The purpose of this section to communicate in detail all of the graphic standards for the Interior Code Sign Program. This section covers logo/identity usage, typography (font), color, materials and finish, and symbols & arrows.

Cypher & Logos

Typography

Colors

Symbols

Arrows

Cypher & Logo

W&M Cypher

The W&M Cypher is used on the Public Room ADA code signage. The Cypher should never be altered or recreated. Do not use any other Cypher cropping or W&M logos on signage outside of what is shown in these Guidelines. The portion of the Cypher shown in the dark gray is the cropping required for all A1 typical building signage.

W&M Monogram

The W&M monogram is the university’s primary athletic mark. The W&M Monogram should never be altered or recreated. Do not use any other W&M Monogram cropping or W&M logos on signage outside of what is shown in these Guidelines.

All University logos should appear on signs only as specifically designated in these Guidelines. All logo usage should follow the W&M Brand Guidelines.

W&M Cypher



W&M Cypher with approved cropping limits

W&M Monogram



Typography

Project Fonts

The standard typeface for the interior sign system is Adelle Sans Regular.

Different weights are used for various applications and are called out for each sign type in the Sign Family section of these Guidelines. Characters from each font are shown here for visual reference.

Please note that only Adelle Sans Regular is approved for ADA raised letter usage when applied to tactile required signs.

Refer to the design intent drawings in this document for proper application of these fonts.

Font 1: Adelle Sans Regular

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
0 1 2 3 4 5 6 7 8 9 ! @ # \$ % ^ & * () - + = , . ?

Font 2: Adelle Sans Semi Bold

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
0 1 2 3 4 5 6 7 8 9 ! @ # \$ % ^ & * () - + = , . ?

Font 3: Adelle Sans Bold

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
0 1 2 3 4 5 6 7 8 9 ! @ # \$ % ^ & * () - + = , . ?

Colors

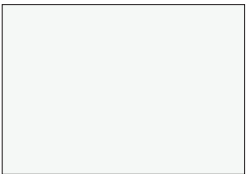
Color Application

Color is a powerful brand element and is critical in a signage program. In order to maintain a visually unified system of signage throughout the campus, the use of color must be consistent on each and every element of the signage system.

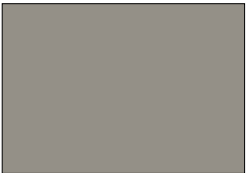
When using color in these signage systems contrast is a key component to ensure legibility. The Americans with Disabilities Act (ADA) governs contrast in signage. The rule is to always have high contrast. That means using light copy/graphics on a dark background or dark copy/graphics on a light background and to exclude glare or reflection of any kind on the sign face.

This page provides a list of approved colors and their applications. Sign Fabricator methods vary and alternate brand names may be considered if they are able to match the specified PMS value and desired finish.

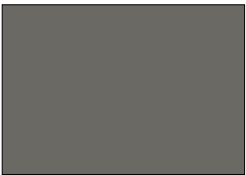
Color Matches



C1
Benjamin Moore
OC-65
Chantilly Lace



C2
Matthews Paint
MP14176
Gray Jay



C3
Matthews Paint
MP038419
Inerte Gray

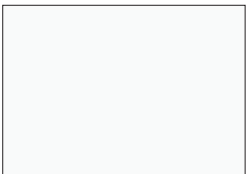


C4
W&M Green
Pantone: 343

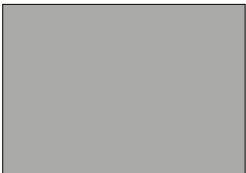


C5
Spirit Gold
Pantone: 7409

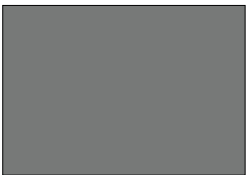
Vinyls



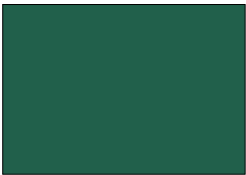
V1
Orafol ORACAL
010
White



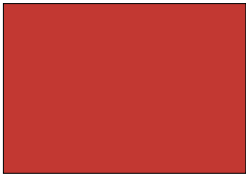
V2
Orafol ORACAL
724
Ice Grey



V3
Orafol ORACAL
071
Grey



V4
Orafol ORACAL
060
Dark Green



V5
Orafol ORACAL
031
Red

Symbols

Universal Application

Symbols are used to provide a quick visual cue for users to quickly comprehend a sign’s messaging. The color, size, and proportion of each symbol should not deviate from what is described in these Guidelines. If symbols are needed outside of what is shown due to a unique message or cultural need please contact OUA.

Standard Interior Symbols

									
All Gender Restroom	Accessibility	Female Restroom	Male Restroom	Family Restroom	Changing Table	Lactation Room	Assistive Listening	Shower	
									
Elevators	Information	Mail Room	Dining	Printer Room	No Smoking/Vaping	Evacuation	Stairs	Fire Extinguisher	Fire Pull

Arrows

Universal Application

A set of custom arrows and symbols were chosen for the interior code signage. This will apply to all signs using arrows and symbols.

The orientation and directional information that arrows convey is as important as the message text that accompanies them. Arrows are easier to visually comprehend over their written description. When possible, arrows should always be used in lieu of the text equivalent.

The pointing down arrow should be avoided if possible as it can cause confusion and is used only in special circumstances.

Do not use U-turn type arrows or any other arrow type not included here.

Arrow nomenclature used here should be also used to call out arrow types in the message schedules.

Standard Interior Arrows

Directional Arrow Set



5

SIGN FAMILY

This section contains detailed programming, messaging, material, color and finish, dimension, design, and layout information for the full scope of the interior code signage family. The signage family is broken down into sub-sections related to ADA, Fire & Life Safety, and Regulatory code, requirements, and needs.

Sign Types Overview

Selecting Sign Types

Sign Mounting

Sign Family Materials & Colors

5A: ADA: A-Series

5B: Fire & Life Safety: F-Series

5C: Regulatory: R-Series

Sign Types Overview

Interior Code Signage Family

The following section contains details sufficient for qualified fabricators to provide accurate pricing for specific projects. It includes detailed programming, messaging, material, color and finish, dimension, design, and layout information for each sign type.

ADA: A-Series Signs

The 2010 ADA Standards for Accessible Design require accessibly designed signs and symbols that are used to identify permanently occupied spaces and certain accessible elements within building interiors. This Federal Act helps to reduce or remove barriers for people with disabilities.

Providing signs with high-contrast, non-glare, tactile type ensures a level of accessibility for seniors, visually impaired and the blind. Furthermore, placement of these signs delivers a consistent physical benchmark for locating information.

Fire & Life Safety: F-Series Signs

Fire and life safety requirements and regulations are set at the federal, state, and local levels. These signs are necessary to display key informational such as evacuation procedures and routes, first responder information, and fire equipment locations. They help building users navigate out of a building and help first responders navigate to areas within the building in the case of emergencies.

Regulatory: R-Series Signs

Regulatory signage supports the communication of important additional building information outside of ADA and Fire & Life Safety requirements.

ADA (A Series)

- A1** Public Room ID
- A2** Service Room ID
- A3** Residential Room ID
- A4** Changeable Room ID
- A5** Workstation ID
- A6** Restroom ID
- A7** Symbol Sign ID
- A8** Assistive Listening Plaque
- A9** ADA Directional Plaque

FIRE/SAFETY (F Series)

- F1** Stair ID
- F2** Stairwell Door ID
- F3** Stairwell Landing ID
- F4** Exit ID
- F5** Elevator Emergency Plaque
- F6** Elevator Evacuation Map Insert
- F7** Room Evacuation Map Frame
- F8** Two-Way Communication Plaque
- F9** Fire Room ID
- F10** Maximum Occupancy Plaque
- F11** Area of Refuge ID
- F12** Live Load Plaque

REGULATORY (R Series)

- R1** Door Vinyl ID
- R2** Interior Room ID
- R3** No Smoking Plaque
- R4** Informational Insert

Typical Sign Mounting

Placement

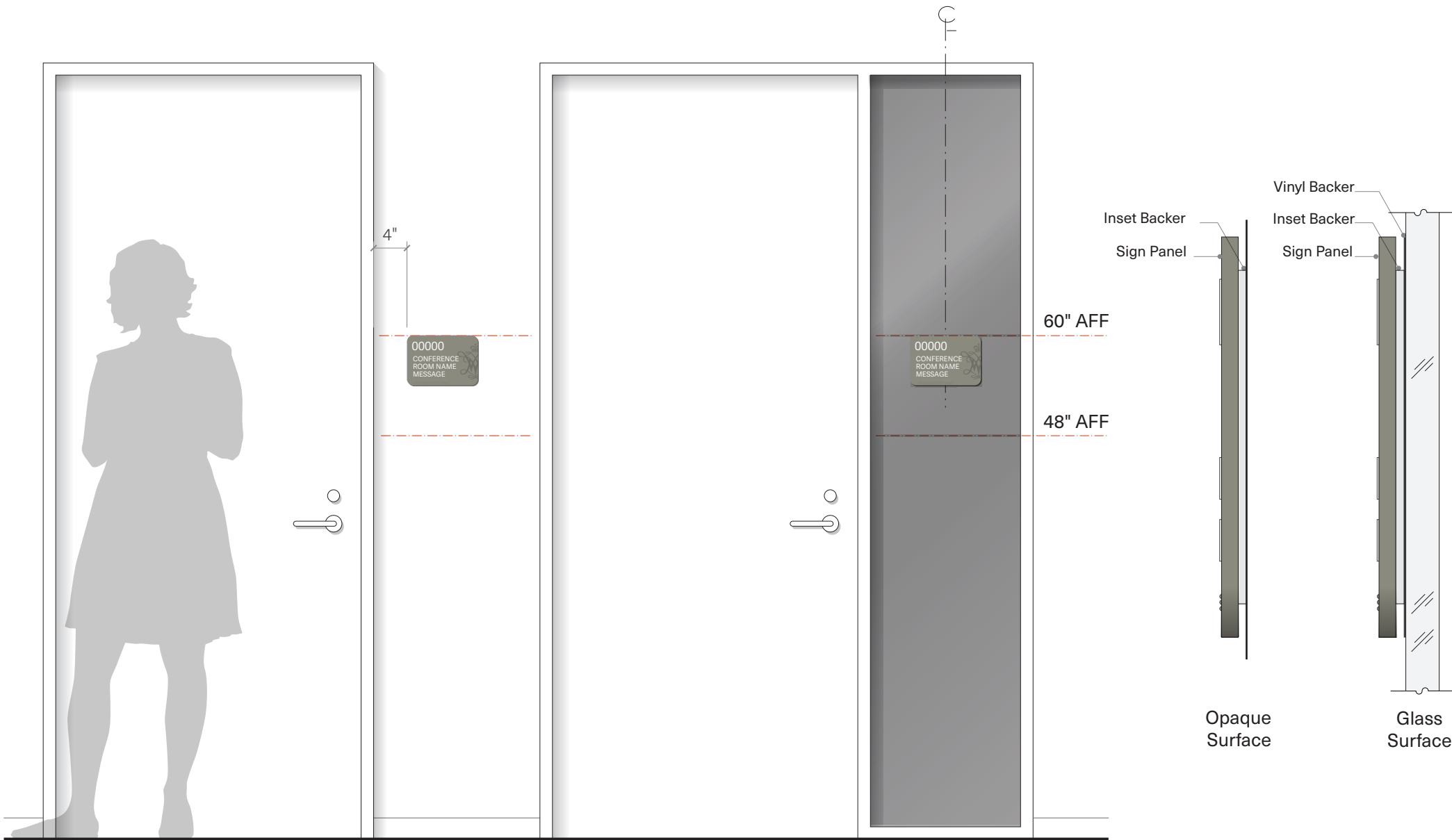
The top of the sign is to be mounted at 60" above the finished floor. All signs are mounted on the latch side of the door they identify unless restricted by wall space or door swing as outlined by section 703.4 in the 2010 ADA Standards for Accessible Design.

Please note this section is for general reference only and it is the signage fabricator/installer's responsibility to meet all current applicable codes and regulations.

Installation Standards

All signage should be mounted in compliance with Federal, State and Local codes.

- Typical install, edge of sign 4" off door frame
- When the available wall/glass space is less than 18," center the sign in the available space
- When mounted on gyp use VHB tape and silicone
- When mounted on glass use VHB tape with a full-coverage vinyl backer applied same surface as sign
- When on uneven wall surfaces or masonry, use a metal backer with hidden mechanical fasteners.



1 A-Series Typical Install Elevation
Scale: 3/4"= 1'

2 A-Series Typical Install Side View
Scale: 6"= 1'

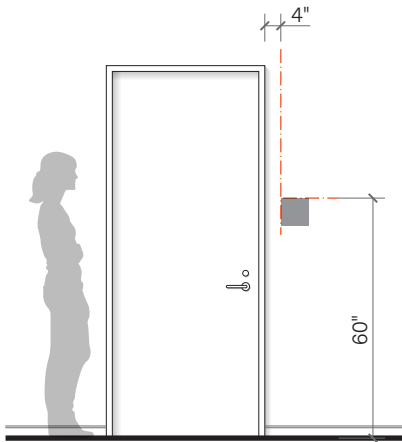
Sign Mount Types

Interior Signage Installation Types

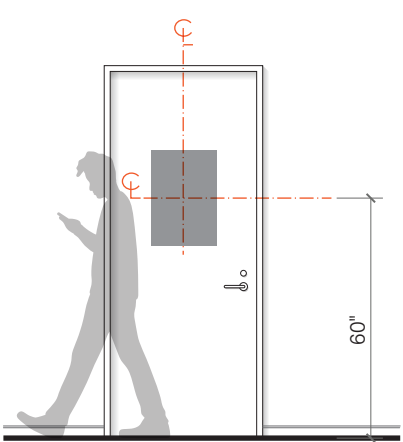
The following elevations are to be used by the sign fabricator/installer when installing signage. These mounting types and dimensions are referenced in the design intent drawings contained in this document.

Please note this section is for general reference only and it is the signage fabricator/installer’s responsibility to meet all current applicable codes and regulations.

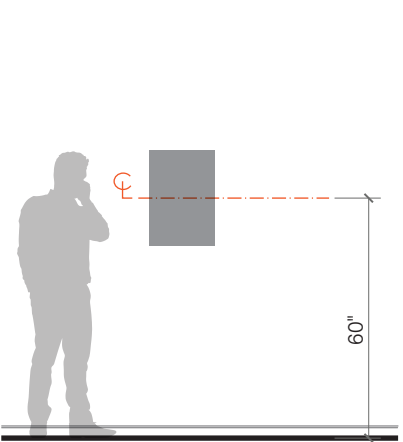
Code and regulations are subject to change from the issuance of this document. Ensure all signs are installed per the latest code for City, State and Federal compliance.



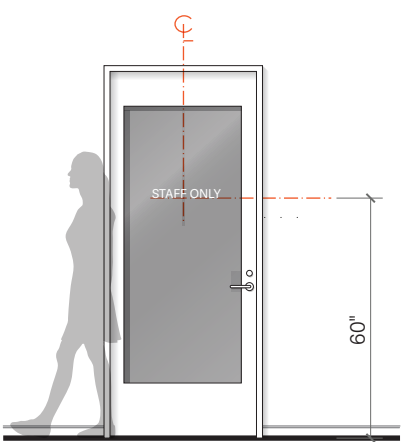
A Mounting Type 1
Scale: 1/4"= 1'



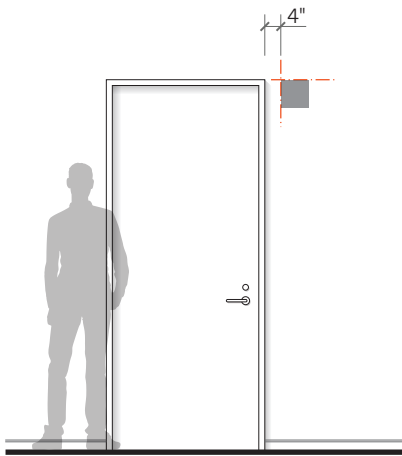
B Mounting Type 2
Scale: 1/4"= 1'



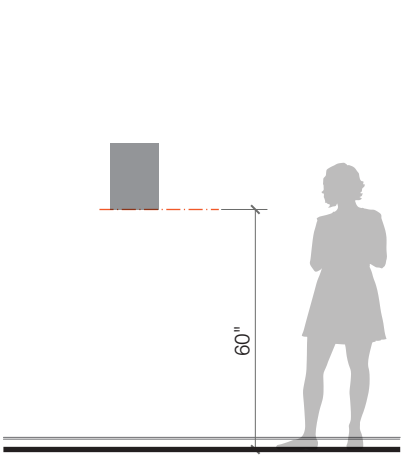
C Mounting Type 3
Scale: 1/4"= 1'



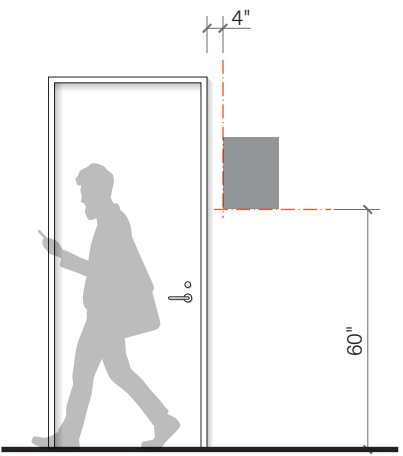
D Mounting Type 4
Scale: 1/4"= 1'



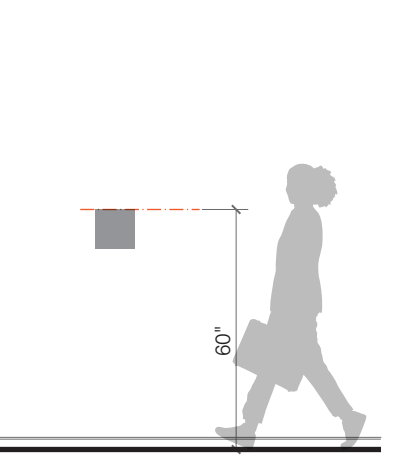
E Mounting Type 5
Scale: 1/4"= 1'



F Mounting Type 6
Scale: 1/4"= 1'



G Mounting Type 7
Scale: 1/4"= 1'



H Mounting Type 8
Scale: 1/4"= 1'

5A

ADA
A-SERIES

Sign Family Overview

A-Series Sign Types

The sign types included in the A-Series Sign Family are directly related to the requirements as outlined in Chapter 7, Section 703 of the 2010 ADA Standards for Accessible Design. A-Series signs should be applied to the doors leading into all permanently occupied rooms and restrooms. A-Series signs also provide identification of assistive listening systems and directions to the closest accessible restroom at non-accessible restrooms.

Design Methodology

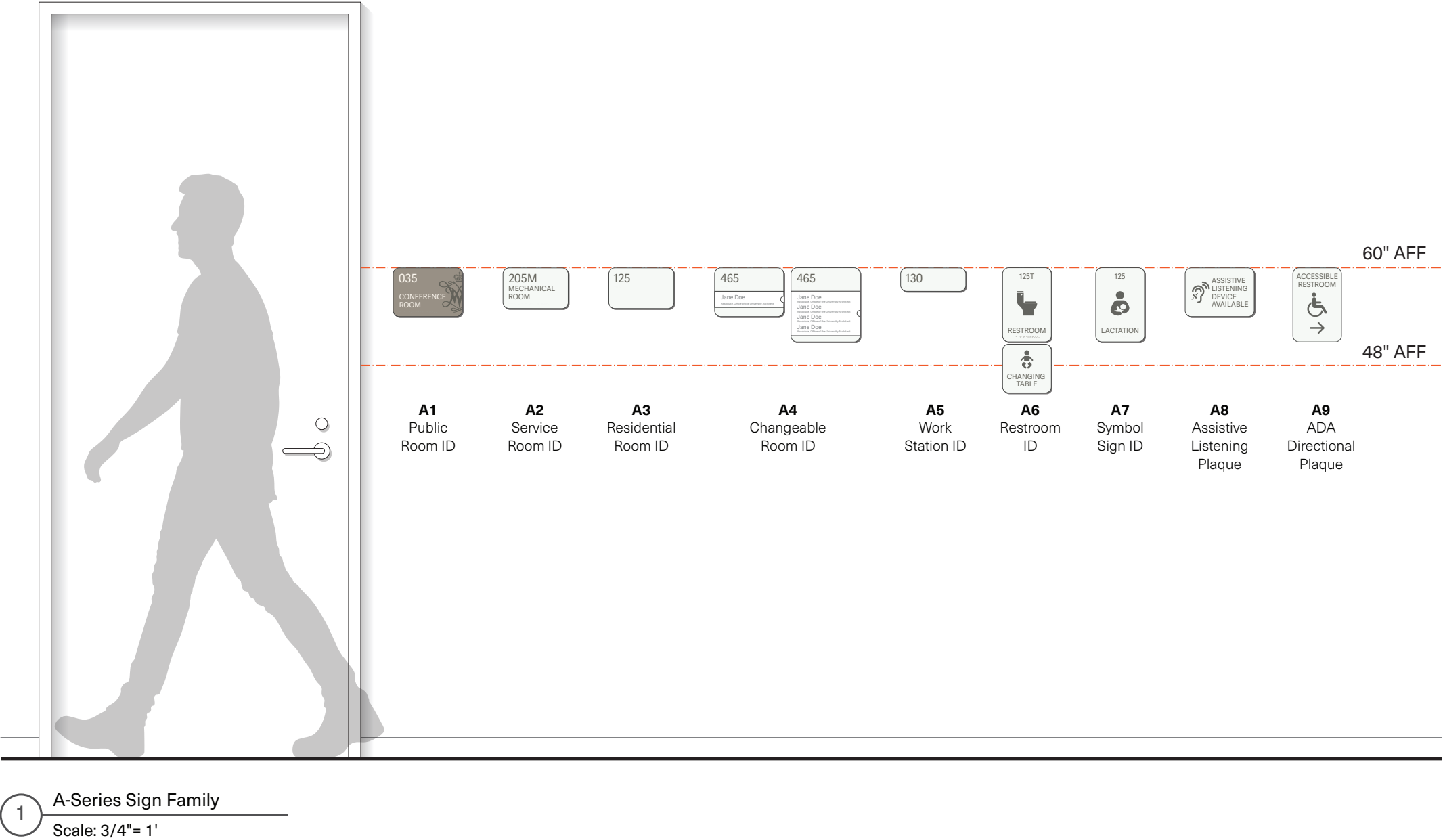
The signs seen on this page should be applied to all typical campus buildings and facilities. Fonts and logos align with the W&M Brand Standards. Colors were selected to compliment the neutral palettes of the W&M architectural interiors.

Sign Type Drawings

The sign type drawings in this section of the Guidelines are meant to provide Guideline users with an understanding of each sign type's use, description, messaging requirements and limitations, and general material make-up.

ADA: A-Series Sign Types

- A1 Public Room ID
- A2 Service Room ID
- A3 Residential Room ID
- A4 Changeable Room ID
- A5 Work Station ID
- A6 Restroom ID
- A7 Symbol Sign ID
- A8 Assistive Listening Plaque
- A9 ADA Directional Plaque



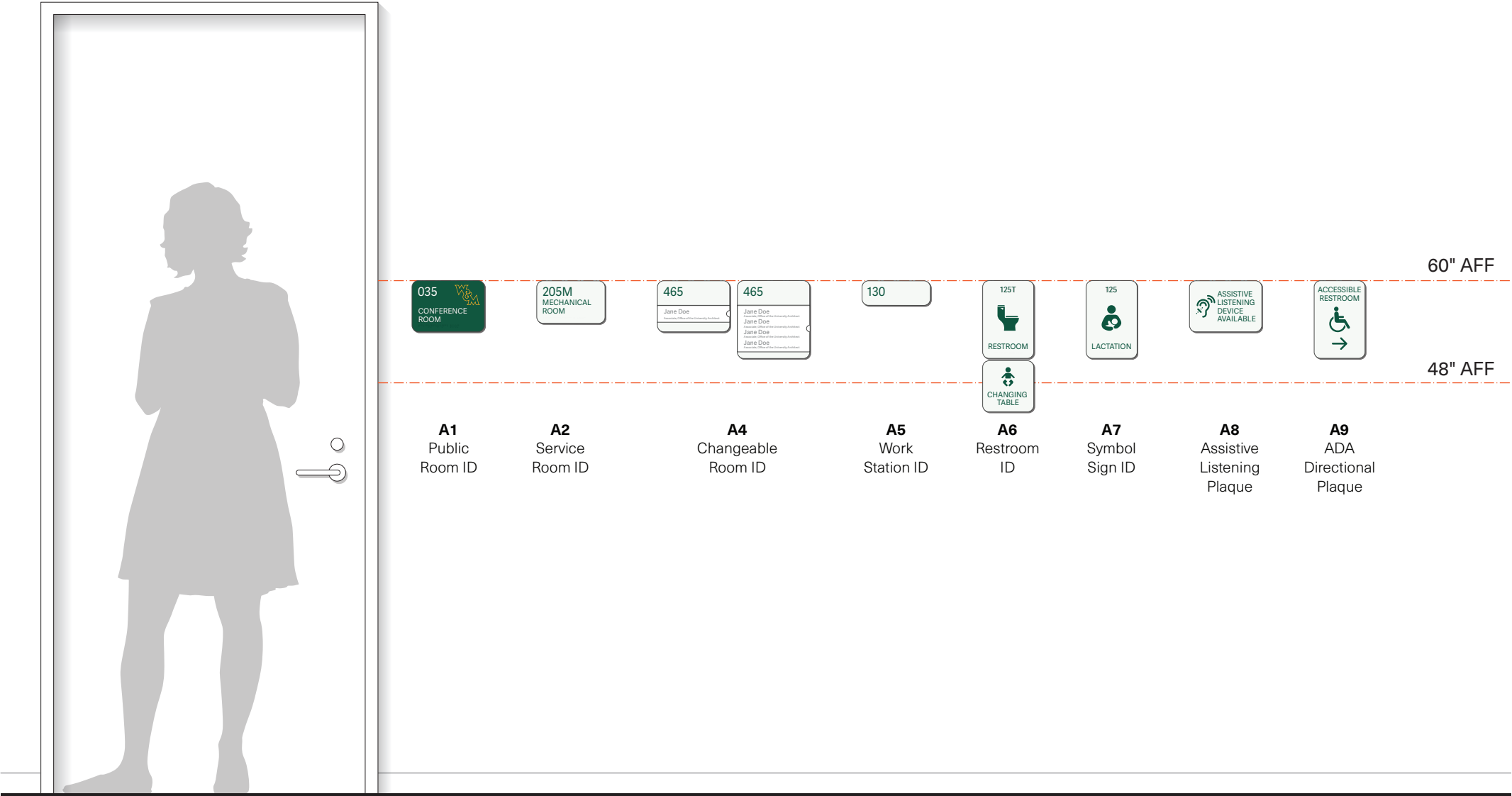
Sign Family Overview (Athletics)

Design Methodology

The signs seen on this page should be applied to all Athletic buildings and facilities.

Fonts and logos align with the W&M Brand Standards.

Colors were selected to compliment W&M Athletics spirit. The same sign types are shown on this page as the previous page, but updated to use the W&M Athletics logo and brand colors.



1 A-Series Sign Family (Athletics)
Scale: 3/4"= 1'

Sign Family Placement & Installation

Placement

The top of the sign is to be mounted at 60" above the finished floor. All signs are mounted on the latch side of the door they identify unless restricted by wall space or door swing as outlined by section 703.4 in the 2010 ADA Standards for Accessible Design.

Installation Standards

All signage should be mounted in compliance with Federal, State and Local codes.

- Typical install, edge of sign 4" off door frame
- When the available wall/glass space is less than 18," center the sign in the available space
- When mounted on gyp. use VHB tape and silicone
- When mounted on glass use VHB tape with a full-coverage vinyl backer applied same surface as sign
- When on uneven wall surfaces or masonry, use a metal backer with hidden mechanical fasteners

In addition to this page, refer to the Sign Mount Types page in this document for specific sign install details.



1 A-Series Typical Install Elevation
Scale: 3/4"= 1'

Sign Family Materials & Colors

Permanent Sign Materials

Permanent ADA A-Series signs are fabricated using a Nova Polymers Novacryl, or similar, photopolymer panel with integral tactile elements and applied graphics and paint.

All graphics are direct print to the second surface.

All paint is applied to the second surface after the application of graphics, where applicable.

All color for tactile characters and pictograms is applied to the first surface.

All Grade 2 Braille is left clear to match the background color.

Temporary Sign Materials

Temporary ADA A-Series signs can be fabricated using a P-95 frosted acrylic panel with applique tactile elements and applied graphics and paint.

All graphics are direct print or printed vinyl applied to the second surface.

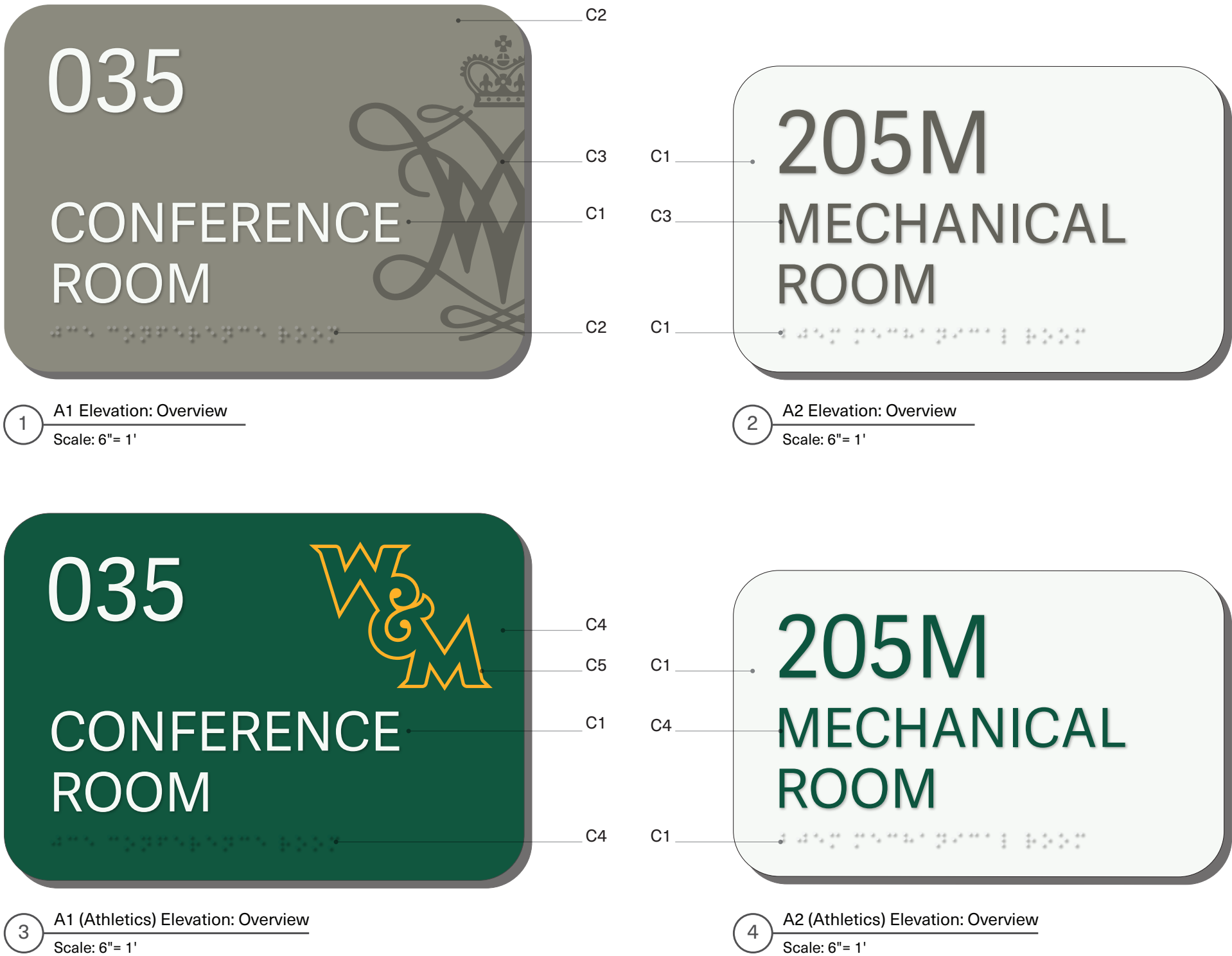
All paint is applied to the second surface after the application of graphics, where applicable.

All tactile characters and pictograms are cut Rowmark, or similar, to match specified colors.

All applied Grade 2 Braille is left clear to match the background color.

Colors

See the colors page for specification of each color noted on the adjacent signs.



A1: Public Room ID

Use

This sign is used to identify doors going into public facing or front of house rooms. These rooms include department suites, conference, meeting, classroom, or any other gathering or public use rooms for visitors and students.

Description

This sign provides code-compliant room and door identification of public rooms. Each is a single-sided non-glare ADA acrylic panel with integral raised tactile characters, Grade 2 Braille, and the W&M Cypher or Athletics Logo.

Messaging

Messaging on the sign is limited to the room number and the generic room program. All messaging will be approved by the W&M project team and OUA.

Text Font: Adelle Sans Regular

Room Number: 1 line, up to 5 characters

Room Name: Up to 3 lines, up to 10 characters per line

Materials

This sign is an ADA code compliant sign with integral raised tactile characters and Grade 2 Braille.

Sign Panel: 1/4" thick photopolymer panel, second surface trapped in paint after the logo is applied

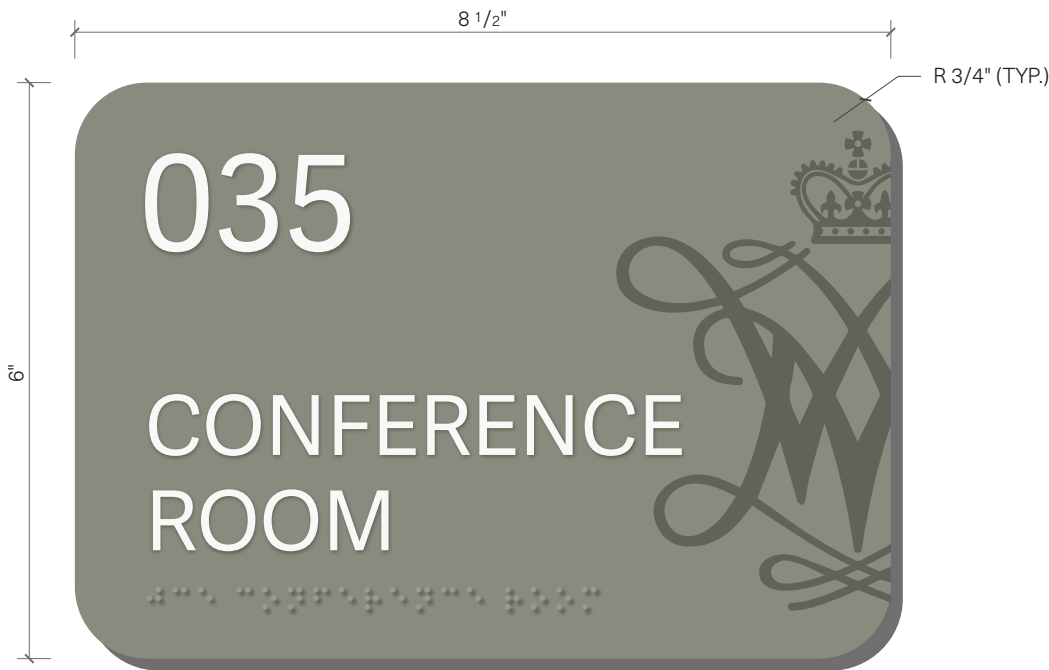
Tactile Characters: Tipped with contrasting color in enamel ink, hot foil stamp, or vinyl

Grade 2 Braille: Match the background color and finish of the sign panel

Cypher or Athletics Logo: Direct print decoration to the second surface of the sign panel

Mounting Type

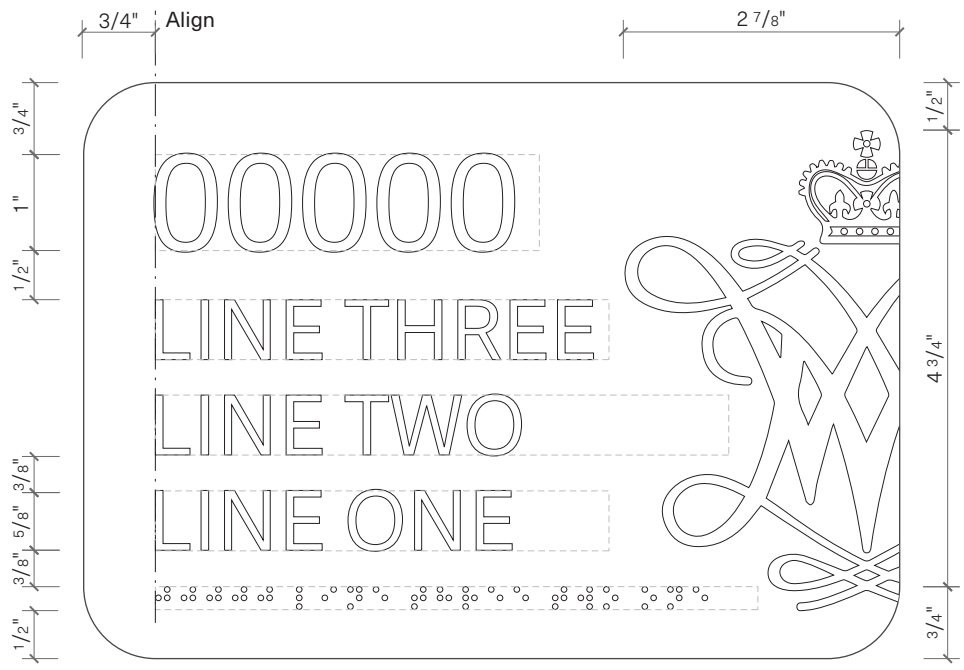
Mounting Type 1



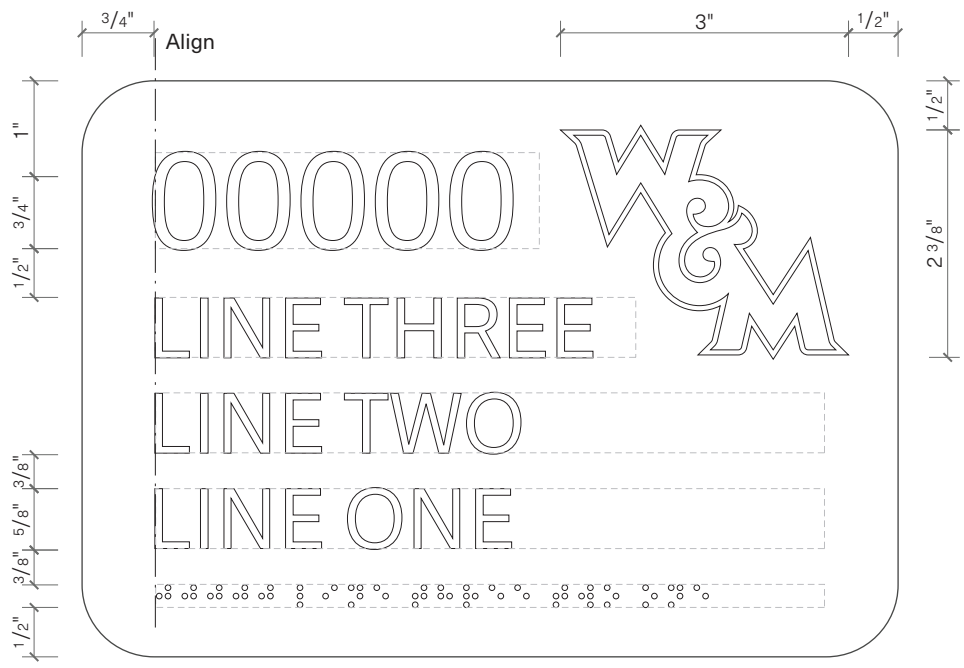
1 A1 Elevation: Overview
Scale: 6"= 1'



3 A1 (Athletics) Elevation: Overview
Scale: 6"= 1'



2 A1 Elevation: Layout
Scale: 6"= 1'



4 A1 (Athletics) Elevation: Layout
Scale: 6"= 1'

A1: Public Room ID (Added Insert)

Use

Where conference or meeting rooms do not have digital schedulers letter-size paper insert frame can be added to the A1 sign installation.

Description

This insert provides the flexibility to add printed schedules or required messages relevant to the use of rooms identified with A1 sign types.
Insert sign is installed 1/2" below base of installed sign type A1 and center aligned with that sign.

Messaging

The letter-size paper insert holds an 8-1/2" by 11" portrait oriented paper. Messaging layout to be determined by the building and room users.

Materials

Sign Panel: Apco Elevate sign system EVU1-G5 8.5" X 11" with custom color header/base bars to match C-2 for typical buildings and C-4 for athletics buildings
Sign Insert: Printed card stock cut to size

Mounting Type

With Sign Type A1 Room ID Mounting Type 1, see description on A1 page for install information



1 A1 Elevation: With Letter Insert Lockup
Scale: 3"= 1'



2 A1 (Athletics) Elevation: With Letter Insert Lockup
Scale: 3"= 1'

A2: Service Room ID

Use

This sign is used to identify the doors going into service or back of house rooms. These rooms include mechanical, electrical, storage, custodial, or any other maintenance, service, or support rooms.

Description

This sign provides code-compliant room and door identification of service rooms. Each is a single-sided non-glare ADA acrylic panel with integral raised tactile characters and Grade 2 Braille.

Messaging

Messaging on the sign is limited to the room number and the generic room program. All messaging will be approved by the W&M project team and OUA.

Text Font: Adelle Sans Regular

Room Number: 1 line, up to 5 characters

Room Name: Up to 2 lines, up to 10 characters per line

Materials

This sign is an ADA code compliant sign with integral raised tactile characters and Grade 2 Braille.

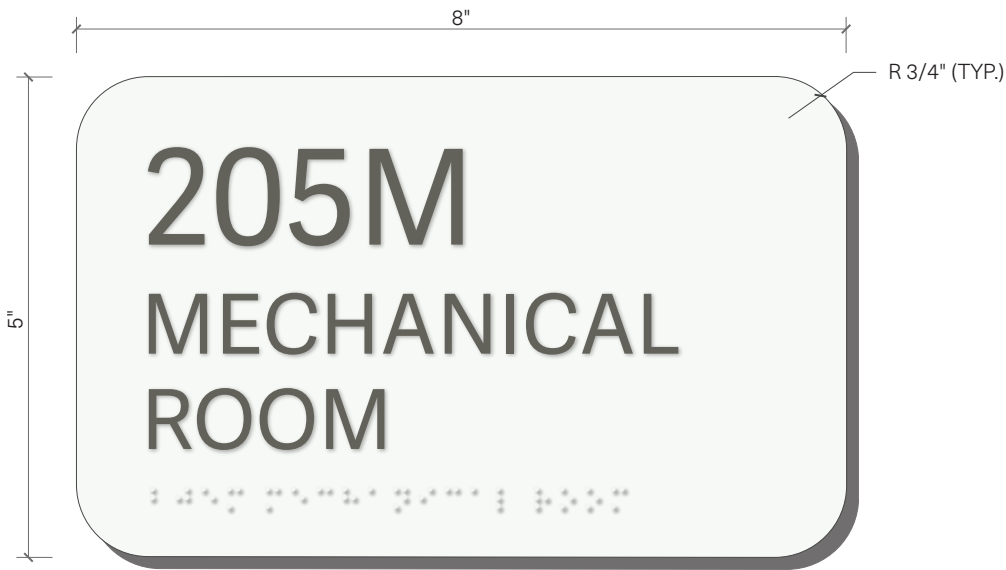
Sign Panel: 1/4" thick photopolymer panel, second surface trapped in paint

Tactile Characters: Tipped with contrasting color in enamel ink, hot foil stamp, or vinyl

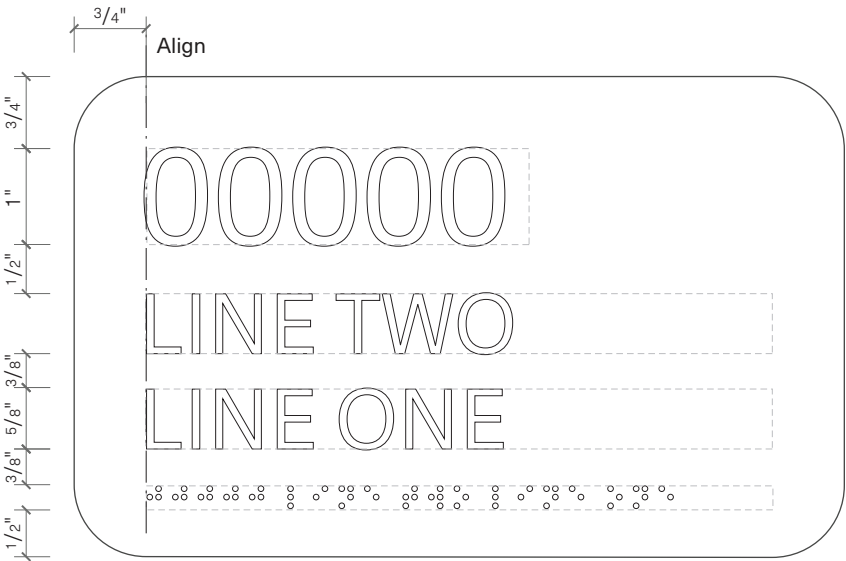
Grade 2 Braille: Match the background color and finish of the sign panel

Mounting Type

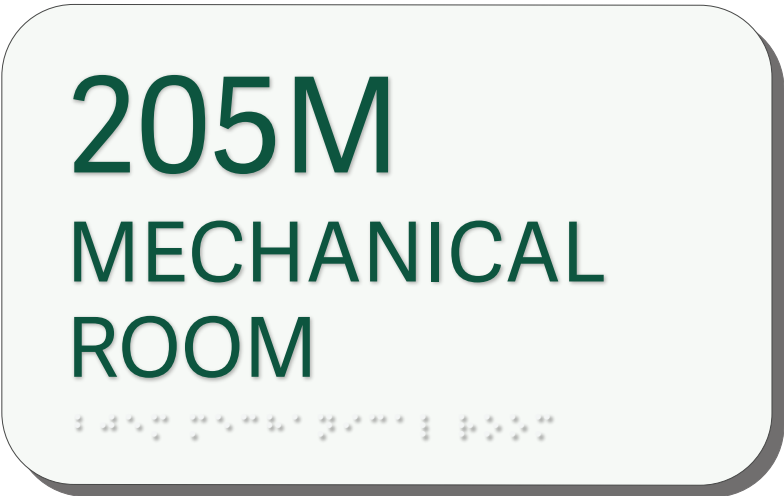
Mounting Type 1



1 A2 Elevation: Overview
Scale: 6"= 1'



2 A2 Elevation: Layout
Scale: 6"= 1'



3 A2 (Athletics) Elevation: Overview
Scale: 6"= 1'

A3: Residential Room ID

Use

This sign is used only in residential halls to identify the doors going into student residential dorms or apartments.

Description

This sign provides code-compliant room and door identification of service rooms. Each is a single-sided non-glare ADA acrylic panel with integral raised tactile characters and Grade 2 Braille.

Messaging

Messaging on the sign is limited to the room number only. All messaging will be approved by the W&M project team and OUA.

Text Font: Adelle Sans Regular

Room Number: 1 line, up to 5 characters

Materials

This sign is an ADA code compliant sign with integral raised tactile characters and Grade 2 Braille.

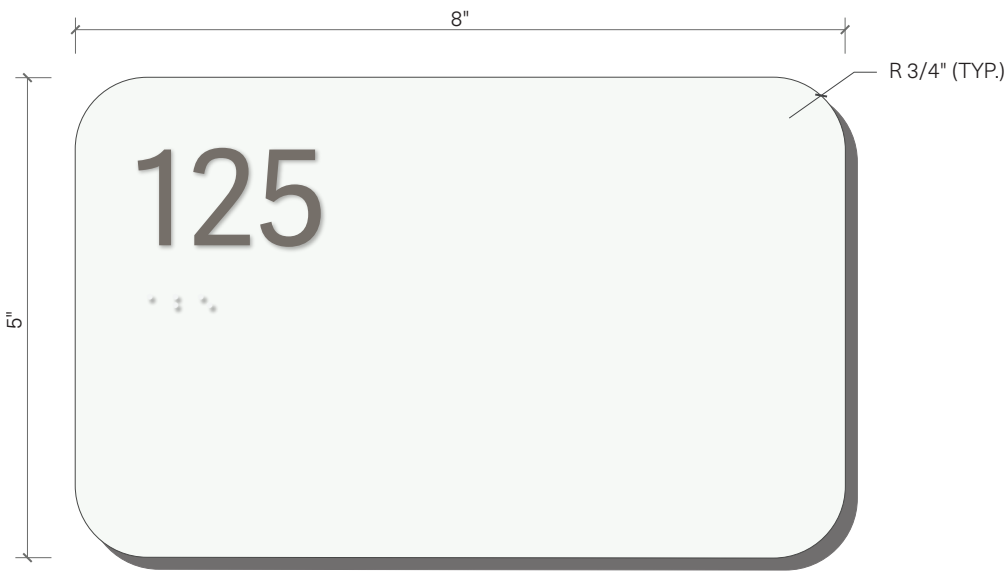
Sign Panel: 1/4" thick photopolymer panel, second surface trapped in paint

Tactile Characters: Tipped with contrasting color in enamel ink, hot foil stamp, or vinyl

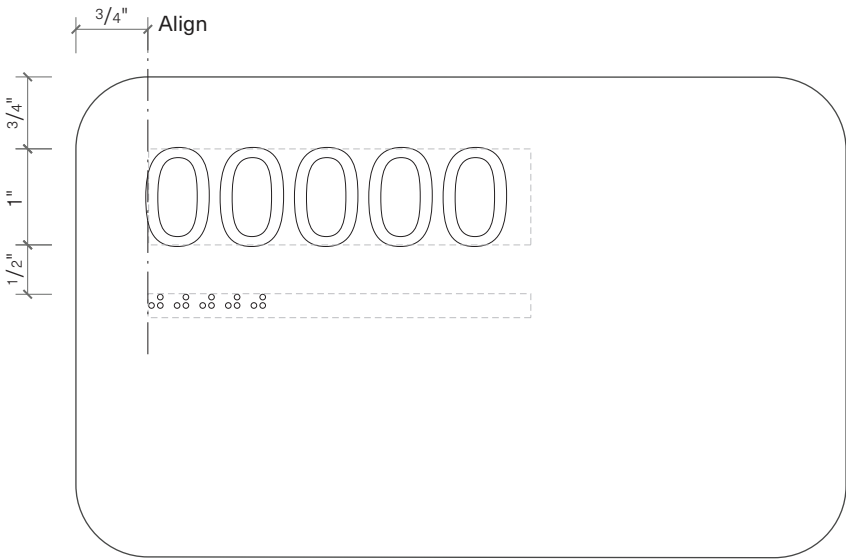
Grade 2 Braille: Match the background color and finish of the sign panel

Mounting Type

Mounting Type 1



1 A3 Elevation: Overview
Scale: 6"= 1'



2 A3 Elevation: Layout
Scale: 6"= 1'

A4: Changeable Room ID (Typical)

Use

This sign is used to identify the doors going into rooms where the occupant or program may need to change regularly. These rooms include office suites, offices, or other programmatic rooms that may change name frequently. The typical size shown on this page is for rooms with a single occupant or program.

Description

This sign provides code-compliant room and door identification of changeable occupant or program rooms. Each is a single-sided non-glare ADA acrylic panel with integral raised tactile characters, Grade 2 Braille, and a layered fabrication to provide an integral clear window slot to receive a printed paper insert.

Messaging

Messaging on the sign is limited to the room number only. All messaging will be approved by the W&M project team and OUA.

Text Font: Adelle Sans Regular

Room Number: 1 line, up to 5 characters

Sign Insert: Occupant name, title, or department

Materials

This sign is an ADA code compliant sign with integral raised tactile characters and Grade 2 Braille.

Sign Panel: 1/8" thick photopolymer panel, second surface trapped in paint layered with a second 1/8" routed acrylic panel, first surface trapped in paint

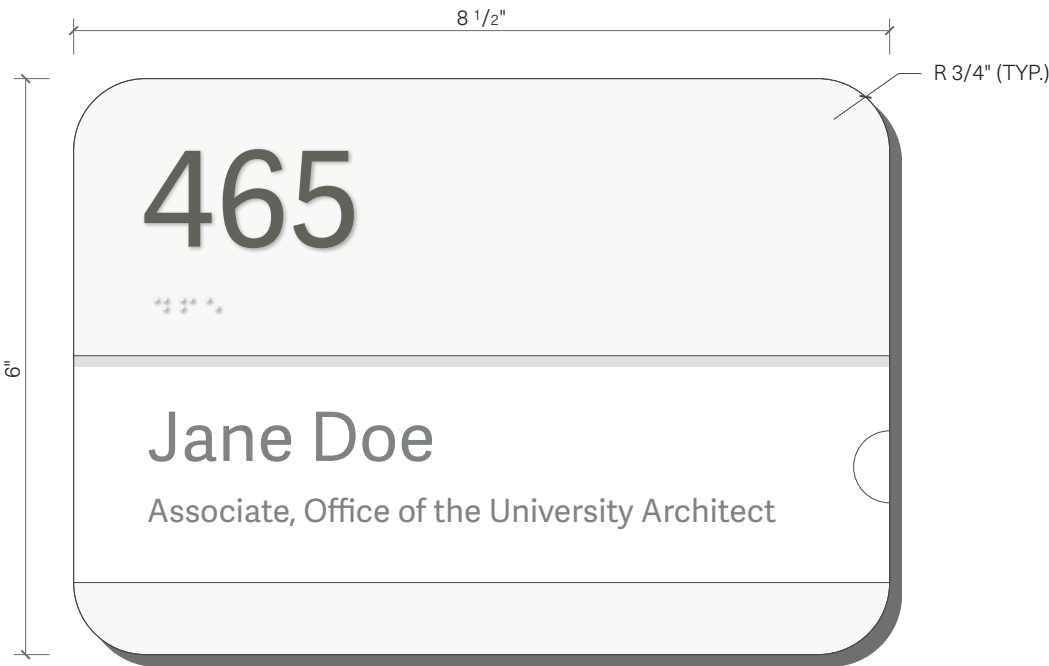
Tactile Characters: Tipped with contrasting color in enamel ink, hot foil stamp, or vinyl

Grade 2 Braille: Match the background color and finish of the sign panel

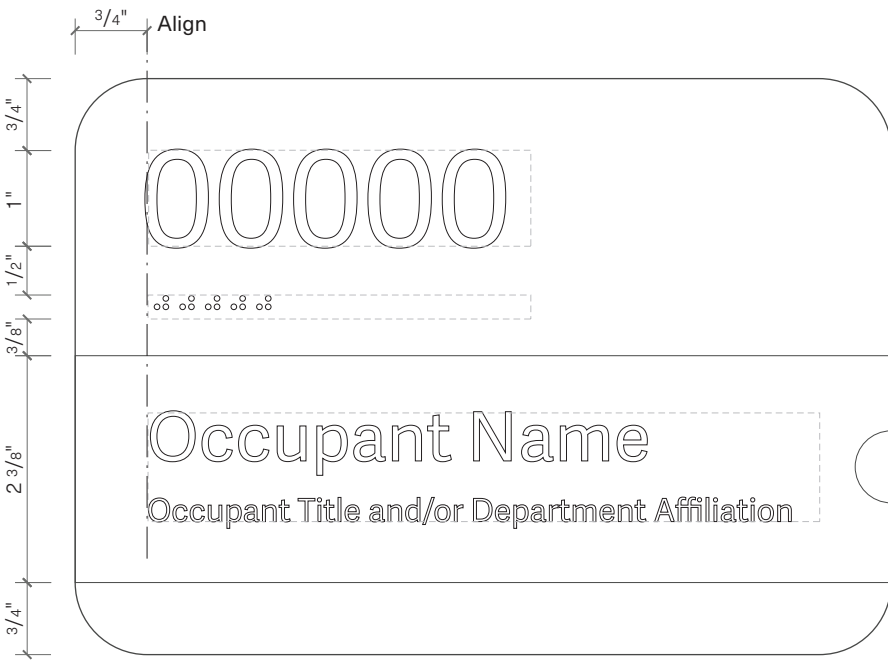
Sign Insert: Printed card stock cut to size

Mounting Type

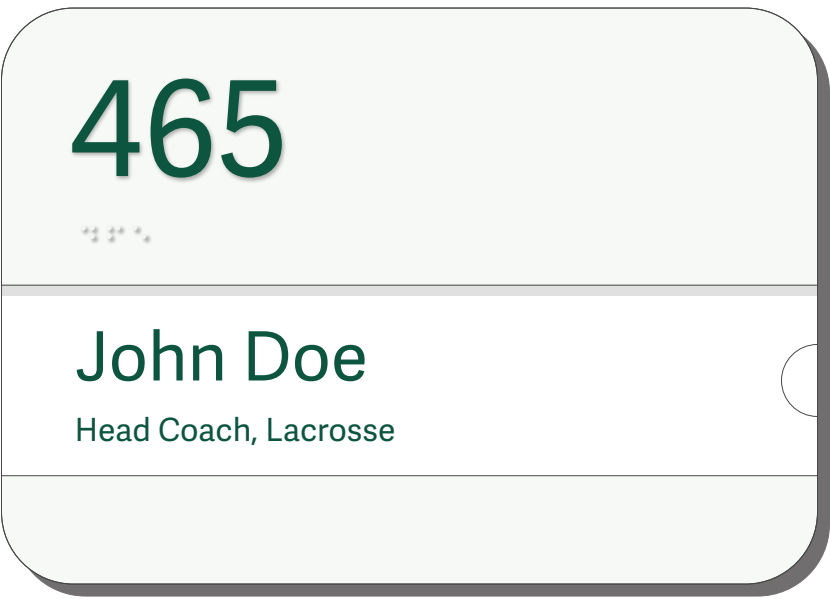
Mounting Type 1



1 A4.A Elevation: Overview
Scale: 6"= 1'



2 A4.A Elevation: Layout
Scale: 6"= 1'



3 A4.A (Athletics) Elevation: Overview
Scale: 6"= 1'

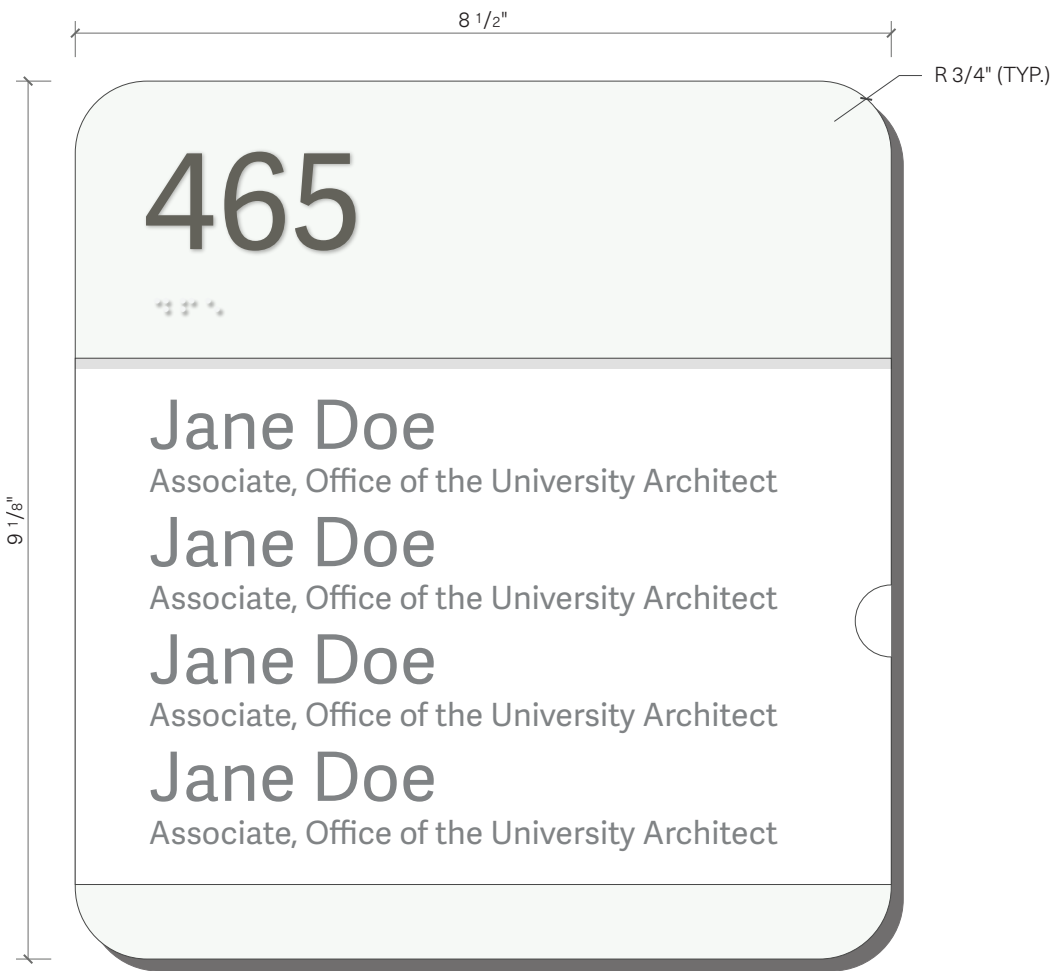
A4: Changeable Room ID (Large)

Use

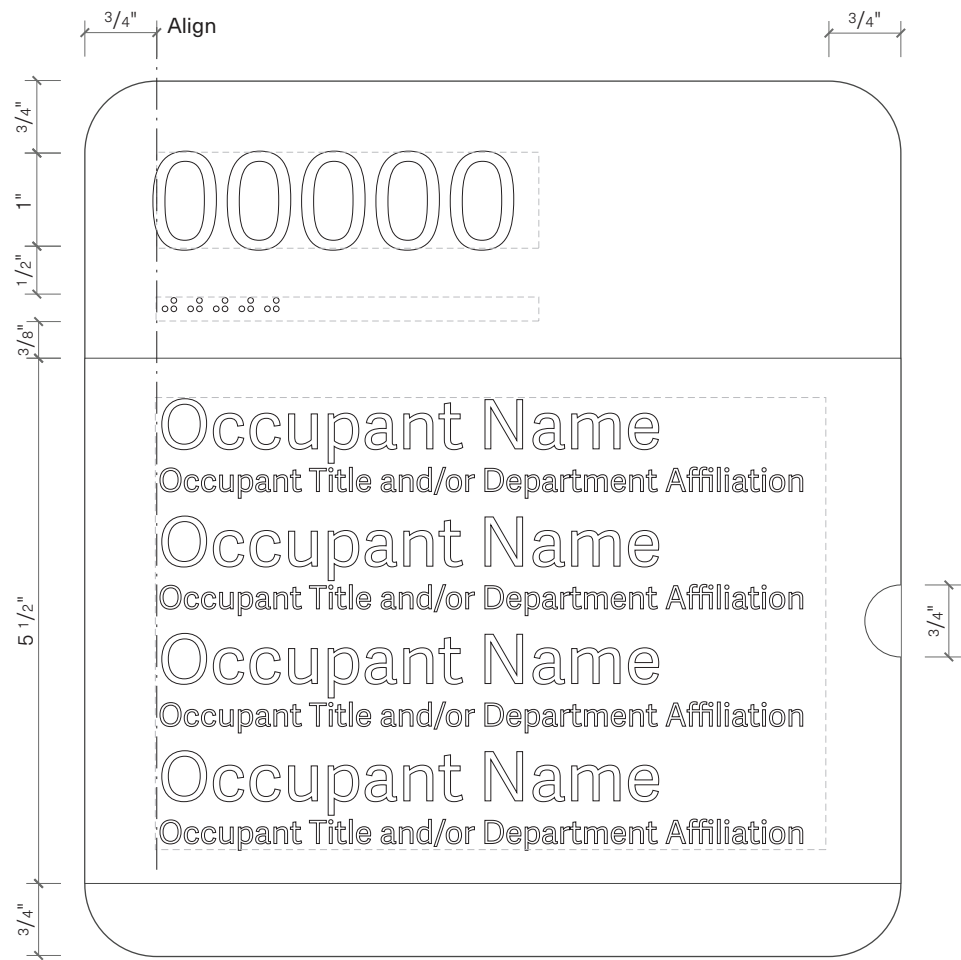
This sign is used to identify the doors going into rooms where the occupant or program may need to change regularly. These rooms include office suites, offices, or other programmatic rooms that may change name frequently. The larger size shown on this page is for rooms with a multiple occupants or programs.

See previous page referencing A4 Changeable Room ID (Typical) for sign Description, Messaging & Materials.

This sign is also available for Athletics area usage with appropriate applied colors & finishes.



1 A4.B Elevation: Overview
Scale: 6"= 1'



2 A4.B Elevation: Layout
Scale: 6"= 1'

A5: Work Station ID

Use

This sign is used to identify individual work stations in open or multi-occupant areas. These signs are not meant for individual rooms, but for individual work stations such as cubicles or desks that may be found in open or shared offices.

Description

This sign is not code required, but provides inclusive code-compliant identification of work stations. Each is a single-sided non-glare ADA acrylic panel with integral raised tactile characters and Grade 2 Braille.

Messaging

Messaging on the sign is limited to the room number only. All messaging will be approved by the W&M project team and OUA.

Text Font: Adelle Sans Regular

Room Number: 1 line, up to 5 characters

Materials

This sign is an ADA code compliant sign with integral raised tactile characters and Grade 2 Braille.

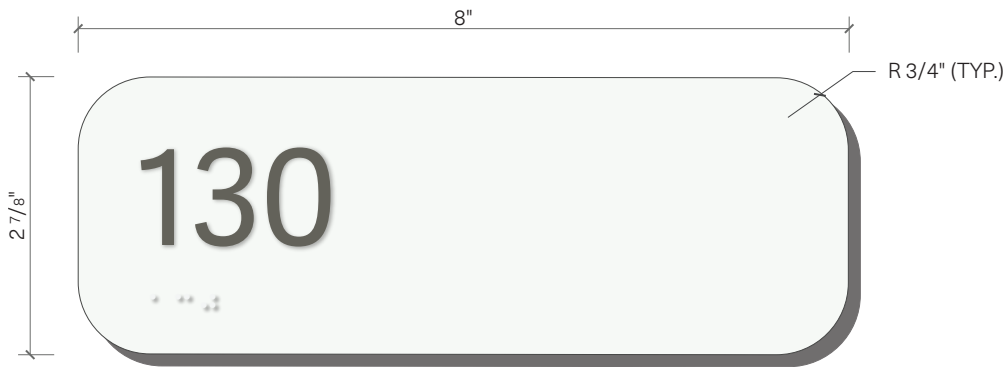
Sign Panel: 1/4" thick photopolymer panel, second surface trapped in paint

Tactile Characters: Tipped with contrasting color in enamel ink, hot foil stamp, or vinyl

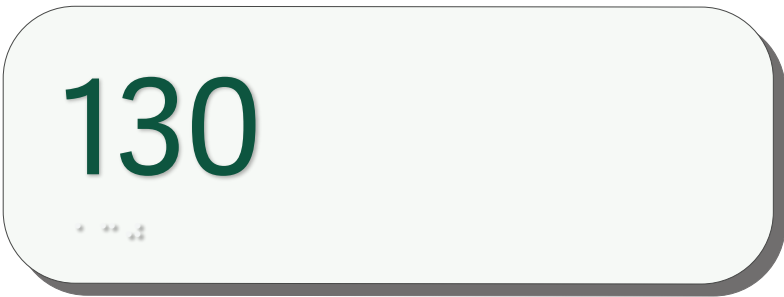
Grade 2 Braille: Match the background color and finish of the sign panel

Mounting Type

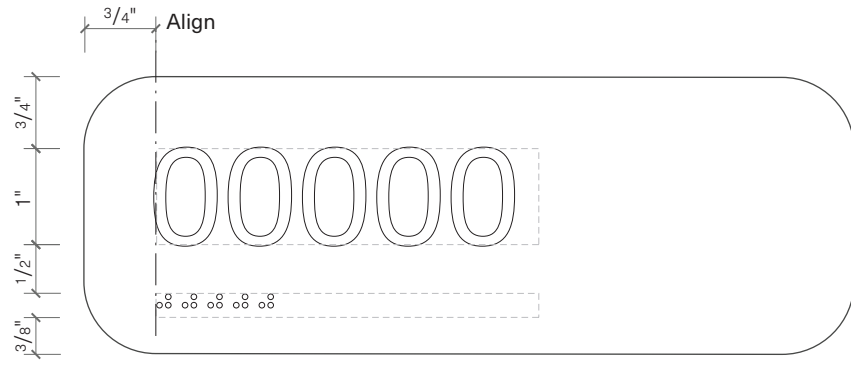
Coordinate with OUA for best placement and install method depending on furniture application type i.e. desk, workstation partition etc.



1 A5 Elevation: Overview
Scale: 6"= 1'



3 A5 (Athletics) Elevation: Overview
Scale: 6"= 1'



2 A5 Elevation: Layout
Scale: 6"= 1'



Pin Mount



Tape Mount



Velcro Mount

4 A5 Side View: Install
Scale: 6"= 1'

A6: Restroom ID

Use

This sign is used to identify the doors going into all types of restrooms.

Description

This sign provides code-compliant room and door identification of all types of restrooms. Each is a single-sided non-glare ADA acrylic panel with integral raised tactile characters, Grade 2 Braille, and integral raised tactile pictograms associated with the occupant and accessibility designations.

Messaging

Messaging on the sign is limited to the room number, room occupant designation name, and a pictogram designating supporting the occupant designation and accessibility. See Symbols page for standard nomenclature and associated pictograms. All messaging will be approved by the W&M project team and OUA.

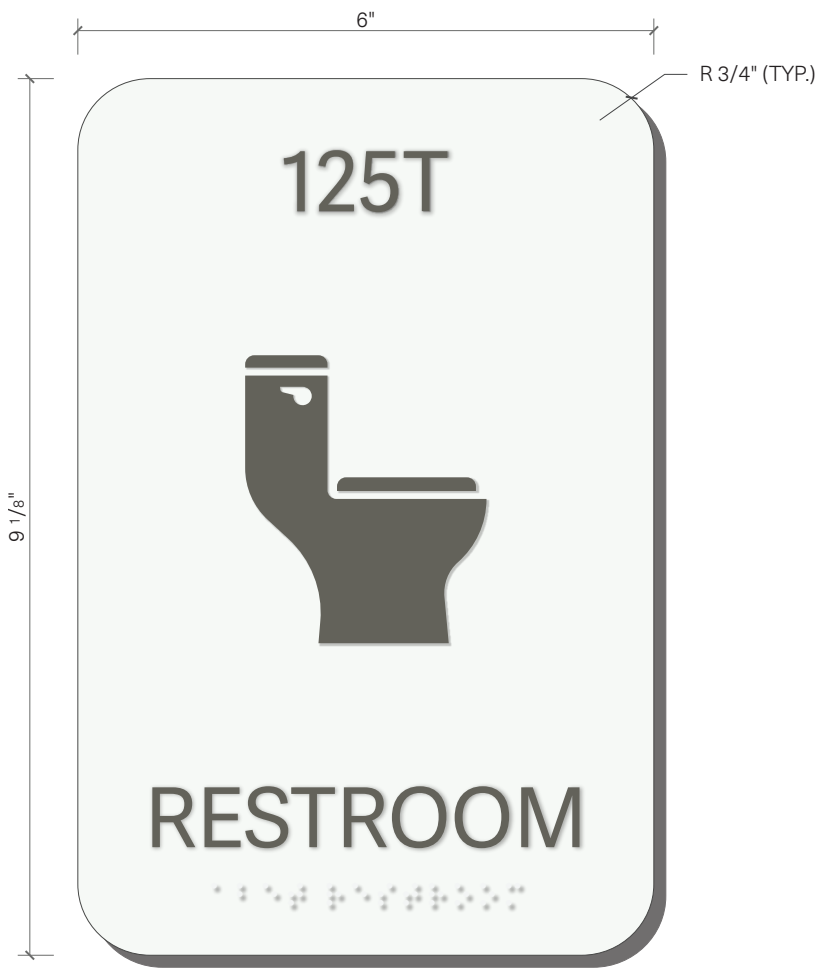
- Text Font:** Adelle Sans Regular
- Room Number:** 1 line, up to 5 characters
- Room Name:** 1 line, up to 8 characters
- Pictogram:** 3" tall pictogram in a 6" tall field

Materials

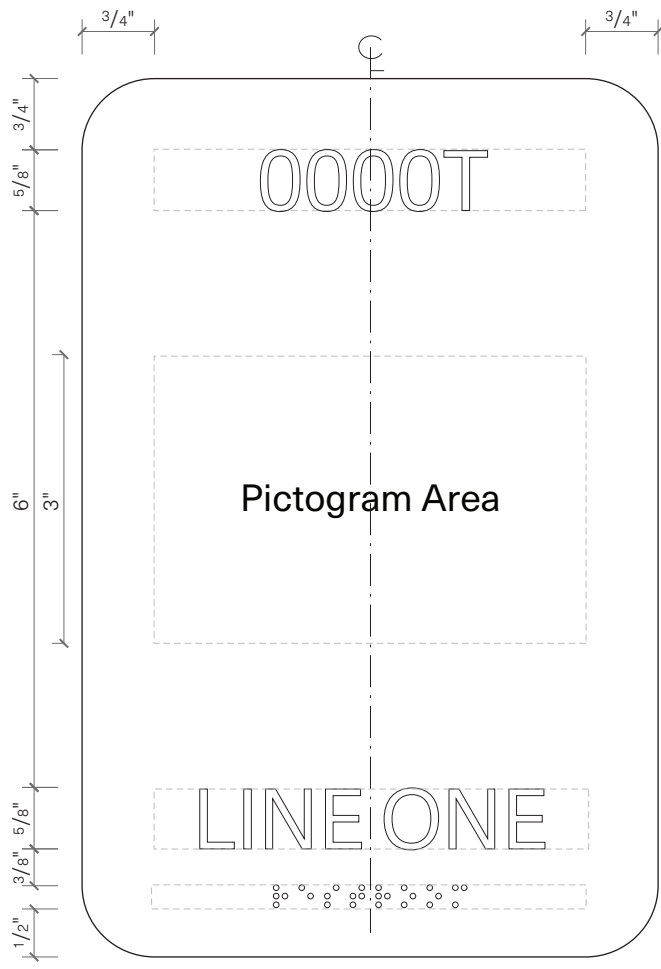
- This sign is an ADA code compliant sign with integral raised tactile characters, Grade 2 Braille, and integral raised tactile pictograms.
- Sign Panel:** 1/4" thick photopolymer panel, second surface trapped in paint
- Tactile Characters & Pictogram:** Tipped with contrasting color in enamel ink, hot foil stamp, or vinyl
- Grade 2 Braille:** Match the background color and finish of the sign panel

Mounting Type

Mounting Type 1



1 A6 Elevation: Overview
Scale: 6"= 1'



2 A6 Elevation: Layout
Scale: 6"= 1'

A6: Restroom ID (Variations)

Standard Nomenclature

Messaging on the sign should provide information on the occupant designation of the room. The designations below are standard nomenclature for W&M. All messaging will be approved by the W&M project team and OUA.

- Single Occupant: RESTROOM
- Single Occupant with Changing Table: FAMILY
- Female: WOMEN
- Male: MEN

Accessibility Designation

Per section 216.8 in the 2010 ADA Standards for Accessible Design, restrooms and showers complying with section 603 in the 2010 ADA Standards for Accessible Design shall be identified by the International Symbol of Accessibility unless all restrooms and showers in the building comply with section 603.

Pictograms & Layouts

See layouts on this page for nomenclature, pictogram, and accessibility standard lockups. All messaging and lockups will be approved by the W&M project team and OUA.

- A6.1 Single Occupant, Non-Accessible
- A6.2 Single Occupant, Non-Accessible, Shower
- A6.3 Single Occupant, Accessible
- A6.4 Single Occupant, Accessible, Shower
- A6.5 Men, Non-Accessible
- A6.6 Men, Accessible
- A6.7 Women, Non-Accessible
- A6.8 Women, Accessible
- A6.9 Family, Non-Accessible
- A6.10 Family, Accessible
- A6.11 Shower, Non-Accessible
- A6.12 Shower, Accessible

125T



RESTROOM

A6.1
Single Occupant, Non-ADA

125T



RESTROOM

A6.2
Single Occupant, Non-ADA With Shower

125T



RESTROOM

A6.3
Single Occupant, ADA

125T



RESTROOM

A6.4
Single Occupant, ADA With Shower

125T



MEN

A6.5
Men, Non-ADA

125T



MEN

A6.6
Men, ADA

125T



WOMEN

A6.7
Women, Non-ADA

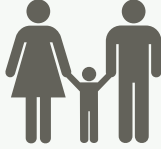
125T



WOMEN

A6.8
Women, ADA

125T



FAMILY

A6.9
Family, Non-ADA

125T



FAMILY

A6.10
Family, ADA

125T



SHOWER

A6.11
Shower, Non-ADA

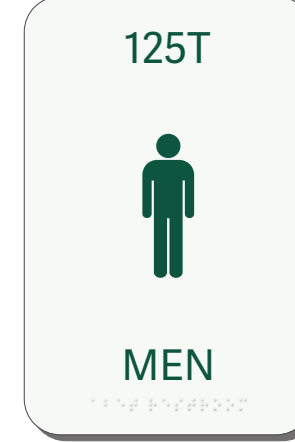
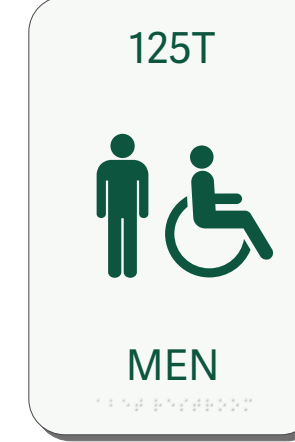
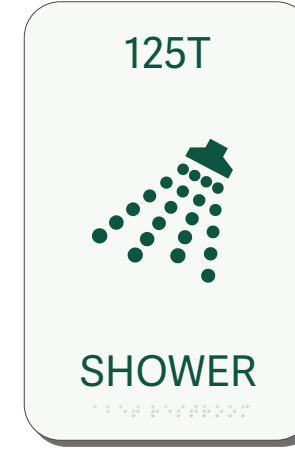
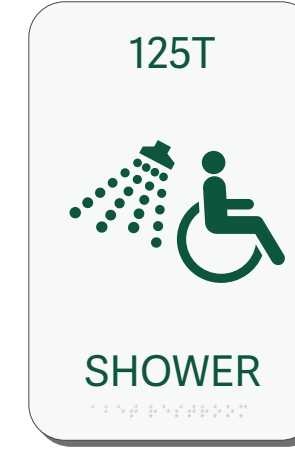
125T



SHOWER

A6.12
Shower, ADA

Color

 125T RESTROOM	 125T RESTROOM	 125T RESTROOM	 125T RESTROOM	 125T MEN	 125T MEN
A6.1 Single Occupant, Non-ADA	A6.2 Single Occupant, Non-ADA With Shower	A6.3 Single Occupant, ADA	A6.4 Single Occupant, ADA With Shower	A6.5 Men, Non-ADA	A6.6 Men, ADA
 125T WOMEN	 125T WOMEN	 125T FAMILY	 125T FAMILY	 125T SHOWER	 125T SHOWER
A6.7 Women, Non-ADA	A6.8 Women, ADA	A6.9 Family, Non-ADA	A6.10 Family, ADA	A6.11 Shower, Non-ADA	A6.12 Shower, ADA

A6: Restroom ID (Changing Table Plaque)

Use

This sign is used in conjunction with A6.1–A6.10 signs to identify the restrooms that contain changing tables.

Description

This sign provides additional information to the ADA A6.1–A6.10 restroom signs that contain changing tables. Each is a single-sided non-glare acrylic panel containing visual characters and symbol following the requirements for visual characters in section 703.5 in the 2010 ADA Standards for Accessible Design.

Messaging

Messaging on the sign is limited to the symbol and message layout shown on this page. All messaging will be approved by the W&M project team and OUA.

Text Font: Adelle Sans Regular

Materials

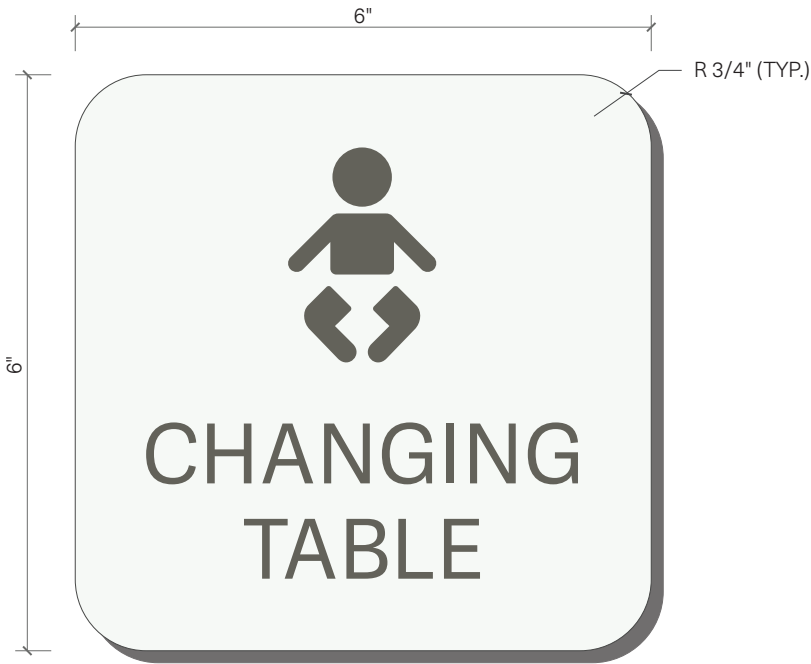
This plaque is an ADA code compliant sign with visual characters and symbol.

Sign Panel: 1/4" thick non-glare acrylic panel, second surface trapped in paint

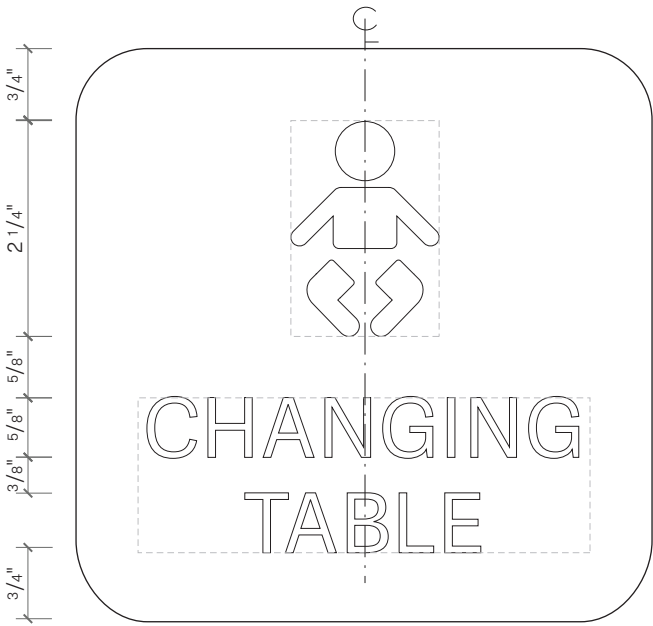
Visual Characters & Symbol: Applied with contrasting color in paint mask, direct print, or vinyl to first surface

Mounting Type

This sign addition is installed 1/2" below base of installed sign type A6 and center aligned with that sign.



1 A6.B: Elevation: Overview
Scale: 6"= 1'



2 A6.B: Elevation: Layout
Scale: 6"= 1'



3 A6.B (Athletics): Elevation: Overview
Scale: 6"= 1'

A7: Symbol Sign ID

Use

This sign is used to identify the doors going into rooms, aside from restrooms, that benefit from the inclusion of universal symbol pictograms.

Description

This sign provides code-compliant room and door identification of rooms that benefit from the inclusion of universal symbol pictograms. Each is a single-sided non-glare ADA acrylic panel with integral raised tactile characters, Grade 2 Braille, and integral raised tactile pictograms. See the Standards Section of these Guidelines for W&M standard universal symbols.

Messaging

Messaging on the sign is limited to the room number, room name, and a universal symbol pictogram designating the use of the room. All messaging will be approved by the W&M project team and OUA.

- Text Font:** Adelle Sans Regular
- Room Number:** 1 line, up to 5 characters
- Room Name:** 1 line, up to 8 characters
- Pictogram:** 3" tall pictogram in a 6" tall field

Materials

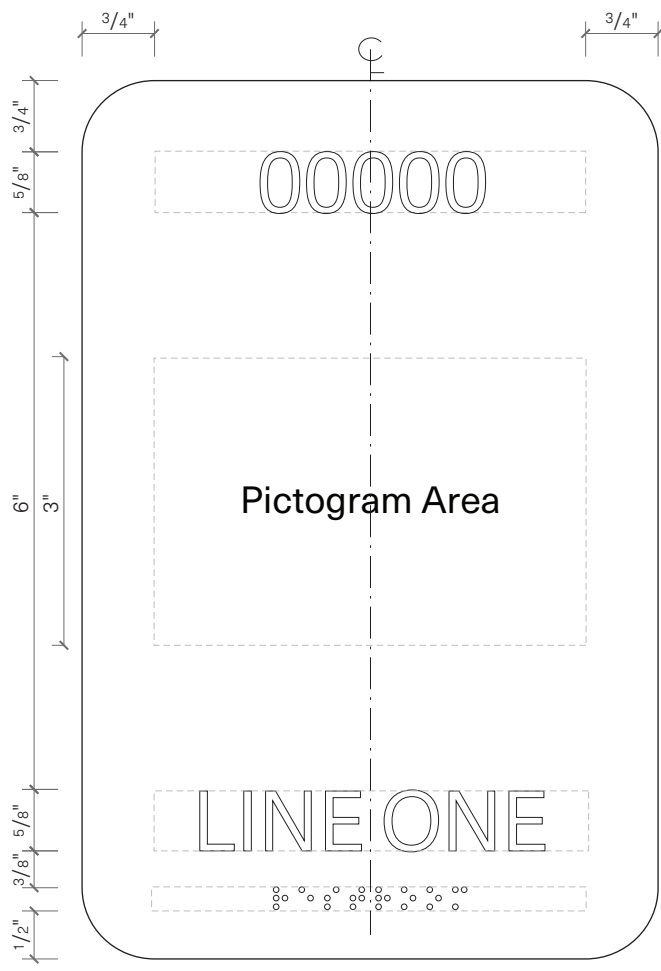
- This sign is an ADA code compliant sign with integral raised tactile characters, Grade 2 Braille, and integral raised tactile pictograms.
- Sign Panel:** 1/4" thick photopolymer panel, second surface trapped in paint
- Tactile Characters & Pictogram:** Tipped with contrasting color in enamel ink, hot foil stamp, or vinyl
- Grade 2 Braille:** Match the background color and finish of the sign panel

Mounting Type

Mounting Type 1



1 A7 Elevation: Overview
Scale: 6"= 1'



2 A7 Elevation: Layout
Scale: 6"= 1'

A8: Assistive Listening Plaque

Use

This sign is used to identify rooms and spaces with Assistive Listening Devices.

Description

This sign provides code-compliant identification of rooms and spaces with Assistive Listening Devices. Each is a single-sided non-glare acrylic panel containing visual characters and the International Symbol of Access for Hearing Loss complying with sections 216.10, 703.5, and 703.7.2.4 in the 2010 ADA Standards for Accessible Design. See the Standards Section of these Guidelines for W&M standard universal symbols.

Messaging

Messaging on the sign is limited to the symbol and message layout shown on this page. All messaging will be approved by the W&M project team and OUA.

Text Font: Adelle Sans Regular

Materials

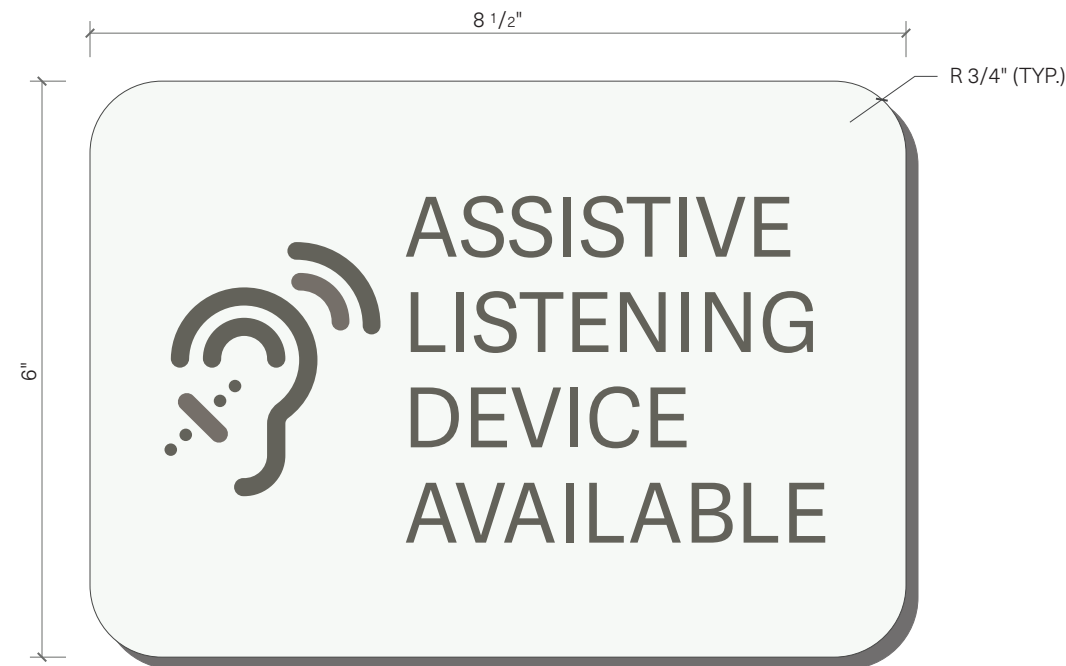
This plaque is an ADA code compliant sign with visual characters and symbol.

Sign Panel: 1/4" thick non-glare acrylic panel, second surface trapped in paint

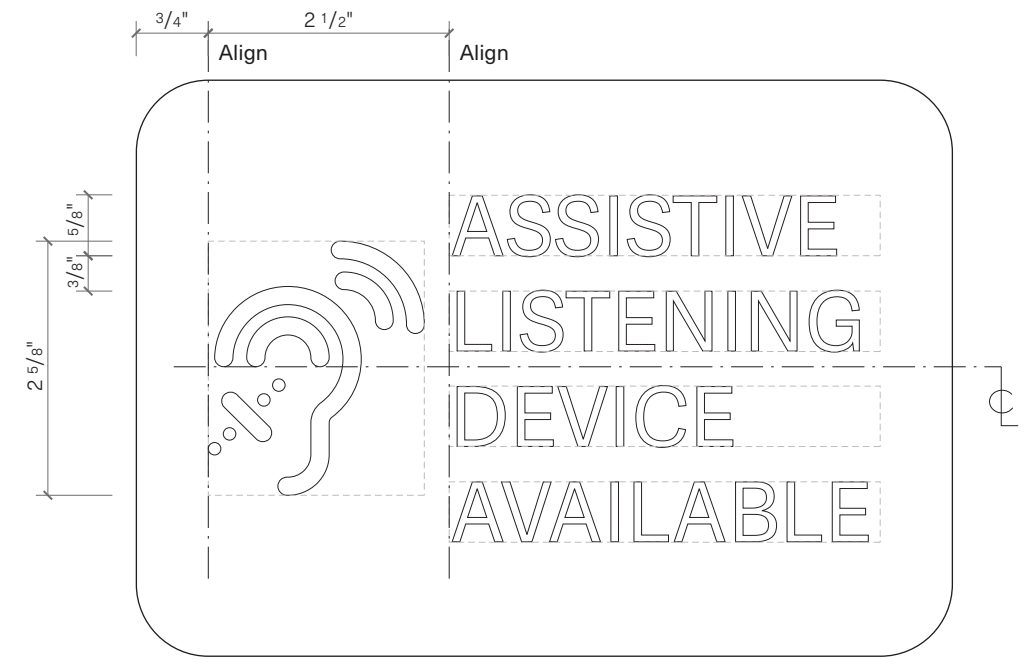
Visual Characters & Symbol: Applied with contrasting color in paint mask, direct print, or vinyl to first surface

Mounting Type

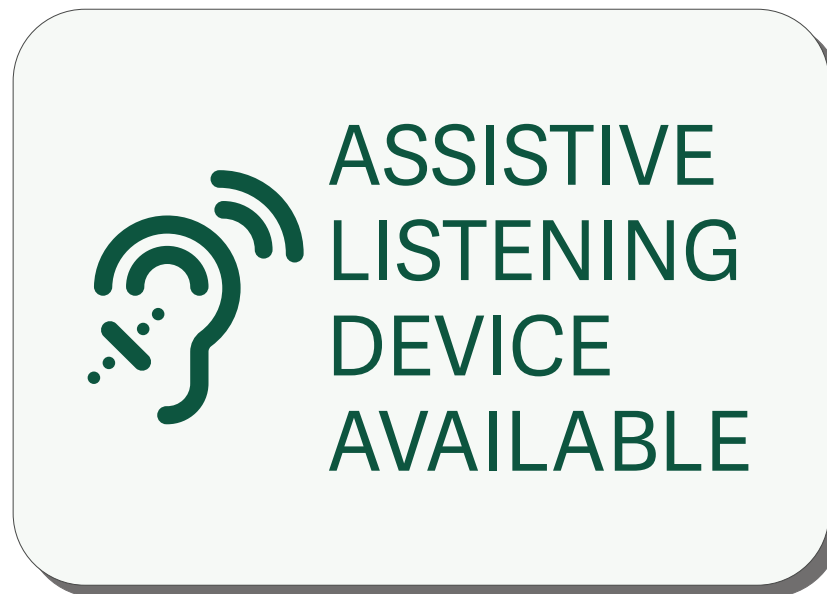
Mounting Type 8



1 A8 Elevation: Overview
Scale: 6" = 1'



2 A8 Elevation: Layout
Scale: 6" = 1'



3 A8 (Athletics) Elevation: Overview
Scale: 6" = 1'

A9: ADA Directional Plaque

Use

This sign is used at non-accessible restrooms to direct visitors to the nearest accessible restroom.

Description

This sign provides code-compliant directions to accessible restrooms. Each is a single-sided non-glare acrylic panel containing visual characters, the International Symbol of Accessibility, and a directional arrow complying with sections 216.8, 703.5, and 703.7.2.1 in the 2010 ADA Standards for Accessible Design. See the Standards Section of these Guidelines for W&M standard universal symbols.

Messaging

Messaging on the sign is limited to the message, symbol, and arrow layout shown on this page. All messaging will be approved by the W&M project team and OUA.

Text Font: Adelle Sans Regular

Arrow: Points in the direction of the accessible restroom

Materials

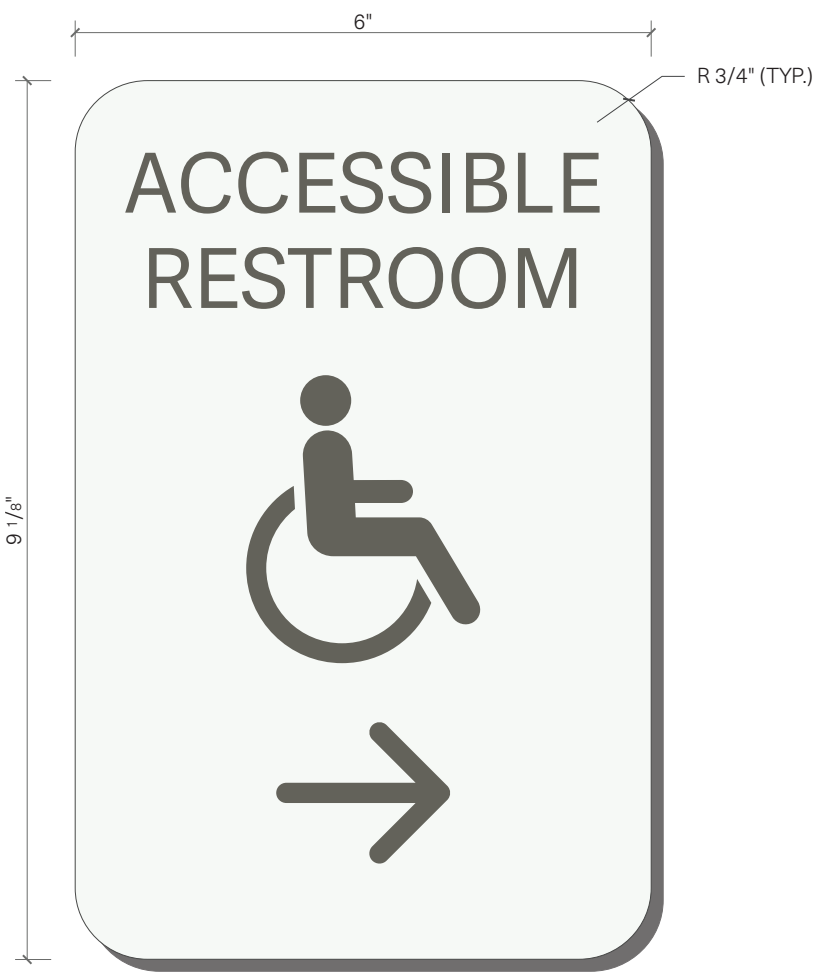
This plaque is an ADA code compliant sign with visual characters and symbol.

Sign Panel: 1/4" thick non-glare acrylic panel, second surface trapped in paint

Visual Characters & Symbol: Applied with contrasting color in paint mask, direct print, or vinyl to first surface

Mounting Type

Mounting Type 8



1 A9 Elevation: Overview
Scale: 6"= 1'



2 A9 Elevation: Layout
Scale: 6"= 1'

5B

FIRE & LIFE SAFETY
F-SERIES

Sign Family Overview

F-Series Sign Types

The sign types included in the F-Series Sign Family are directly related to the requirements as outlined in the 2018 International Building Code (IBC): Sections 1004, 1007, 1009, 1011, 1013, 1022, 1023, 1111, 3002, and Appendix H and the 2024 International Fire Code (IFC): Sections 404, 605 and 1004. F-Series signs provide necessary information for egress, first responders, and building safety.

Design Methodology

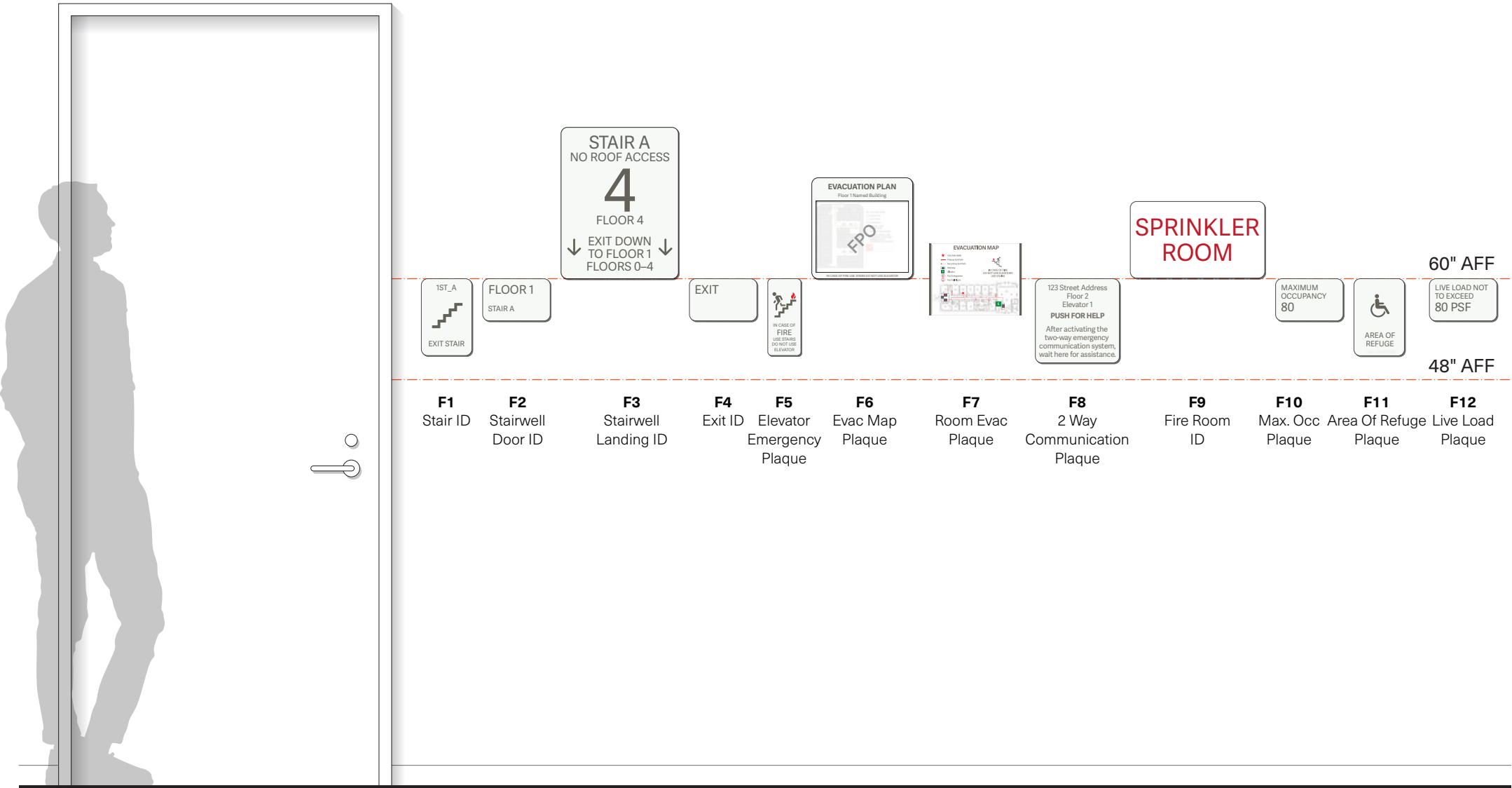
The signs seen on this page should be applied to all typical campus buildings and facilities. Fonts and logos align with the W&M Brand Standards. Colors were selected to compliment the neutral palettes of the W&M architectural interiors.

Sign Type Drawings

The sign type drawings in this section of the Guidelines are meant to provide Guideline users with an understanding of each sign type's use, description, messaging requirements and limitations, and general material make-up.

Fire & Life Safety: (F-Series)

- F1 Stair ID
- F2 Stairwell Door ID
- F3 Stairwell Landing ID
- F4 Exit ID
- F5 Elevator Emergency Plaque
- F6 Elevator Evacuation Map Insert
- F7 Room Evacuation Map Frame
- F8 Two-Way Communication Plaque
- F9 Fire Room ID
- F10 Maximum Occupancy Plaque
- F11 Area of Refuge ID
- F12 Live Load Plaque

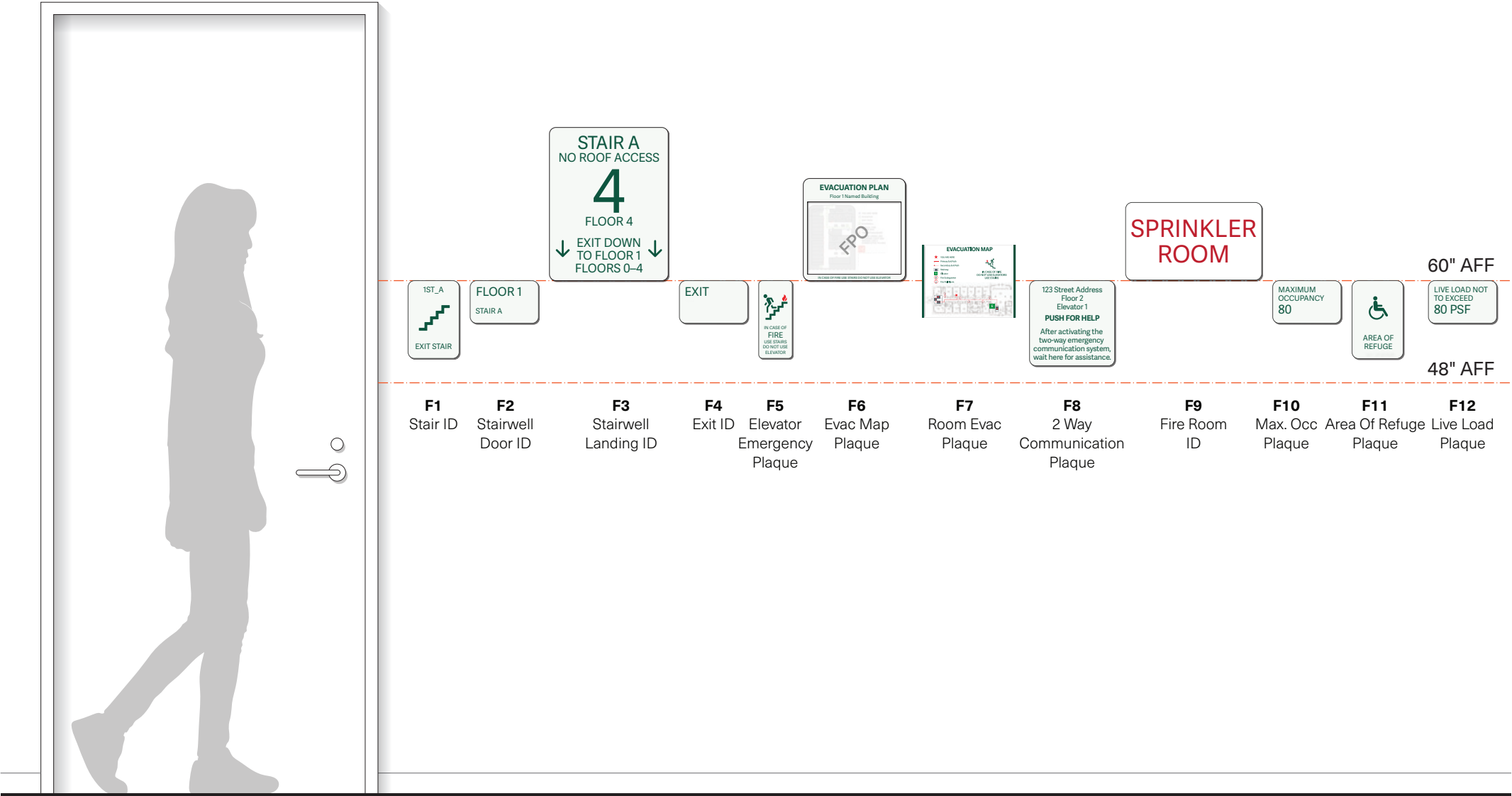


1 F-Series Sign Family
Scale: 3/4"= 1'

Sign Family Overview (Athletics)

Design Methodology

The signs seen on this page should be applied to all Athletic buildings and facilities. Fonts and logos align with the W&M Brand Standards. Colors were selected to compliment W&M Athletics spirit. The same sign types are shown on this page as the previous page, but updated to use the W&M Athletics logo and brand colors.



1 F-Series Sign Family (Athletics)
Scale: 3/4"= 1'

Sign Family Placement & Installation

Placement: F1, F2, F4

- The top of the sign is to be mounted at 60" above the finished floor.
- The sign is to be mounted on the latch side of the door it identifies unless restricted by wall space or door swing as outlined by section 703.4 in the 2010 ADA Standards for Accessible Design.
- For situations where there are double doors, install sign at right side of double door entry.
- Typical install, edge of sign 4" off door frame
- When the available wall/glass space is less than 18," center the sign in the available space

Placement: F3

- The bottom of the sign is to be mounted at 60" above the floor landing in a position that is readily visible when the doors are in the open and closed positions as outlined by section 1023.9 in the 2018 IBC.

Placement: F5

- The top of the sign is to be mounted at 60" above the finished floor where possible and adjacent to each elevator call station outlined by section 3002.3 in the 2018 IBC.

Placement: F6

- The bottom of the sign is to be mounted at 60" above the finished floor where possible and adjacent to each elevator call station outlined by section 3002.3 in the 2018 IBC.

Placement: F7

- The bottom of the sign is to be mounted at 60" above the finished floor where possible and on the back of or adjacent to the main door as outlined by section 3002.3 in the 2018 IBC.

Placement: F8

- The top of the sign is to be mounted at 60" above the finished floor where possible and adjacent to the two-way communication system outlined by section 1009.8.2 in the 2018 IBC.

Placement: F9

- The bottom of the sign is to be mounted at 60" above the finished floor on the door entering the fire protection equipment as outlined by sections 509.1 and 901.4.6.2 in the 2024 IFC.

Placement: F10

- The top of the sign is to be mounted at 60" above the finished floor posted in a conspicuous place, near the main exit or exit access doorway from the room or space, as outlined by sections 1004.9 in the 2018 IBC.

Placement: F11

- The top of the sign is to be mounted at 60" above the finished floor located at any doors providing access to the area of refuge, as outlined by sections 1009.9 in the 2024 IFC.

Placement: F12

- The top of the sign is to be mounted at 60" above the finished floor posted in a conspicuous place, in that part of each story in which they apply, as outlined by sections 106.1 in the 2018 IBC.

Installation Standards

- All signage should be mounted in compliance with Federal, State and Local codes.
- When mounted on gyp use VHB tape and silicone
- When mounted on glass use VHB tape with a full-coverage vinyl backer applied same surface as sign
- When on uneven wall surfaces or masonry, use a metal backer with hidden mechanical fasteners

F1: Stair ID

Use

This sign is used to identify the doors going into enclosed stairs.

Description

This sign provides code-compliant stair and door identification of all enclosed stairs. Each is a single-sided non-glare ADA acrylic panel with integral raised tactile characters, Grade 2 Braille, and integral raised tactile stair pictogram.

Messaging

Messaging on the sign is limited to the stair identity, stair egress designation, and the stair pictogram. All egress stairs should be labeled as EXIT STAIRS except on their discharge level, in which case they should only be identified as STAIR. Stairs that are not part of the path of egress will be labeled STAIR. All messaging will be approved by the W&M project team and OUA.

Text Font: Adelle Sans Regular

Stair Identity: 1 line, up to 5 characters

Egress Designation: 1 line, STAIR or EXIT STAIR

Pictogram: 3" tall pictogram in a 6" tall field

Materials

This sign is an ADA code compliant sign with integral raised tactile characters, Grade 2 Braille, and integral raised tactile pictograms.

Sign Panel: 1/4" thick photopolymer panel, second surface trapped in paint

Tactile Characters & Pictogram: Tipped with contrasting color in enamel ink, hot foil stamp, or vinyl

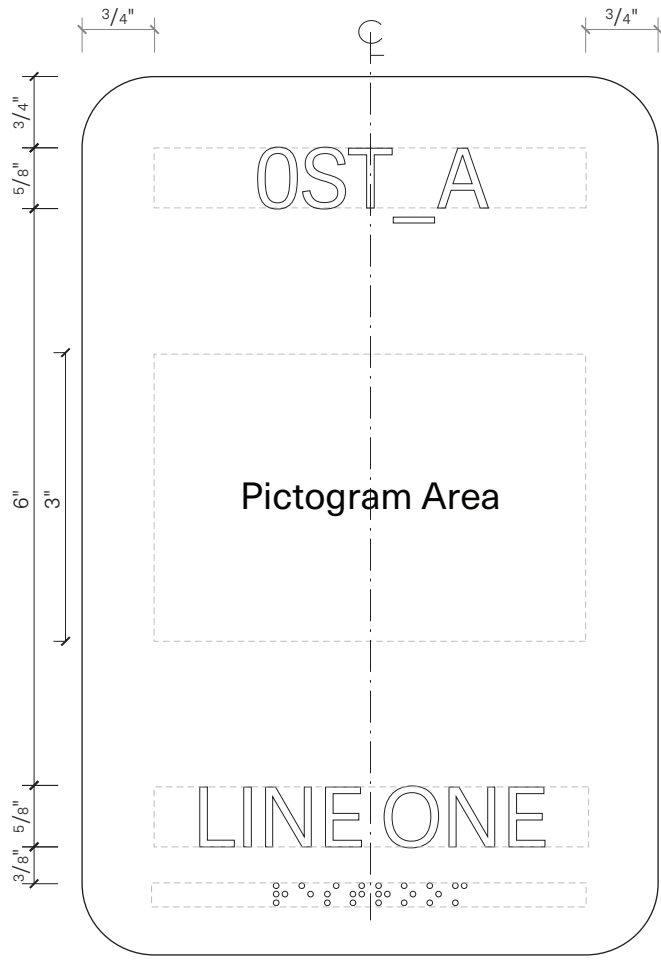
Grade 2 Braille: Match the background color and finish of the sign panel

Mounting Type

Mounting Type 1



1 F1 Elevation: Overview
Scale: 6"= 1'



2 F1 Elevation: Layout
Scale: 6"= 1'

F2: Stairwell Door ID

Use

This sign is used to identify the door from the interior side of the stairwell.

Description

This sign provides code-compliant floor and stair identification. Each is a single-sided non-glare ADA acrylic panel with integral raised tactile characters and Grade 2 Braille.

Messaging

Messaging on the sign is limited to the floor number and stair identity. All messaging will be approved by the W&M project team and OUA.

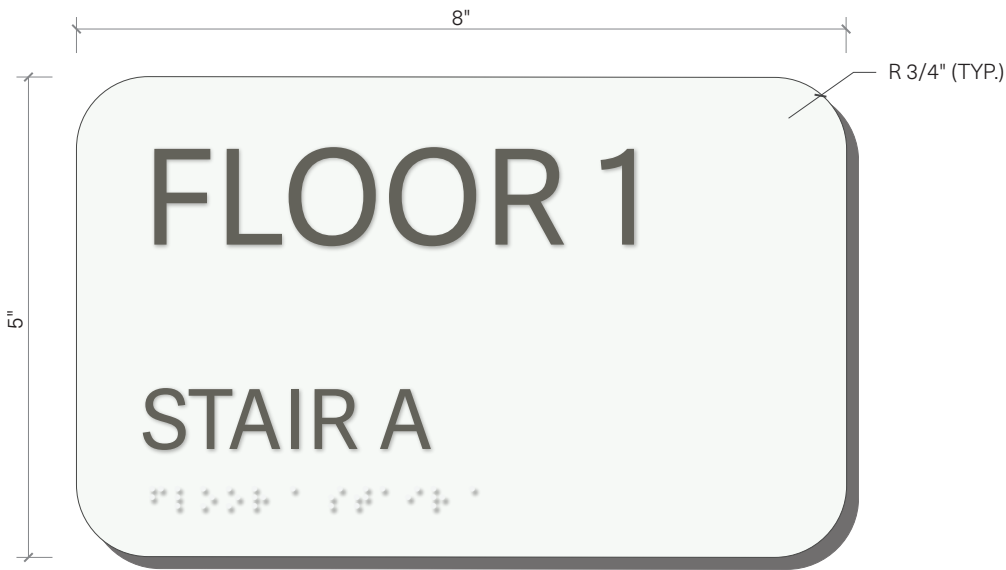
- Text Font:** Adelle Sans Regular
- Floor Number:** 1 line, up to 8 characters
- Stair Identity:** 1 line, up to 8 characters

Materials

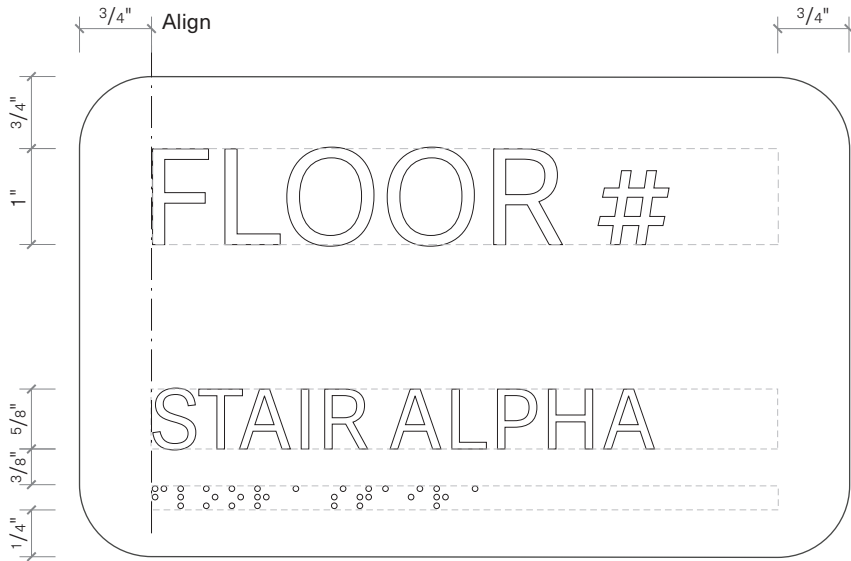
- This sign is an ADA code compliant sign with integral raised tactile characters and Grade 2 Braille.
- Sign Panel:** 1/4" thick photopolymer panel, second surface trapped in paint
- Tactile Characters:** Tipped with contrasting color in enamel ink, hot foil stamp, or vinyl
- Grade 2 Braille:** Match the background color and finish of the sign panel

Mounting Type

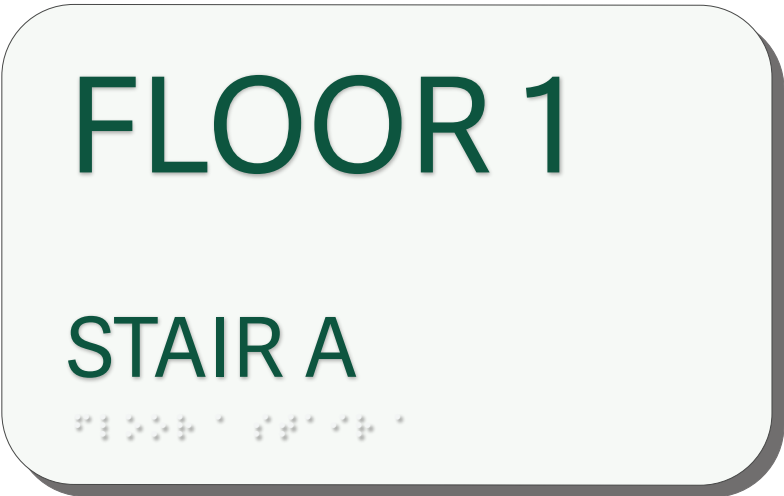
Mounting Type 1



1 F2 Elevation: Overview
Scale: 6"= 1'



2 F2 Elevation: Layout
Scale: 6"= 1'



3 F2 (Athletics) Elevation: Overview
Scale: 6"= 1'

F3: Stairwell Landing ID

Use

This sign is used to identify the floor landing in an interior exit stairway and ramp connecting more than three stories.

Description

This sign designates the floor level, the terminus of the top and bottom of the interior exit stairway and ramp, the identification of the stairway or ramp, the story of and direction to the exit discharge, and the availability of roof access from the interior exit stairway and ramp for the fire department. Each is a single-sided non-glare acrylic panel containing visual characters.

Messaging

Messaging on the sign is limited to the message layout shown on this page with the correct building, landing, roof access, and egress information for each project. All messaging will be approved by the W&M project team and OUA.

Text Font: Adelle Sans Regular

Materials

This plaque is an ADA code compliant sign with visual characters.

Sign Panel: 1/4" thick non-glare acrylic panel, second surface trapped in paint

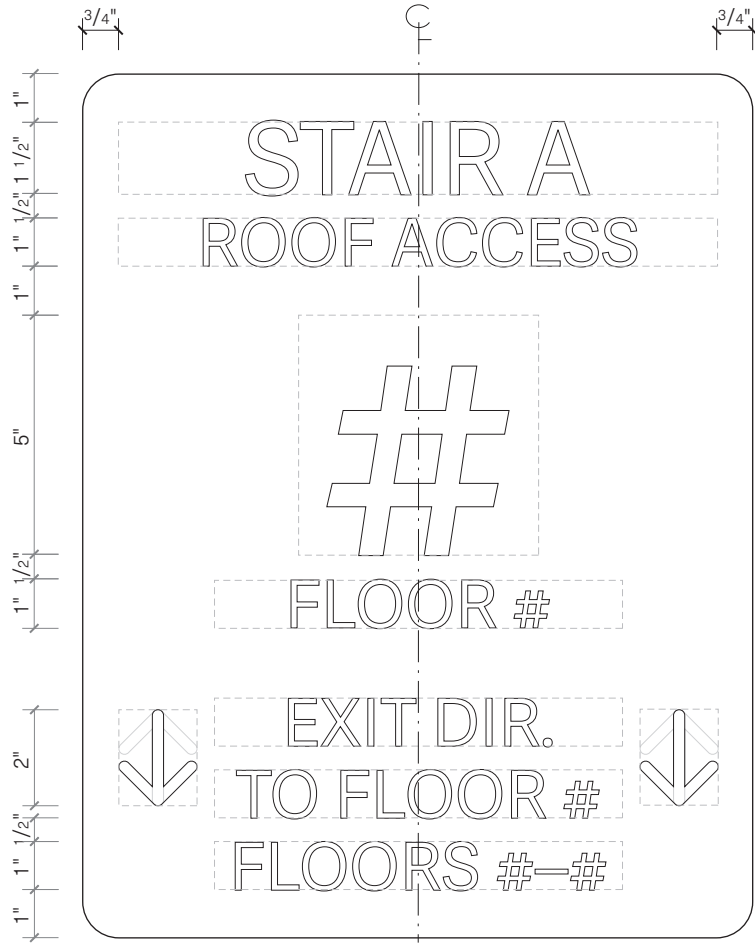
Visual Characters: Applied with contrasting color in paint mask, direct print, or vinyl to first surface

Mounting Type

Mounting Type 7



1 F3 Elevation: Overview
Scale: 3"= 1'



2 F3 Elevation: Layout
Scale: 3"= 1'

F4: Exit Door ID

Use

This sign is used to identify exit doors.

Description

This sign provides code-compliant exit door identification. Each is a single-sided non-glare ADA acrylic panel with integral raised tactile characters and Grade 2 Braille.

Messaging

Messaging on the sign is limited to the message layout shown on this page.

Text Font: Adelle Sans Regular

Messaging: EXIT

Materials

This sign is an ADA code compliant sign with integral raised tactile characters and Grade 2 Braille.

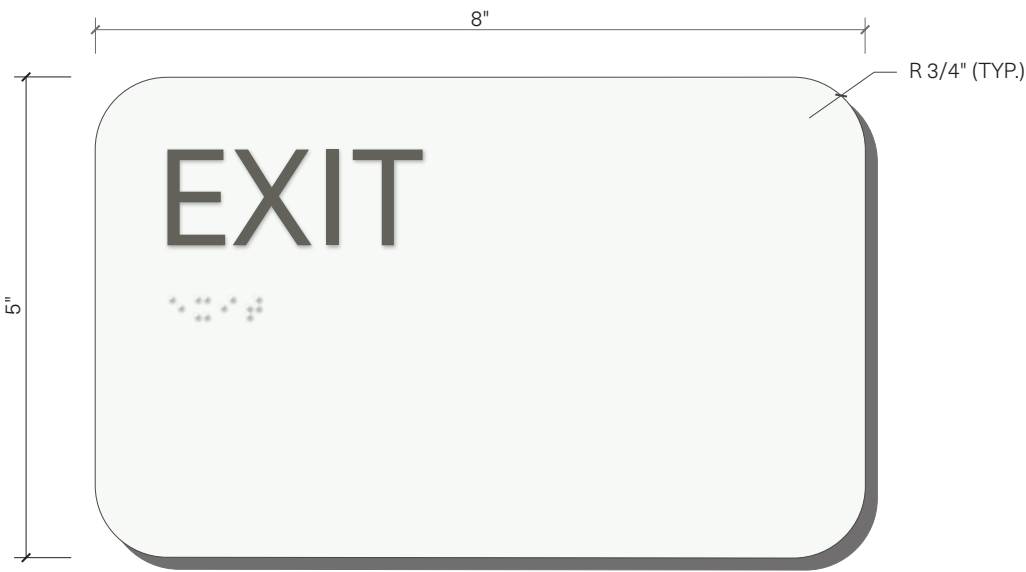
Sign Panel: 1/4" thick photopolymer panel, second surface trapped in paint

Tactile Characters: Tipped with contrasting color in enamel ink, hot foil stamp, or vinyl

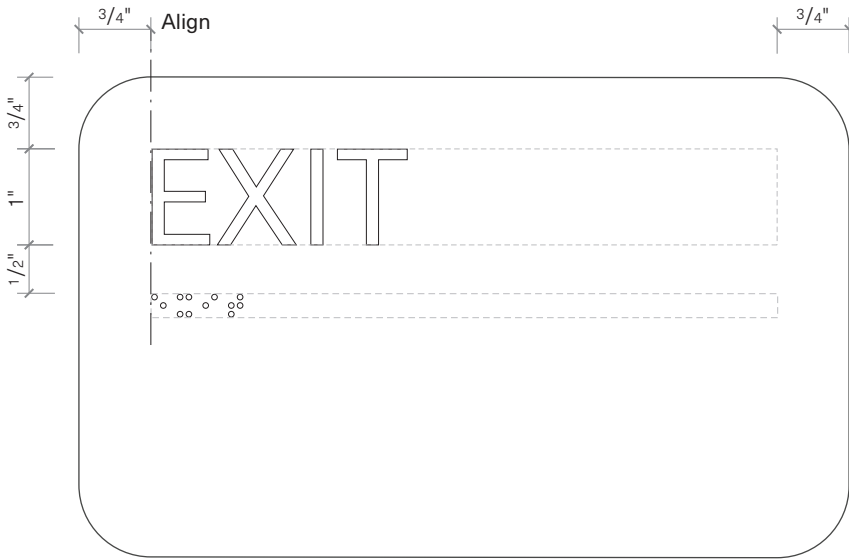
Grade 2 Braille: Match the background color and finish of the sign panel

Mounting Type

Mounting Type 1



1 F4 Elevation: Overview
Scale: 6"= 1'



2 F4 Elevation: Layout
Scale: 6"= 1'



3 A4 (Athletics) Elevation: Overview
Scale: 6"= 1'

F5: Elevator Emergency Plaque

Use

This sign is used at elevator call stations on all floors instructing occupants to use the exit stairways instead of the elevators in case of a fire.

Description

This sign provides directions for egress via stairs instead of the elevator in case of a fire. Each is a single-sided non-glare acrylic panel containing characters and a symbol. See the Standards Section of these Guidelines for W&M standard symbols.

Messaging

Messaging on the sign is limited to the message and symbol layout shown on this page. All messaging will be approved by the W&M project team and OUA.

Text Font: Adelle Sans Regular

Materials

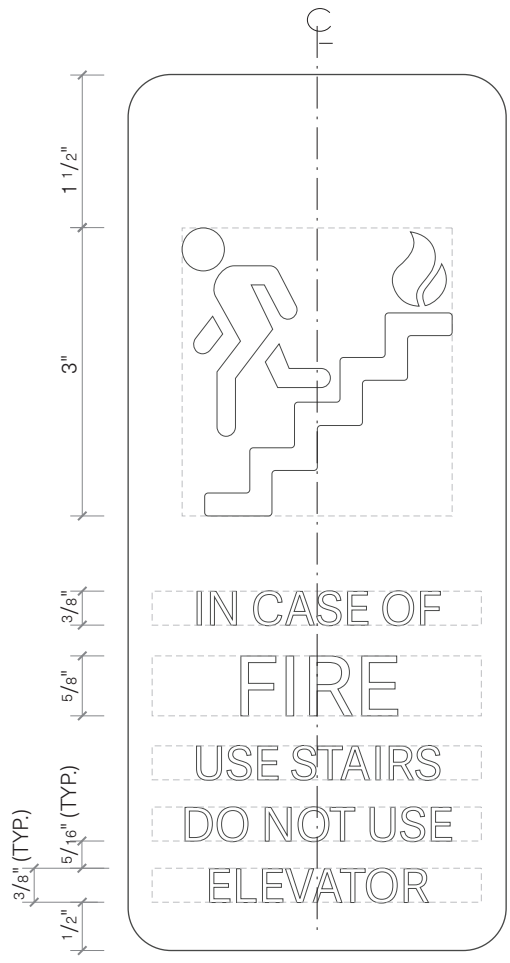
This plaque is an IBC, not ADA code compliant sign.
Sign Panel: 1/4" thick non-glare acrylic panel, second surface trapped in paint
Visual Characters & Symbols: Applied with contrasting color in paint mask, direct print, or vinyl to first surface

Mounting Type

Mounting Type: Align with those elements located at elevator bank. VIF



1 F5 Elevation: Overview
Scale: 6"= 1'



2 F5 Elevation: Layout
Scale: 6"= 1'

F6: Elevator Evacuation Map Insert

Use

This sign is used at elevator landings to provide accessible egress information in case of an emergency.

Description

This sign provides emergency egress information. Each is a single-sided non-glare acrylic panel with messaging and a layered fabrication to provide an integral clear window slot to receive a printed paper insert with the building and floor specific evacuation routes.

Messaging

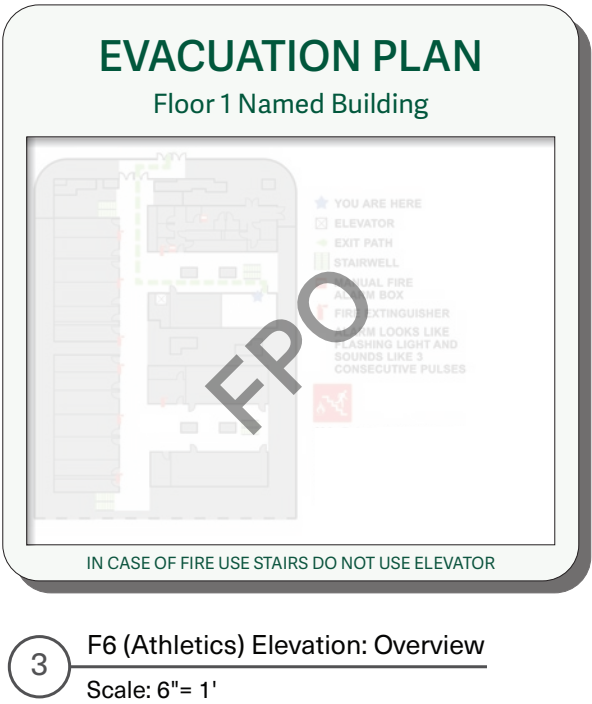
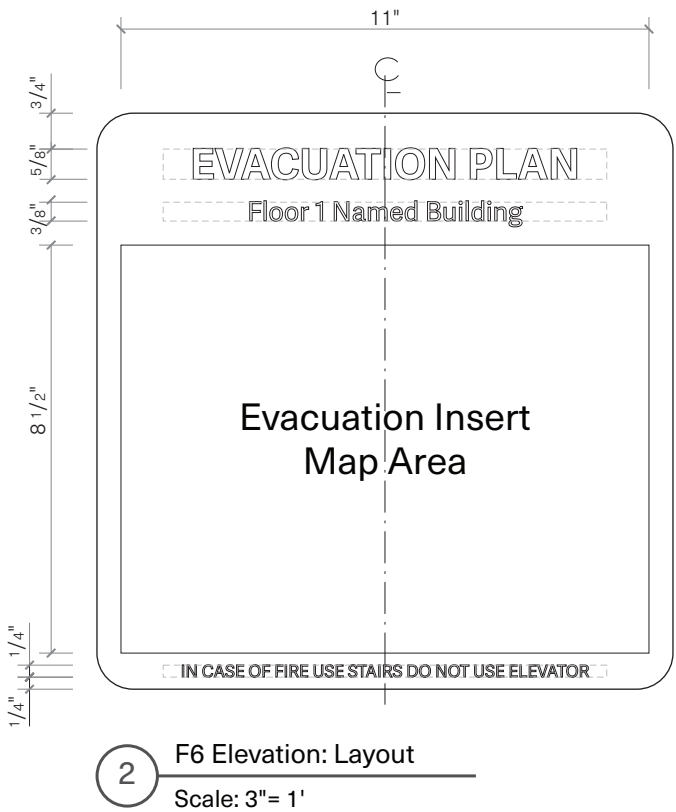
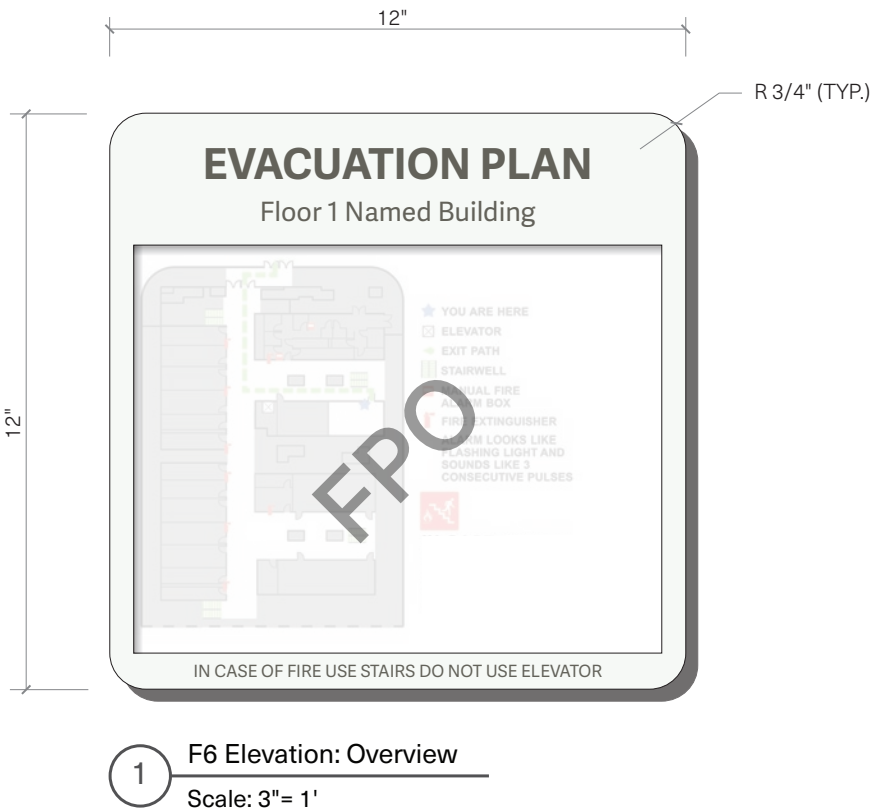
Messaging on the sign is limited to the message layout shown on this page with the correct building, floor, and egress information for each project. All messaging will be approved by the W&M project team and OUA.

Text Font: Adelle Sans Regular & Bold

Materials

This plaque is an insert sign.
Sign Panel: Two layers of 1/8" thick non-glare acrylic, second surface trapped in paint
Characters: Applied with contrasting color in paint mask, direct print, or vinyl to first surface
Sign Insert: Printed letter size card stock

Mounting Type
Mounting Type 6



F7: Room Evacuation Map Frame

Use

This sign is used in residential rooms to provide accessible egress information in case of an emergency.

Description

This sign provides emergency egress information. Each is a prefabricated insert sign to provide an integral clear window and slot to receive a printed paper insert with the building and floor specific evacuation routes. The sign and printed insert can be installed in portrait or landscape orientation to best match the orientation of the building floor plans.

Messaging

Messaging on the sign is limited to the message layout shown on this page with the correct building, floor, and egress information for each project. All messaging will be approved by the W&M project team and OUA.

Text Font: Adelle Sans Regular & Bold

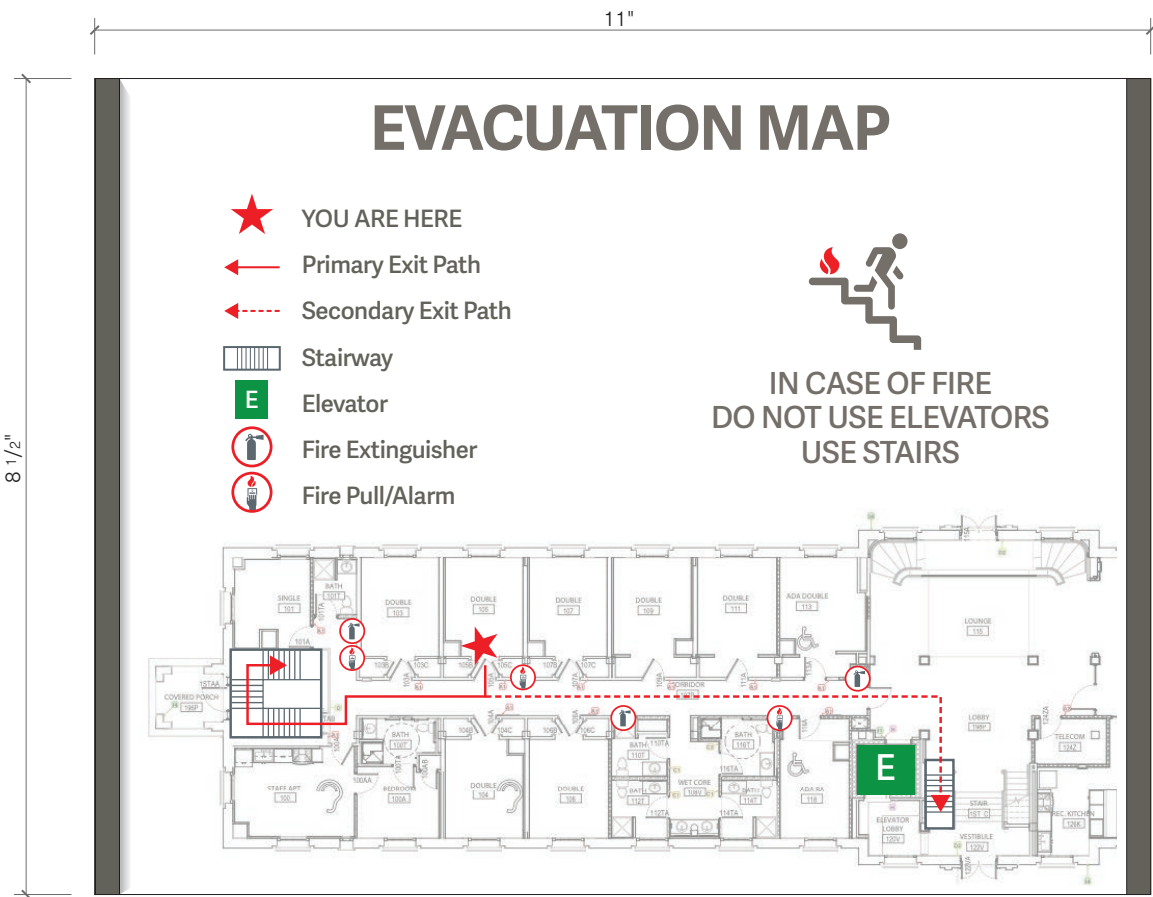
Materials

Sign Panel: Apco Elevate sign system EVU1-G5 8.5" X 11" with custom color header/base bars to match C-2 & C-4 (athletics application)

Sign Insert: Printed card stock cut to size

Mounting Type

Mounting Type 2



1 F7 Elevation: Overview Horizontal Format
Scale: 6"= 1'



2 F7 Elevation: Overview Vertical Format
Scale: 6"= 1'

F8: Two-Way Communication Plaque

Use

This sign is used to identify and provide directions for the use of a two-way communication system.

Description

This sign provides code-compliant identification of the building address, floor, elevator location, and directions for use of the two-way communication system. Each is a single-sided non-glare acrylic panel containing visual characters.

Messaging

Messaging on the sign is limited to the message layout shown on this page with the correct building, address, floor, and elevator information for each project. All messaging will be approved by the W&M project team and OUA.

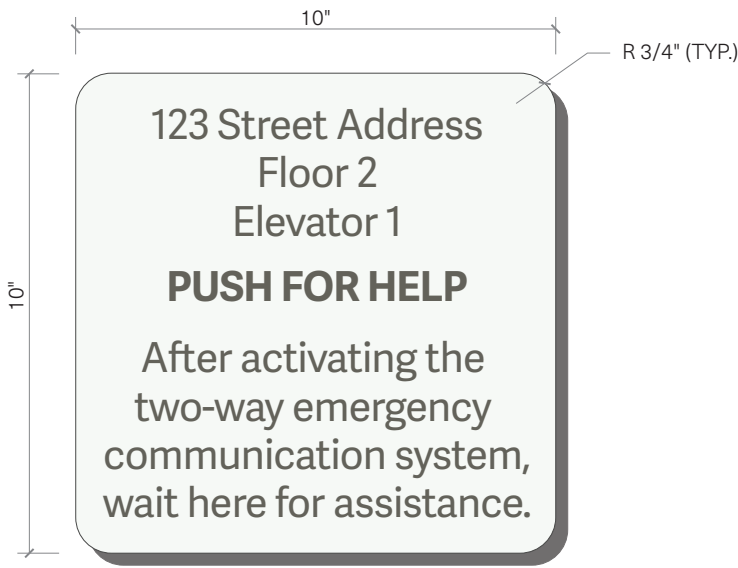
Text Font: Adelle Sans Regular & Bold

Materials

This plaque is an IBC, not ADA code compliant sign.
Sign Panel: 1/4" thick non-glare acrylic panel, second surface trapped in paint
Visual Characters: Applied with contrasting color in paint mask, direct print, or vinyl to first surface

Mounting Type

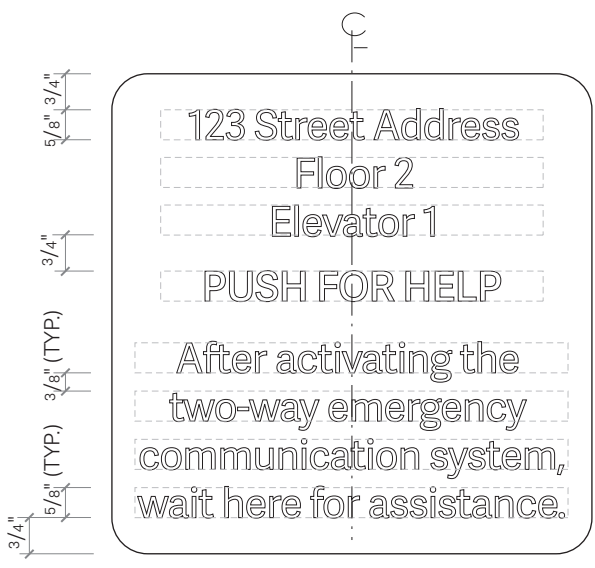
Mounting Type 8



1 F8 Elevation: Overview
Scale: 3"= 1'



3 F8 (Athletics) Elevation: Overview
Scale: 6"= 1'



2 F8 Elevation: Layout
Scale: 3"= 1'

F9: Fire Room ID

Use

This sign is used to identify the doors going into fire code related use rooms. These rooms include sprinkler rooms and fire control rooms.

Description

This sign provides code-compliant room and door identification of fire department type rooms. Each is a single-sided non-glare acrylic panel.

Messaging

Messaging on the sign is limited to the room use and the generic room program. All messaging will be approved by the W&M project team and OUA.

Text Font: Adelle Sans Regular

Text: Up to 2 lines, up to 9 characters per line

Materials

Sign Panel: 1/4" thick non-glare acrylic panel, second surface trapped in paint

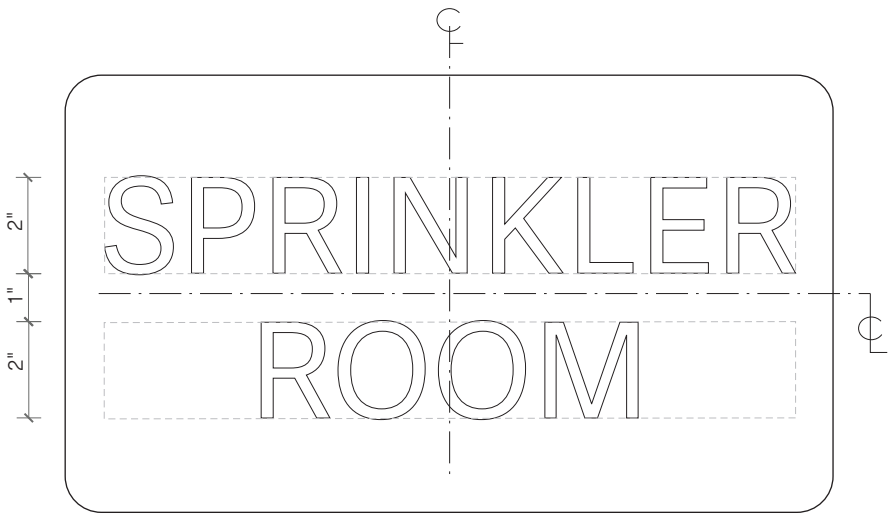
Visual Characters: Applied with contrasting color in paint mask, direct print, or vinyl to first surface

Mounting Type

Mounting Type 2 (door mounted)



1 F9 Elevation: Overview
Scale: 3"= 1'



2 F9 Elevation: Layout
Scale: 3"= 1'

F10: Maximum Occupancy Plaque

Use

This sign is used to post the occupancy load in assembly areas, rooms with greater occupancy than 49, and elevated exterior terraces.

Description

This sign provides the maximum occupancy amount for each of the areas listed above. Each is a single-sided non-glare acrylic panel containing visual characters.

Messaging

Messaging on the sign is limited to the message layout shown on this page with the correct occupancy load for each space.

Text Font: Adelle Sans Regular

Materials

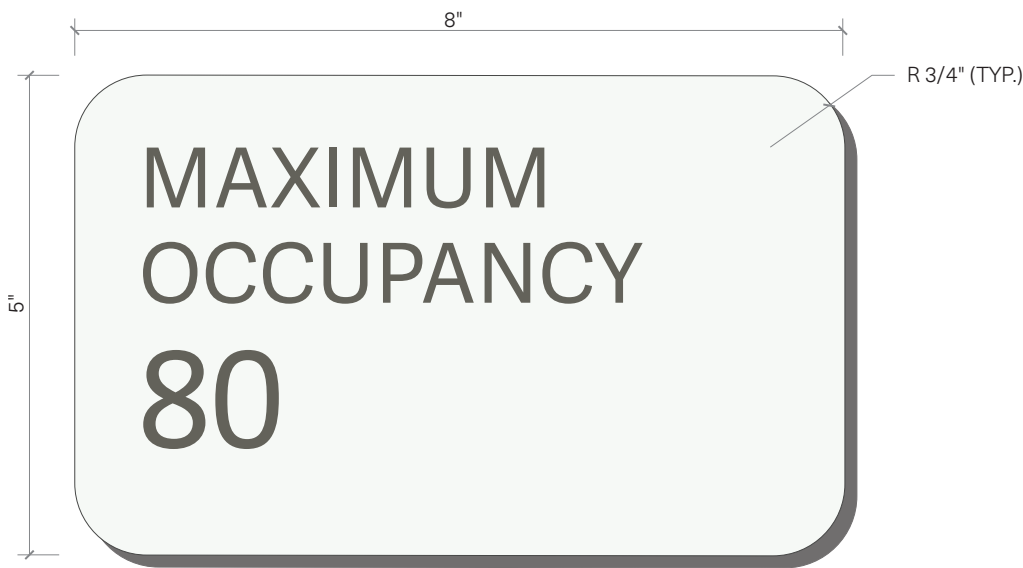
This plaque is an IBC, not ADA code compliant sign.

Sign Panel: 1/4" thick non-glare acrylic panel, second surface trapped in paint

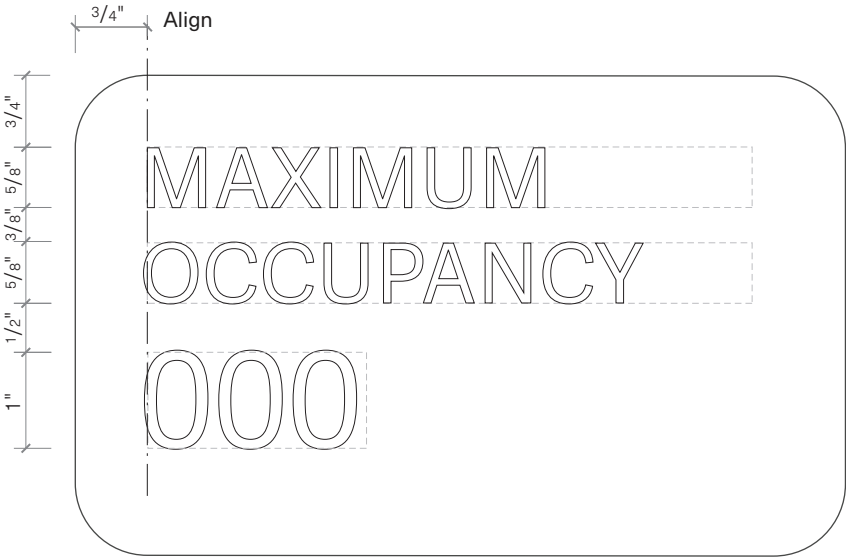
Visual Characters: Applied with contrasting color in paint mask, direct print, or vinyl to first surface

Mounting Type

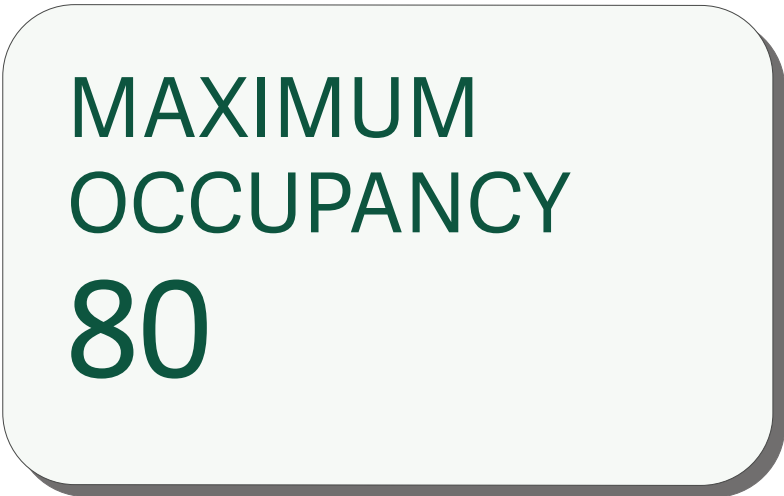
Mounting Type 8



1 F10 Elevation: Overview
Scale: 6"= 1'



2 F10 Elevation: Layout
Scale: 6"= 1'



3 F10 (Athletics) Elevation: Overview
Scale: 6"= 1'

F11: Area of Refuge ID

Use

This sign is used to identify areas of refuge.

Description

This sign provides code-compliant identification of areas of refuge. Each is a single-sided non-glare ADA acrylic panel with symbol, integral raised tactile characters, and Grade 2 Braille.

Messaging

Messaging on the sign is limited to the message, symbol, and arrow layout shown on this page. All messaging will be approved by the W&M project team and OUA.

Text Font: Adelle Sans Regular

Materials

This sign is an ADA code compliant sign with integral raised tactile characters, Grade 2 Braille, and integral raised tactile pictograms.

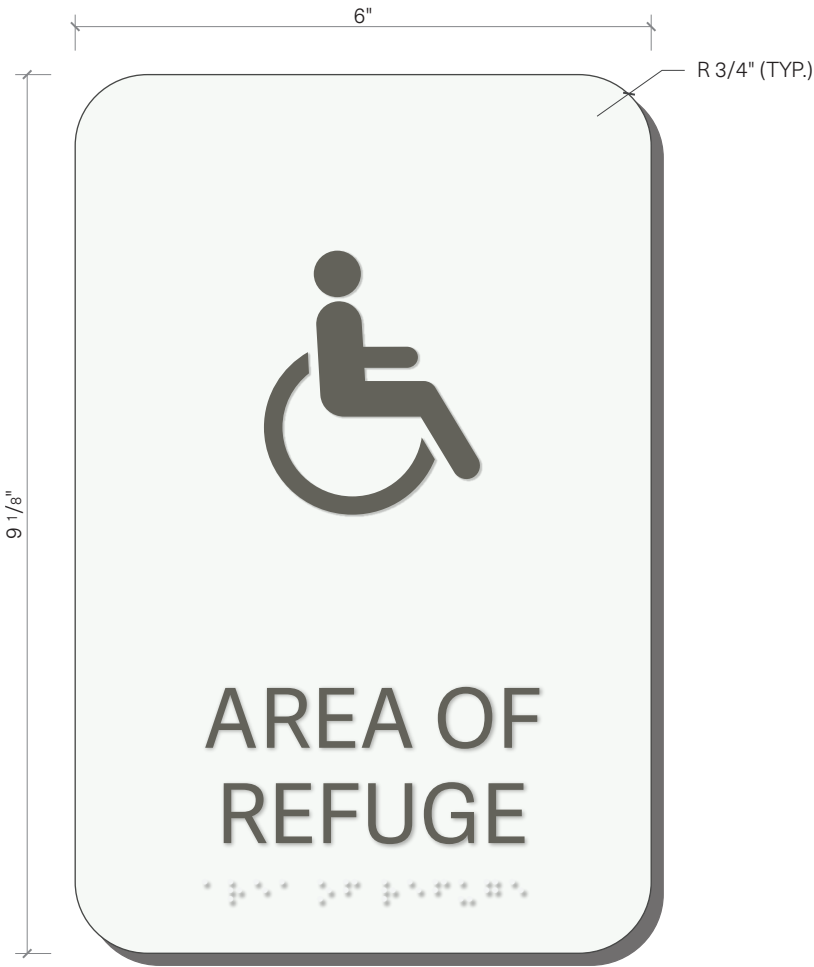
Sign Panel: 1/4" thick photopolymer panel, second surface trapped in paint

Tactile Characters & Pictograms: Tipped with contrasting color in enamel ink, hot foil stamp, or vinyl

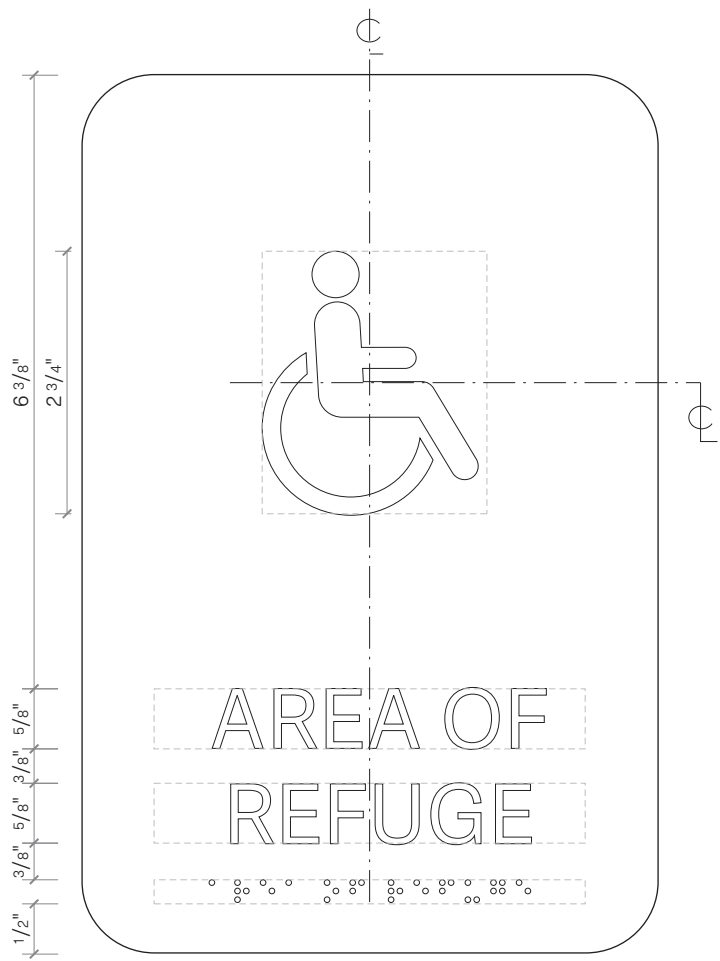
Grade 2 Braille: Match the background color and finish of the sign panel

Mounting Type

Mounting Type 8



1 A9 Elevation: Overview
Scale: 6"= 1'



2 A9 Elevation: Layout
Scale: 6"= 1'

F12: Live Load Plaque

Use

This sign is used to identify each floor or portion thereof designed for live loads exceeding 50 psf (2.40 kN/m2).

Description

This sign provides code-compliant identification of live loads exceeding 50 psf (2.40 kN/m2). Each is a single-sided non-glare acrylic panel containing visual characters.

Messaging

Messaging on the sign is limited to the message layout shown on this page with the correct live load for each space.

Text Font: Adelle Sans Regular

Materials

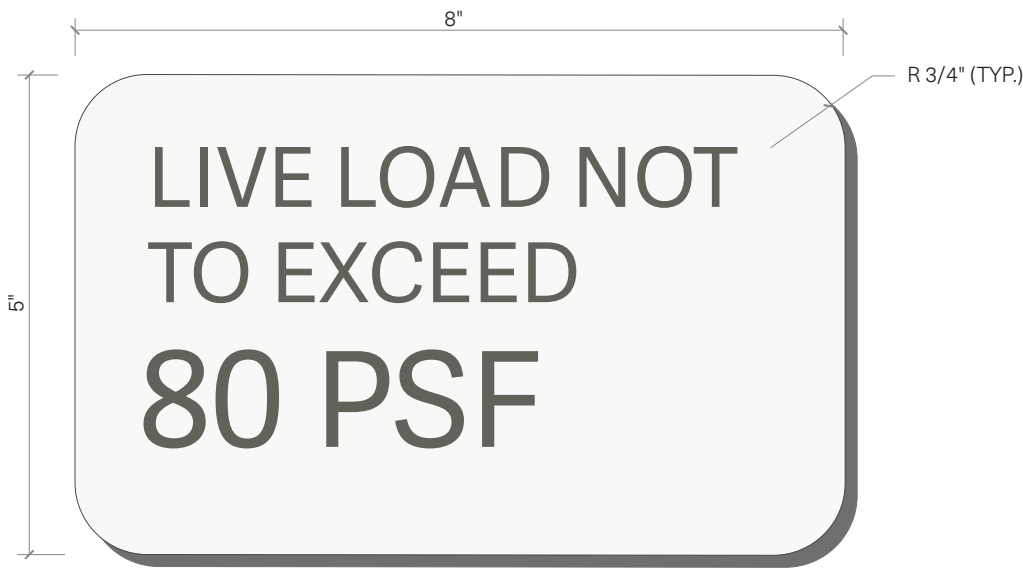
This plaque is an IBC, not ADA code compliant sign.

Sign Panel: 1/4" thick non-glare acrylic panel, second surface trapped in paint

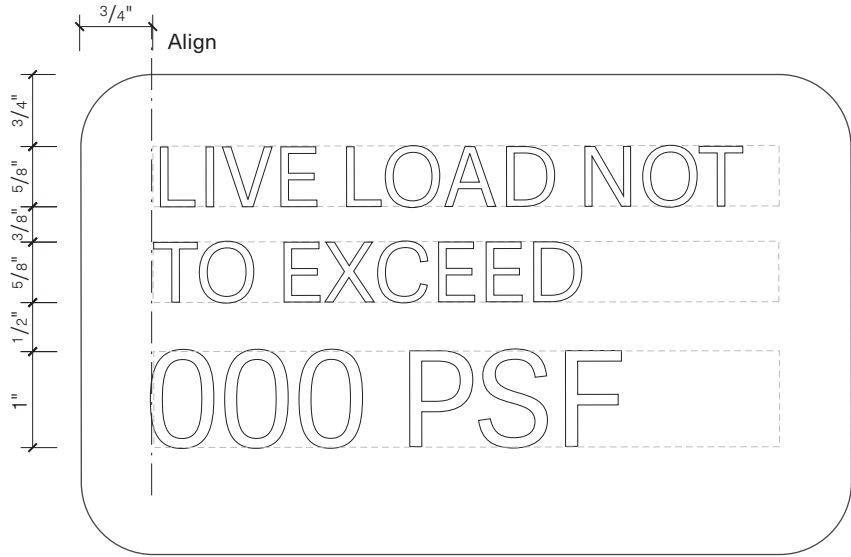
Visual Characters: Applied with contrasting color in paint mask, direct print, or vinyl to first surface

Mounting Type

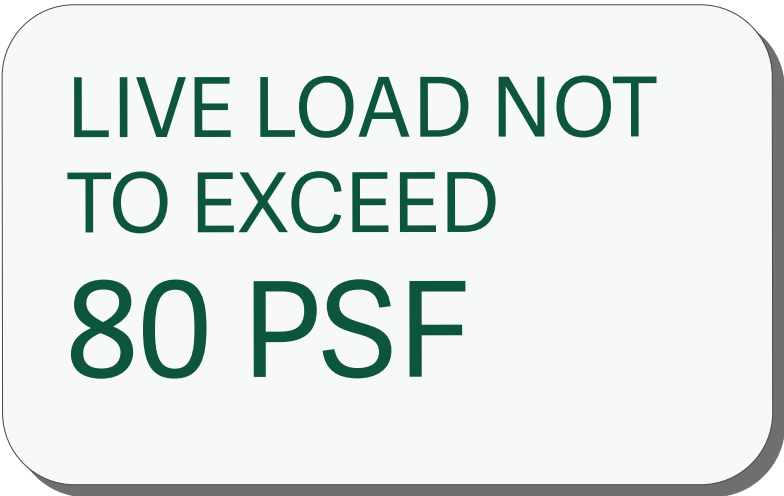
Mounting Type 8



1 F12 Elevation: Overview
Scale: 6"= 1'



2 F12 Elevation: Layout
Scale: 6"= 1'



3 F12 (Athletics) Elevation: Overview
Scale: 6"= 1'

5C

REGULATORY
R-SERIES

Sign Family Overview

R-Series Sign Types

The sign types included in the R-Series Sign Family are directly related to the requirements for LEED or specified by W&M.

Design Methodology

The signs seen on this page should be applied to all typical campus buildings and facilities. Fonts and logos align with the W&M Brand Standards. Colors were selected to compliment the neutral palettes of the W&M architectural interiors.

The signs shown should cover most situations but if a regulatory need requires a specific message not covered here, consult the OUA on how to request those graphics and be designed within these standards.

Sign Type Drawings

The sign type drawings in this section of the Guidelines are meant to provide Guideline users with an understanding of each sign type's use, description, messaging requirements and limitations, and general material make-up.

Regulatory: (R-Series)

- R1 Door Vinyl ID
- R2 Interior Room ID
- R3 No Smoking Plaque (exterior use only)
- R4 Informational Plaque (insert)



1 R-Series Sign Family
Scale: 3/4"= 1'

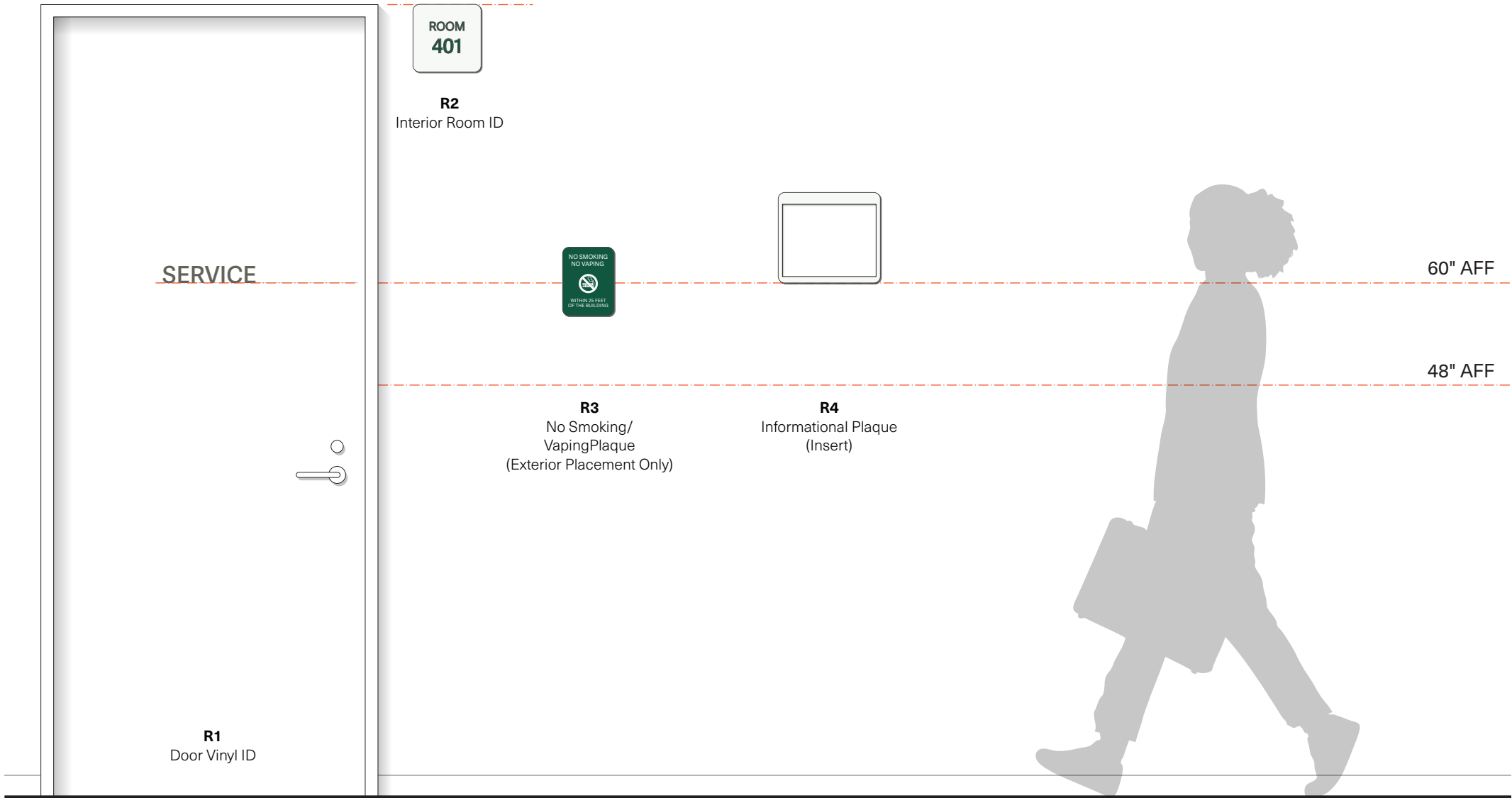
Sign Family Overview (Athletics)

Design Methodology

The signs seen on this page should be applied to Athletic buildings and facilities.

Fonts and logos align with the W&M Brand Standards. Colors were selected to compliment W&M Athletics spirit.

The same sign types are shown on this page as the previous page, but updated to use the W&M Athletics' brand colors.



1 R-Series Sign Family (Athletics)
Scale: 3/4"= 1'

R1: Door Vinyl ID

Use

This sign is used to provide additional regulatory information on doors such as STAFF ONLY, NO ACCESS, SERVICE etc.

Description

Each is cut vinyl applied directly to a door panel.

Messaging

Messaging on the sign is limited to a concise regulatory directive. All messaging will be approved by the W&M project team and OUA.

Text Font: Adelle Sans Regular

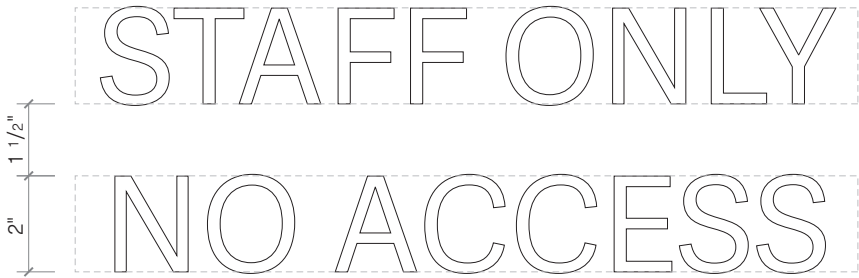
Messaging: Up to 3 lines, up to 12 characters per line

Materials

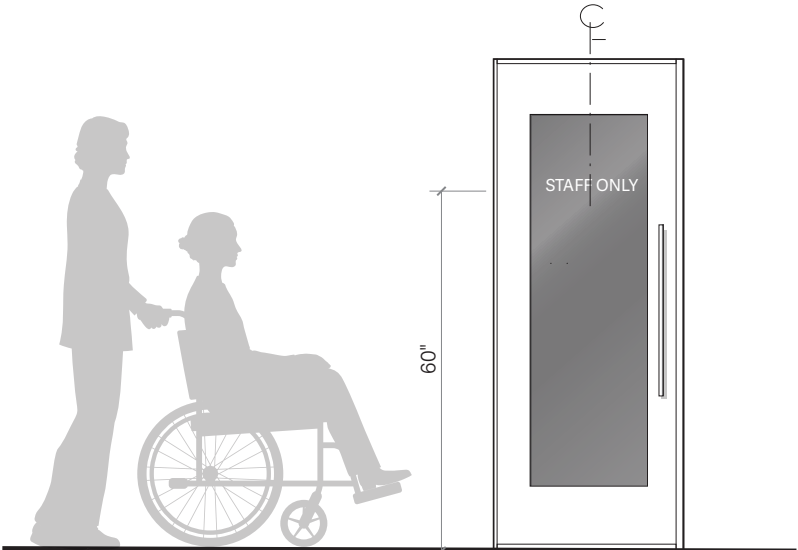
Characters: Cut cast vinyl

Mounting Type

Mounting Type 4



1 R1 Elevation: Overview
Scale: 3"= 1'



2 R1 Elevation: Placement
Scale: 3/8"= 1'

APPLY EXTERIOR SIDE OF GLAZING

R2: Interior Room ID

Use

This sign is used to post the room number inside each room, including restrooms, for assistance to room occupants on their location in case of an emergency.

Description

This sign provides the room number legibility displayed inside of each room. Each is a single-sided non-glare acrylic panel containing visual characters.

Messaging

Messaging on the sign is limited to the message layout shown on this page with the correct room number for each space.

Text Font: Adelle Sans Regular & Semi Bold

Materials

Sign Panel: 1/4" thick non-glare acrylic panel, second surface trapped in paint

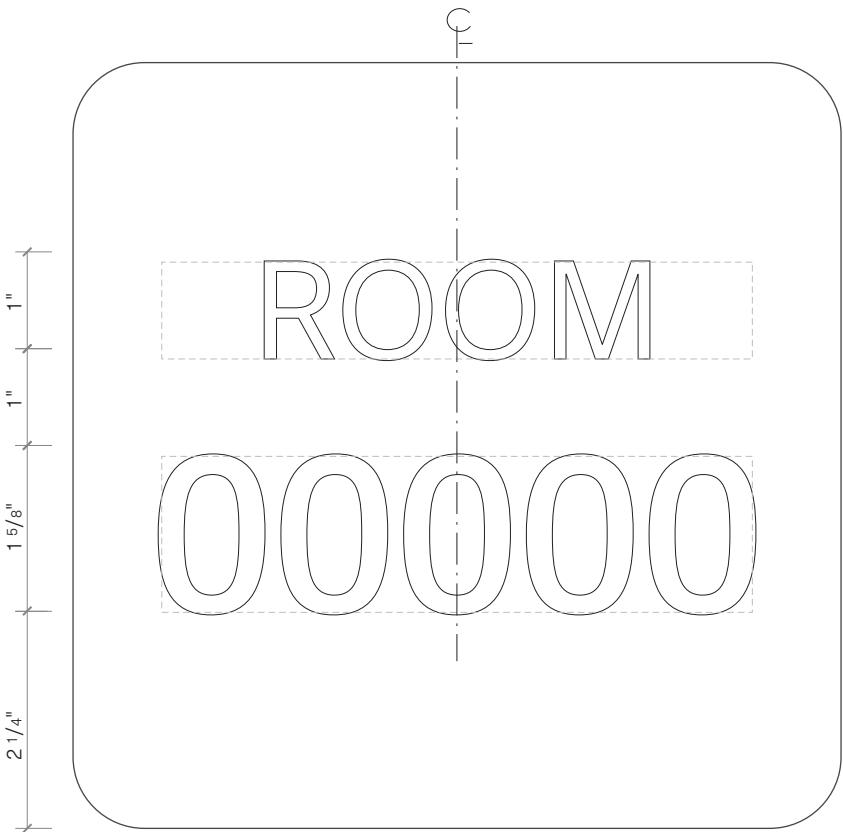
Visual Characters: Applied with contrasting color in paint mask, direct print, or vinyl to first surface

Mounting Type

Mounting Type 5



1 R2 Elevation: Overview
Scale: 6"= 1'



2 R2 Elevation: Layout
Scale: 6"= 1'

R3: No Smoking Plaque

Use

This sign provides information regarding the restrictions for smoking and vaping use in the immediate area or facility.

Description

This sign is located in close proximity to main building entrances where space allows and where visibility is unobstructed.

To comply with LEEDv4 Environmental Tobacco Smoke Control requirements, signage must be posted within 10 feet of all building entrances. Coordinate with OUA for best placement.

Messaging

Messaging on the sign is limited to the symbol and message layout shown on this page. All messaging will be approved by the W&M project team and OUA.

Text Font: Adelle Sans Regular

Materials

Sign Panel: 0.80 gauge aluminum panel, first surface trapped in paint

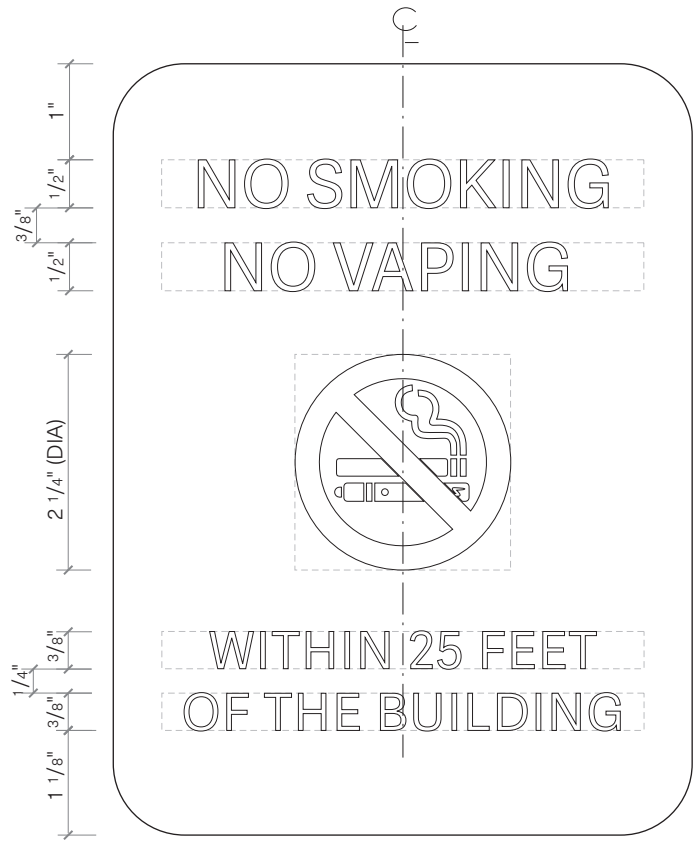
Visual Characters & Symbol: Applied with white contrasting color in paint mask, direct print, or vinyl

Mounting Type

Mounting Type 3



1 R3 Elevation: Overview
Scale: 6"= 1'



2 R3 Elevation: Layout
Scale: 6"= 1'

R4: Information Plaque

Use

This sign is used in locations to provide specific information to immediate areas or conditions and is intended to be updated as required using the printed insert.

Description

This sign provides regulatory information. Each is a single-sided non-glare acrylic panel and a layered fabrication to provide an integral clear window slot to receive a printed paper insert with the required information or regulation.

Messaging

Messaging on the sign is limited to the message insert only. All messaging will be approved by the by the W&M project team and OUA.

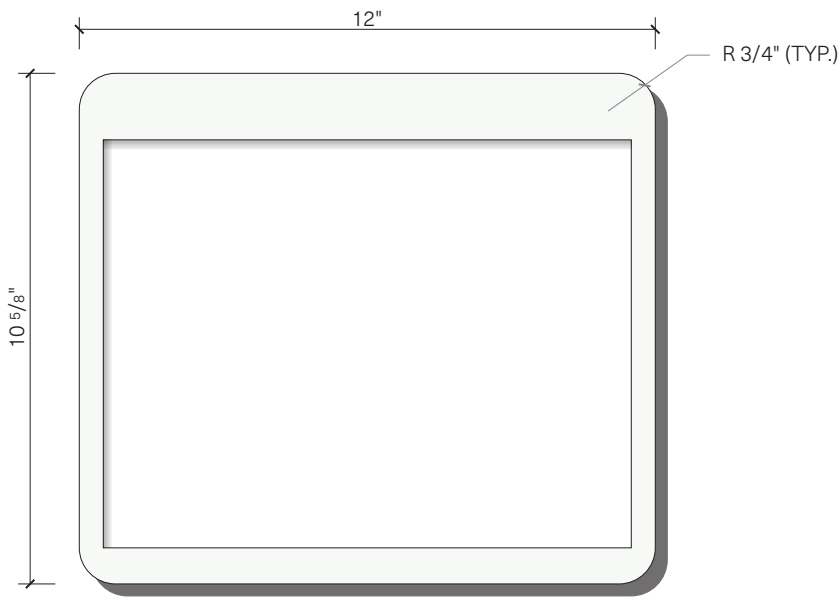
Text Font: N/A

Materials

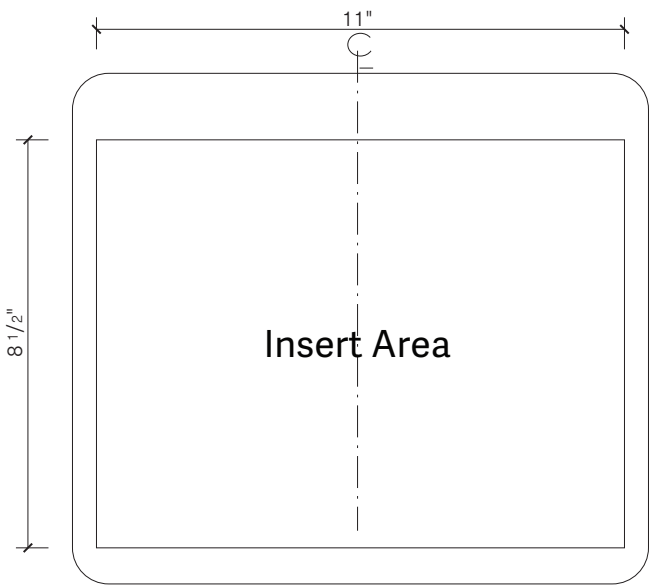
This plaque is an insert sign.
Sign Panel: Two layers of 1/8" thick non-glare acrylic, second surface trapped in paint
Sign Insert: Printed letter size card stock

Mounting Type

Mounting Type 3



1 R4 Elevation: Overview
Scale: 3"= 1'



2 R4 Elevation: Layout
Scale: 3"= 1'

6

SPECIFICATIONS

The following specifications provide W&M with the materiality and quality assurance necessary for the compliant, consistent, and uniform execution of the fabrication and installation of the sign types outlined in these Guidelines regardless of the contracted Sign Fabricator.

Overview



ADA: A-Series Signs

All signs with tactile information and Braille are to be a photopolymer panel with integral custom painted letterforms and symbols.

Permanent Sign Materials

Permanent ADA A-Series signs are fabricated using a Nova Polymers Novacryl, or similar, photopolymer panel with integral tactile elements and applied graphics and paint.

All graphics are direct print to the second surface.

All paint is applied to the second surface after the application of graphics, where applicable.

All color for tactile characters and pictograms is applied to the first surface.

All Grade 2 Braille is left clear to match the background color.

Temporary Sign Materials

Temporary ADA A-Series signs can be fabricated using a P-95 frosted acrylic panel with applique tactile elements and applied graphics and paint.

All graphics are direct print or printed vinyl applied to the second surface.

All paint is applied to the second surface after the application of graphics, where applicable.

All tactile characters and pictograms are cut Rowmark, or similar, to match specified colors.

All applied Grade 2 Braille is left clear to match the background color.

Fire & Life Safety: F-Series Signs

All panels with tactile information should match the material application from the A-Series Signs. All panels without tactile information are to be non-glare acrylic panels with the second surface trapped in paint and direct print, vinyl, or screen printed graphics applied to first surface of sign panel.

Regulatory: R-Series Signs

All interior signs without tactile information are to be non-glare acrylic panels with the second surface trapped in paint and direct print, vinyl, or screen printed graphics applied to first surface of sign panel. All exterior signs are to be aluminum with the first surface trapped in paint and direct print, vinyl, or screen printed graphics applied to first surface of sign panel.

PART 1 - GENERAL

1.00 Code

It will be the responsibility of the Sign Fabricator to comply with the applicable requirements of laws, codes, ordinances and regulations for Federal, State and Municipal authorities having jurisdiction. Obtain necessary approvals and permits from all such authorities as required.

1.01 Substitutions

The Sign Fabricator will be held to furnish, under Sign Fabricator's agreement, all work as specified. All materials, paint colors, and articles of any kind necessary for the Work are subject to the approval of the Owner, with coordination through General Contractor (GC). Approval shall be final and conclusive. All substitutions shall be governed by the Specifications.

1.02 Coordination with General Contractor (GC)

The Sign Fabricator will coordinate on-site work with the Owner and GC.

PART 2 - GENERAL SPECIFICATIONS

2.01 General Requirements

Provide all signage and graphics in accordance with requirements of these Guidelines.

2.02 Sign Types and Characteristics

Refer to these Guidelines and Sign Type drawing sheets for precise sign definition and proposed message of each sign where applicable.

2.03 Time of Completion

Sign Fabricator shall complete all Work in accordance with scheduled milestones. All activities shall be sequenced to coordinate with field progress. In providing a bid response, it is assumed that Sign Fabricator agrees to follow Project Schedule as provided by the Owner and GC. This includes any adjusting and cleaning necessary resulting from the site installation.

2.04 References

- (a) UBC - United States Uniform Building Code
- (b) National Association of Architectural Metal Manufacturers (NAAMM) "Metal Finishes Manual."
- (c) American Welding Society (AWS) - AWS D1.1 "Structural Welding Code, Steel," and AWS D1.2 "Structural Welding Code, Aluminum".
- (d) Underwriters Laboratories Inc. (UL) - Standards for Safety, UL Publication 48 "Electric Signs."

2.05 Submittals by Sign Fabricators

A. Schedules

Sign Fabricator is to provide schedules of shop drawings, submittal dates, and installation dates to meet the project completion deadlines for the Project. Allow ten (10) working days for the Owner and GC to review and approve shop drawings and samples.

B. Shop Drawings

Provided by Sign Fabricator. Furnish elevations, details of fabrication and installation, including all materials, shapes, dimensions, finishes, anchorage, fastening, and other methods of connection. Show proper letter spacing and dimensions of letter heights. Submit per schedule, for approval.

C. Color and Material Samples

Submit samples as indicated in the Standards and Specifications section of these Guidelines. Submit per schedule, for approval.

D. Patterns and Lettering

Submit digitally for approval scaled proof of each sign layout. Layout must be represented using exact typeface and letter spacing as specified in these Guidelines. Layout **to be** reviewed and approved by the Owner and GC prior to fabrication.

E. Extra Materials

Deliver to Owner in manufacturer's original packaging and store at the project site where directed.

F. Supplementary Product Literature

Submit for information. As requested, furnish within seven (7) days of request, manufacturer's literature describing the general properties of each product to be used in the Work.

2.06 Quality Assurance

A. Samples

Submit per Owner or GC request, for approval. Utilize the same materials as intended for the final Work. Replace unsatisfactory items as directed. When accepted, the sample shall serve as the standard for materials, workmanship, and appearance for such Work throughout the project.

B. Work-In-Progress Approvals

Provide work-in-progress sign elements for review. Scheduled or unscheduled viewings at the Shop or Factory may be initiated as deemed necessary to ensure continued quality control and make any adjustments required during fabrication. Unsatisfactory items are to be corrected by the Sign Fabricator as directed.

C. Regulatory Requirements

Comply with applicable requirements of the laws, codes, ordinances and regulations of Federal, State and Municipal authorities having jurisdiction. Obtain necessary approvals and permits from all such authorities as required.

D. Markings and Labels

Locate markings, labels, manufacturer names and other identifications so as to be concealed from public view and as acceptable by the Owner.

E. Final Location of Signs

Final locations of signs shall be field located in coordination with these Guidelines, the GC and the Owner at the site. Sign Fabricator shall arrange for meetings at the site to accommodate direction of final locations according to project schedule.

Materials & Quality Control

F. Lettering

The Sign Fabricator shall be responsible for the quality control of all lettering. All letterforms shall be crisp, sharp, free of nicks, ragged edges and discontinuous curves and be of a finished level. All lettering shall conform to approved typeface, weight and letter spacing. No substitutions of typeface foundry, brand or version or implementation technique will be accepted without prior approval by the Owner. All typefaces used within the project must be purchased by Sign Fabricator as required to develop shop drawings or final production artwork. Owner will not supply digital typefaces for use by Sign Fabricator.

F.1 Vinyl Die Cut Graphics

All cutting and routing shall be executed in such a manner that all edges and corners of finished letterforms are true and clean. Letterforms with rounded positive or negative corners, nicked, cut, or ragged edges, etc., will not be accepted. All letterforms shall be so aligned as to maintain a baseline parallel to the sign format. Margins must be maintained as specified in drawings.

F.2 Tactile and Braille Lettering

Photopolymer characters and pictograms; Conform to manufacturer’s standard process for producing raised 1/32 inch (0.8 mm) thick, tactile elements complying with requirements of all regulatory agencies holding jurisdiction, including ADA/CALDAG/ADAG regulations and applicable sections CBC 1117B5, ADAAG 2004, ADA Section 4.30 Signage. Tactile characters shall be at least 5/8 inches (16mm) in height but no greater than 2 inches (50mm). Tactile text shall be accompanied by (contracted English) California Grade 2 Braille, placed below the tactile characters a minimum of 3/8 inch (9.6mm). Produce precisely formed characters with slightly eased, square cut edges free from burrs and cut marks. Bead Braille dots with domed or rounded shapes. Braille messages translation; provide tactile messages translation into (contracted English) California Grade 2 Braille utilizing manufacturer’s standard digital translation software. Contractor shall be responsible for accuracy of all Braille messaging translations, including translation proofing conducted by third party review services such as The Lighthouse for the Blind.

G. Quality of Workmanship

The Sign Fabricator shall be responsible for the quality of all materials and workmanship required for the execution of this contract including materials and workmanship of any firm or individual who act as the Sign Fabricator’s subcontractor. All Work under this contract shall be performed by skilled craftsmen under supervision of trained foremen, experienced in the trade of craft required to accomplish the

Work and produce a product of high quality. Sign Fabricator shall be responsible for providing up-to-date drawings, specifications, graphic schedule, etc., to all sub-contractors.

H. Dimensions

Written dimensions on drawings shall have precedence over scaled dimensions. Sign Fabricator shall verify any discrepancies in drawing dimensions vs. production file dimensions and be responsible for all dimensions and conditions shown by these drawings. Shop details must be approved prior to fabrication.

I. Discrepancies

The Owner and GC shall be notified by the Sign Fabricator of any discrepancies in the drawings or graphic message schedule, in field dimensions or conditions and/or changes required in construction details.

J. Rights to Design

Sign Fabricator may not manufacture, reproduce, or exhibit these designs, or modify them for any other purpose outside of this current contract without written approval of the Owner.

2.07 Warranty

A. Signing Warranty

Submit digital documentation of 2-year written warranty (effective the date of final acceptance) covering all signs. Warranties to be signed by the Sign Fabricator and Installer, agreeing to repair or replace work which has failed as a result of defects in materials or workmanship or installation. Upon notification of such defects, within the warranty period, make necessary repairs or replacement at the convenience of Owner.

B. Linear Polyurethane Paint Factory Finish Warranty

Submit digital documentation of 2-year written warranty, warranting that the factory-applied linear polyurethane finishes will not develop excessive fading or excessive non uniformity of color or shade, and will not crack, peel, pit, corrode or otherwise fail as a result of defects in materials or workmanship within the following defined limits. Upon notification of such defects, within the warranty period, make necessary repairs or replacement at the convenience of Owner.

B.1 “Excessive Fading”

A change in appearance which is perceptible and objectionable as determined when visually compared with the original color range standards.

B.2 “Excessive Non-Uniformity”

Non-uniform fading to the extent that adjacent panels have a color difference greater than the original acceptable color range.

B.3 “Will Not Pit or Otherwise Corrode”

No pitting or other type of corrosion, discernible from a distance of 10 feet (3m), resulting from the natural elements in the atmosphere at the project site.

2.08 Maintenance

A. Maintenance and Operating Cut Sheets

Submit digital documentation of complete cut sheets describing the materials, devices and procedures to be followed in operating, cleaning and maintaining the Work. Include manufacturers’ brochures and parts lists describing the actual materials used in the Work. Assemble cut sheets for into single folders/packages identified for each system.

PART 3 - PRODUCT & EXECUTION

3.01 Sign Materials

A. Photopolymer

Use [Acrylite®] as manufactured by [Evonik Cyro LLC], or noted manufacturer. Thickness shall be as indicated on drawings. Contractor shall provide color and finish samples of all plastics for approval before fabrication; no substitution in color, thickness, or finish of plastics will be accepted without written approval. All plastics shall be of uniform color, translucence and illumination, as supplied by manufacturer. Any exposed edges of acrylic shall be finished so as no tooling marks are visible.

B. Acrylic Sheet Plastic

Use [Acrylite®] as manufactured by [Evonik Cyro LLC], or noted manufacturer. Thickness shall be as indicated on drawings. Contractor shall provide color and finish samples of all plastics for approval before fabrication; no substitution in color, thickness, or finish of plastics will be accepted without written approval. All plastics shall be of uniform color, translucence and illumination, as supplied by manufacturer. Any exposed edges of acrylic shall be finished so as no tooling marks are visible.

C. Aluminum

Aluminum shall be suitable for ornamental, architectural work. Surface finish shall be smooth, free of extrusion marks or imperfections. Alloy shall be selected to meet the structural requirements of the specific application.

D. Vinyls

Use [Oracal, Arlon, Avery or 3M] cast or reflective manufactured vinyl films, follow what is specified in Design Documentation. Custom-colored films must be produced in a manner that maintains warranties in color, UV rating, adhesion and durability equal to those provided by manufactured vinyl films.

E. Fasteners

Bolts, nuts, screws, washers, anchors and other devices required to complete the work shall be concealed where possible, except that no hardware shall be visible on sign faces. Same basic metal or alloy as the metal fastened, and finished to match in color and texture. Stainless steel 300 series alloy where used to join dissimilar materials.

F. Adhesives

Silicone adhesive used for assembling signs, where necessary, shall be manufactured by [Dow Corning] or equal.

3.02 Fabrication of Signs and Supports

A. General

Provide custom manufactured sign assemblies, components completely fabricated and finished at factory before delivery to site. Construct to accurate detail and dimensions as shown and as reviewed on shop drawings. Fit and assemble the Work at shop to the greatest extent possible, and mark the components as required to facilitate assembly during installation. Exposed fasteners on finished faces will not be allowed, unless specifically indicated. Waviness and oil canning of surfaces is not acceptable.

B. Lettering

Cut and rout in a manner to produce true and clean edges and corners of finished letterforms. Letterforms having rounded positive or negative corners, nicked, cut, or ragged edges are not acceptable. Align letter forms to maintain a baseline parallel to the sign format. Maintain margins as indicated in Design Documentation.

C. Seams and Joints

Provide sign faces complete without material joints. Added joints in other sign components shall be ground filled and finished flush and smooth with adjacent work. Such seams shall be invisible after final finish has been applied. Spot welded joints shall not be visible on exterior of signs after final finish has been applied. No gaps, light leaks, waves, or oil canning will be permitted in work.

D. Metal Signs and Supports

Fabricate exposed surfaces uniformly flat and smooth, without distortion, pitting, or other blemishes. Grind exposed welds and rough areas to make flush with adjacent smooth surfaces.

D.2 Fasteners

Use exposed fasteners only where indicated. Perform drilling and tapping at shop. All exposed fasteners shall be finished to match adjacent surfaces. See Design Documentation for any variations.

D.3 Dissimilar Materials

Where metal surfaces will be in contact with dissimilar materials, coat the surfaces with epoxy paint or plate with zinc chromate, or provide other means of dielectric separation as recommended by manufacturer to prevent galvanic corrosion.

E. Hardware

Provide all incidental hardware necessary for the proper functioning of signs. External hardware shall conform to the external appearance of the sign.

3.03 Shop Application of Sign Finishes

A. Sign Graphics

Provide the letters, numerals, symbols, and other graphics markings, using the finish materials shown in Design Documentation. Apply the graphics neatly, uniformly proportioned and spaced, and accurate within the dimensions indicated. Prepare the substrate surfaces and apply finish materials in accordance with manufacturers' instructions.

B. Metal Finishes

Remove scratches, abrasions, dents and other blemishes before applying finish.

C. Linear Polyurethane Finishes

Clean the surfaces as required for proper adhesion of coatings. Use cleaning methods and materials as recommended by paint manufacturer to remove deleterious film or residue.

C.1 Linear Polyurethane Paint

Provide pretreatment and primer in accordance with manufacturer's recommendation. Add ultra violet inhibitors to paint, in accordance with amount of sunlight exposure.

C.2 Clear Linear Polyurethane Finish

Provide pretreatment, primer, and matte or semi-gloss finish coatings in accordance with manufacturer's recommendations. Apply 1.5 to 2.0 mils (0.0375 to 0.050 mm) dry film thickness.

3.04 Graphic Application

A. Preparation

Surfaces to receive the graphic markings shall be clean, dry, and otherwise made ready for application of the materials. Accurately measure and lay out the required marking configurations as indicated in Design Documentation.

B. Vinyl Die-cut and Pattern-cut Graphics

Use pressure sensitive, non-yellowing, non-peeling and weather resistant vinyl adhesive letters or images. Prioritize use of PVC-free sustainable alternatives from [Avery, 3M,] or equal. Apply in strict accordance with manufacturer's instructions. Make uniformly smooth and free from bubbles, wrinkles, stretching and blemishes, all edges and corners of finished letterforms are true and clean. Application technique must follow manufacturers recommendations. Surface coating shall dry for a minimum 4 days (medium humidity) prior to application of vinyl graphics. Avoid air pockets caused by out-gassing or curing of the base coating upon which self-adhesive vinyl is applied.

C. Silk-screened Graphics

Silk screened enamel ink to be applied using appropriate screens, applied without build-up or bleeding of the coating. Comply with coating manufacturer's application instructions. Apply the markings minimum 3 mils (0.075 mm) dry film thickness or as recommended by the manufacturer to obtain solid coatings without voids.

D. Screen Printing or Painted Graphics

Photo screen printed images shall be sharp without serrated or irregular edges, exactly true to the letter and design form. Screen printed images shall be applied to the base surface within 72 hours of base surface coating application. Comply with coating manufacturer's application instructions. Provide proper type of primer to suit each substrate and obtain a permanent bond. Verify compatibility of each substrate with the coatings to be used in the work. Apply the markings with neat edges, minimum thickness and as required to obtain solid markings without voids.

E. Digital Printing

All digitally printed graphics to be printed directly to specified materials to produce bonded, durable graphics. Printers must be able to output a full gamut of spot and process colors as defined under the Pantone Matching System including opaque white. All digitally printed Graphics to be output at a minimum of 300 dpi resolution, and all Digital graphics files to contain minimum 300 dpi at full scale. Printing direct to substrate: Print with premium ink and white under and over.

F. Masked and Sprayed Graphics

Spray graphics onto face of panel and or building substrate using computer-cut stencils to mask background. Masked and sprayed graphics shall have same sheen as surrounding material and shall be indistinguishable in finish from surrounding material. Execute sprayed graphics so that edges and corners of finish letter forms and graphic devices are true and clean. Any rounded positive or negative corners, edge build up, bleeding, or any other imperfections will be rejected. Sprayed graphics to be 100% opaque and evenly applied without pin holes, scratches, orange peeling, or application marks. Spraying with any "show through" of background colors will not be accepted.

G. Artwork and Imagery

All artwork will be provided by Designer as noted in Design Documentation. The final production must achieve 100 dpi or higher at full size. Sign Fabricator shall include color correction of art and images to match desired print color by Designer. Sign Fabricator to make final adjustments within high-resolution file.

PART 4 - INSTALLATION & APPROVAL

4.01 Examination

A. Verification of Conditions

Sign Fabricator must examine the areas to receive the Work and the conditions under which the Work would be performed. Sign Fabricator is to verify all necessary conditions, in-field dimensions, and surrounding finishes that impact the successful completion of the Work. Contractor shall remedy conditions detrimental to the proper and timely completion of the Work. Do not proceed until unsatisfactory conditions have been corrected.

B. Pre-Installation Meeting

A pre-installation meeting will be held with Designer, Owner, GC, Sign Fabricator and Installer to mutually agree on all installation details, placement, etc.

A. INSTALLATION OF SIGNS

General

- (a) Complete installation shall be in accordance with manufacturers' printed instructions and accepted shop drawings, to produce Work complying with the Contract Documents. The Sign Fabricator will be responsible for daily clean-up of signs and their areas of work.
- (b) Protect the Work during the construction period so that it will be without any indication of use or damage. Leave the work clean and free from defects at time of acceptance.
- (c) Final walk-through will be held with Designer and Owner to review the finished installation. A punch-list of all items requiring modification will be developed and issued. Designer and Owner reserve the right to reject all or part of a sign that does not correspond to the Design Documentation, specifications or the approved shop drawings. Sign Fabricator shall promptly conduct repair and completion of all items for final acceptance by the Owner.
- (d) If the Sign Fabricator has made an error in copy (message), color, material, quality, etc. these items must be corrected within thirty (30) days of observation of error (at no additional cost). Sign Fabricator will be notified with a written punch-list as errors are discovered.

3. Erection of Signs

Set and attach the Work accurately in location, alignment and elevation, plumb, level and true, as measured from established reference points and from other Work already in place. Fit components accurately together to form tight joints and secure connections.

4. Shim Plate Mounting

Provide concealed shim plates with pre-drilled and countersunk holes, at locations indicated, and where other mounting methods are not practicable. Attach plate with fasteners and anchors suitable for secure attachment to substrate. Attach signs to shim plate using mechanical fasteners or adhesives as indicated in Design Intent Documents. Where shim plate is exposed, provide a decorative cover as required.

5. Mechanical Fasteners

Use non-removable mechanical fasteners placed through predrilled holes. Attach signs with fasteners and anchors suitable for secure attachment to substrate as recommended in writing by sign manufacturer, engineer, or best industry practice.

6. Bracket-Mounted Units

Provide custom brackets, fittings, and hardware as appropriate for mounting signs that project at right angles from walls and ceilings. Attach brackets and fittings securely to walls and ceilings with concealed fasteners and anchoring devices to comply with manufacturer's written instructions, engineer, or best industry practice.

4.02 Adjusting

- (a) Neatly repair minor blemishes or marring on finished surfaces so that repairs are imperceptible. Completely replace components having permanent non-removable scratches, stains, or other defacement.
- (b) Remove and replace damaged or deformed signs and signs that do not comply with specified requirements. Replace signs with damaged or deteriorated finishes or components that cannot be successfully repaired by finish touch-up or similar minor repair procedures.

4.03 Cleaning

Upon completion of the Work, remove unused materials, debris, containers, footing forms and equipment from the project site. Remove protective coverings and clean the exposed surfaces of the Work to remove dirt, stains and other substances, by methods as recommended by manufacturers.