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Procedures

The Manual has been developed to provide a uniform system that meets the University’s aesthetic and wayfinding guiding principles as well as applicable statutory requirements. The University/Facilities Services is responsible for maintaining the Manual and the policies and procedures relating to the assignment of room numbers and signage in the University buildings, excluding the University of Chicago Medical Center.

The Exterior signage procedures ensure that:

- Building Names and addresses are uniquely assigned to the proper building
- Signage conventions follow the University’s rules and good wayfinding and ADA practices
- Statutory-compliant signage (federal, state, and city) is designed and installed
- Changes in buildings are recorded in the SIMS database and on CAD plans
- Changes are reported to other University data systems in a timely fashion

Signage Installation and Replacement

The responsibility for the installation and maintenance of signage is shared by The University/Facilities Services and space occupants, following these guiding principles:

The University/Facilities Services is responsible for the installation and maintenance of statutory and wayfinding signage. This includes building names, address signage, campus wayfinding, regulatory signage, signage as required by code. Renovation and construction project budgets are required to cover the expense of installing or replacing signage in the affected project area (see Procedures for Signage Installation as Part of a Renovation or Construction Project section of this Manual).

Procedures for Replacing Missing Signage

Requests for replacement of missing or damaged signage should be submitted to Facilities Services Campus Planning who will carry out an on-site inspection and determine the need, scope, and expense of the replacement signage.

Procedures for Signage Installation as Part of a Renovation or Construction Project

1. The modification or installation of signage is a required expense of any renovation or construction project.
   - a. The project must cover the replacement of all signage in the affected areas, including building name and address, wayfinding, and any code-required signage.
   - b. Signage must meet the standards outlined in the Manual and be aesthetically compatible with the building.
   - Facilities Services/Project Manager, in consultation with the project A/E and Facilities Services Campus Planning, manages the design and installation of signage.

2. Signage requests should be made to Facilities Services Campus Planning.
   - a. For new signage projects, project A/E (or project signage consultant) will submit a written Signage Program specifying the proposed signage family, style, and locations of signage to be installed on or around the building. The submittal should include a schematic drawing (electronic, CAD-based) and a sign schedule/room number inventory showing type of sign and sign message.

3. Facilities Services Campus Planning will review the Signage Program, and provide comments and/or dated sign-off of the review process in writing.

4. Any subsequent changes in the signage program should be reported to and approved by Facilities Services Campus Planning.

5. Prior to finalization of the signage fabrication/installation plans, Facilities Services Campus Planning will review the final signage schedule.
Accessibility Requirements

All University signage shall comply with scoping and technical requirements for accessibility to buildings and facilities by individuals with disabilities under applicable codes, regulations, and standards including but not limited to current Chicago Building Code and ICC/ANSI A117.1-2009 as modified, Illinois Environmental Barriers Act and 2018 Illinois Accessibility Code, 2010 American with Disabilities Act Standards for Accessible Design, and current Facilities Services Facility Standards (FS2).

Review and Approval

The Facilities Services Project Manager shall ensure that project consultants review and consult all applicable codes, regulations, and standards, and certify compliance of the contract documents for signage, including but not limited to all proposed Braille.
UChicago Standard Font Style = Adobe Garamond Regular or Adobe Garamond Regular Small Caps

abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890

UChicago Standard ADA Compliant Accessible Font Style = Helvetica Neue Regular or Helvetica Neue Roman

abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890
Signage Diagrams

ST01
Gateway with Stainless Steel
Shield Set into Column

Typography is etched and filled on
2nd surface of 1st layer of laminated glass.
Production Details

ST01
Gateway with Stainless Steel Shield Set into Column

3/4" thick etched stainless steel plaque (both sides)
Inset into stone column 1/4" & allow for 1/2" clearance beyond stone column face
Infill color t.b.d.

(2) layers of 3/4" thick glass with beveled edges
Text to be etched (sandblasted) on reverse side of front glass piece. Infill with paint (color t.b.d.)

Indiana limestone column
3/4" thick etched stainless steel plaque (both sides)
Inset into stone column 1/4" & allow for 1/2" clearance beyond stone column face
Infill color t.b.d.

#4 Brushed stainless steel (horizontal grain)

Granite base; specifications t.b.d.

Lumenfacade LED uplighting

*note: stainless steel channel not shown to show etching position

Lumenfacade LED uplighting
Construction Details

ST01
Gateway with Stainless Steel Shield Set into Column Stone Detail
Signage Diagrams

ST02
Building ID,
Large - 2 Line Message
w/up to two sublistings

1111 E. 60th St.
The Law School
2nd Listing

Visitor entrance opposite side of building

Laird Bell
Law Quadrangle

The Law School
2nd Listing

1111 E. 60th St.
Production Details

ST02
Building ID, Large - 2 Line Message w/up to two sublistings

Note: Single-faced. All signs to be oriented parallel to building unless otherwise specified.

3/16" thick stainless steel plaque with etched graphics. Infill color t.b.d.
Construction Details

ST02
Building ID,
Large - 2 Line Message
w/up to two sublistings

Note: Single-faced. All signs to be oriented parallel to building unless otherwise specified.
Signage Diagram

ST03 - Building ID,
Medium A - 2 Line Message
w/ up to 3 Sublistings

Note: Single-faced. All signs to be oriented parallel to building unless otherwise specified.

1101 E. 58th St.
Enter on north side of building
College Admissions
2nd Listing
3rd Listing
1101 E. 58th St.
Enter on north side of building
Signage Diagram

ST03 – Building ID, Medium B, 3 Line Message w/ One Sublisting

ST03 – Building ID, Medium C, 2 Line Message w/ No Sublistings

Note: Single-faced. All signs to be oriented parallel to building unless otherwise specified.
Signage Diagram

ST03 – Building ID, Medium D, Double Occupant

ST03 – Building ID, Medium E, 2 Line Message w/ No Sublistings

Note: Single-faced. All signs to be oriented parallel to building unless otherwise specified.
Production Details

ST03 - Building ID, Medium All

Note: Single-faced. All signs to be oriented parallel to building unless otherwise specified.

3\(\frac{1}{16}\)" thick stainless steel plaque with etched graphics. Infill color t.b.d.
ST03 - Building ID, Medium All

Note: Single-faced. All signs to be oriented parallel to building unless otherwise specified.
Signage Diagram

ST04 - Building ID Wall-Mounted A, 3 Line Message w/ No Sublisting

ST04 – Building ID Wall-Mounted B, 3 Line Message / Atypical Layout

Building Identification Placement Guide-lines – Plaque placement should be based on sight lines, relationship to door and any architectural details of the façade.

1. Place plaque where previous sign was located to cover holes.
2. If there has not been a previous sign, place 63” to bottom on latch side of doorway.
3. If there is architectural interference place the plaque based on façade design.

Harper Memorial Library

58th St. & University Ave.

Donnelley Biological Sciences Learning Center

924 E. 57th St.

Enter on north side of building.

Enter on east side of building.
Signage Diagram

ST04 – Building ID Wall-Mounted C, 3 Line Message w/ Double Sublisting

ST04 – Building ID Wall-Mounted D, 3 Line Message w/ Sublisting

Building Identification Placement Guidelines – Plaque placement should be based on sight lines, relationship to door and any architectural details of the façade.
1. Place plaque where previous sign was located to cover holes.
2. If there has not been a previous sign, place 65” to bottom on latch side of doorway.
3. If there is architectural interference place the plaque based on façade design.

Call 773-777-7777 for assistance
Production Details

ST04 – Building ID Wall-Mounted All

Building Identification Placement Guidelines – Plaque placement should be based on sight lines, relationship to door and any architectural details of the façade.
1. Place plaque where previous sign was located to cover holes.
2. If there has not been a previous sign, place 65" to bottom on latch side of doorway.
3. If there is architectural interference place the plaque based on façade design.

COLORS

P1
MP11531 R107718
Barona Red (Satin Finish)

S1
Silkscreen to match MP11531 R107718
Barona Red (Satin Finish)

P2
MP04985 R107718
Foil Gran (Satin Finish)

S2
Silkscreen to match MP White (Satin Finish)

P7
MP Black (Satin Finish)

3/16" thick stainless steel plaque with etched graphics. Infill color t.b.d.

3/16" stainless steel plaque

1/4" aluminum

1/2" aluminum

Side View
Construction Details

ST04 – Building ID Wall-Mounted All

Building Identification Placement Guidelines – Plaque placement should be based on sight lines, relationship to door and any architectural details of the façade.

1. Place plaque where previous sign was located to cover holes.
2. If there has not been a previous sign, place 65” to bottom on latch side of doorway.
3. If there is architectural interference place the plaque based on façade design.
Signage Diagram

ST05 – 6” Building Address Numbers on Glass Door or Transom

ST06 – Building ID on Glass

910 E. 58th St.
Production Details

ST05 – 6” Building Address Numbers on Glass Door or Transom

ST06 – Building ID on Glass
Signage Diagram

ST07 – 6” Building Address Numbers - 6” Bronze/Anodized Aluminum Prismatic Letters

Note: Letters are pin-mounted flush to wall Follow drawing for typical letter spacing.

Number placement should be based on sight lines, relationship to door and any architectural details of the façade.
1. Place numbers where previous numbers were located to cover holes.  2. If there has not been a previous sign, place a minimum of 10” below bottom edge of building identification sign.  3. If there is architectural interference place the plaque based on façade design.
Production Details

ST07 – 6” Building Address Numbers - 6” Bronze/Anodized Aluminum Prismatic Letters

Note: Letters are pin-mounted flush to wall. Follow drawing for typical letter spacing.

Number placement should be based on sight lines, relationship to door and any architectural details of the façade.

1. Place numbers where previous numbers were located to cover holes.  
2. If there has not been a previous sign, place a minimum of 10” below bottom edge of building identification sign.  
3. If there is architectural interference place the plaque based on façade design.
Production Details

ST07 – 6” Building Address Numbers - 6” Bronze/Anodized Aluminum Prismatic Letters

Note: Letters are pin-mounted flush to wall. Follow drawing for typical letter spacing.

Number placement should be based on sight lines, relationship to door and any architectural details of the façade.
1. Place numbers where previous numbers were located to cover holes.
2. If there has not been a previous sign, place a minimum of 10” below bottom edge of building identification sign.
3. If there is architectural interference place the plaque based on façade design.
Signage Diagram

ST08
Directional Map Station

Map: 2'-0"h x 4'-1 1/2"w
Digital print applied to backer (see shop drawings for thickness) with clear UV over laminate.
Use magnets to hold map in place and keep from buckling.

Map opening: 1'-11 1/2"h x 4'-1"w
Production Details

ST08
Directional Map Station

* Verify all copy with final approved message schedule

COLORS

P1  MP11531 R107718
Barbera Red (Satin finish)

P2  MP04685 R107718
Foie Gras (Satin finish)

S5  Screen white

P7  MP Black (Satin finish)

3 1/4"  2"  4"  8"

3-6 1/2"  3-2 1/4"

6"-6"

Map opening:
11-11 1/2" h x 4-1" w

Map: 2-0" h x 4-1 1/2" w
6mm (1/4") Celmac material
with 1st surface exterior grade digital print direct to substrate.
Apply UV protection laminate.

Use magnets to hold map in place and keep from buckling.

3/16" thick stainless steel plaque
with etched graphics. Infill color t.b.d.
Signage Diagram

ST09
Pedestrian Map Station
Production Details

ST09
Pedestrian Map Station

COLORS

- P1 MP11531 R107718
  - Barbara Red (Satin finish)
- S1 Screen to match MP11531 R107718
  - Barbara Red (Satin finish)
- S2 MP04885 R107718
  - Foie Gras (Satin finish)
- S3 Screen white
- S4 Screen black
- P7 MP Black (Satin finish)
- S8 Screen to match PMS Cool Gray 9c
- S9 Screen to match PMS 7489c
  - Parking Green
- S6 Screen to match PMS Cool Gray 3

Side View

* Verify all copy with final approved message schedule

Digital Print

Text, arrows & rule lines

See detail
ST09
Pedestrian Map Station

SECTION

File: P:\Drawings\UniversityofChicago\52109_ST_16.dwg Sheet: A Plotted: Jun 10, 2011 - 1:45pm By: wcc

FRONT ELEVATION

SCALE: 1" = 1'-0"
Production Details

ST10
Large Directional - Vertical Double Post
- 3 Line Message

* Verify all copy with final approved message schedule
Construction Details

ST10
Large Directional - Vertical Double Post
- 3 Line Message
Signage Diagram

ST11
Large Directional - Vertical Double Post
- 4 Line Message
Production Details

ST11
Large Directional - Vertical Double Post
- 4 Line Message

* Verify all copy with final approved message schedule
Construction Details

ST11
Large Directional - Vertical Double Post
- 4 Line Message
Signage Diagram

ST12
Large Vehicular Directional - Blaze
- 3 Line Message (A)
- 4 Line Message (B)

Main Campus Drop-off

Medical Campus

Campus South

Campus North
Production Details

ST12
Large Vehicular Directional - Blaze
- 3 Line Message (A)

* Verify all copy with final approved message schedule

COLORS

MP110531 R/02718
Barbena Red (Satin finish)

3M Retro-Reflective Vinyl
White 3900 (Hi-Intensity)

3M Retro-Reflective Vinyl (Hi-Intensity)
Silkscreened over with custom ink match to Barbena Red (P1)

3M Retro-Reflective Vinyl (Hi-Intensity)
Blue 1175 (Hi-Intensity)

3M Retro-Reflective Vinyl (Hi-Intensity)
Green 1176 standard (Worboy)

MP Black (Satin finish)

Logo is silkscreened

Back of sign

DOT-approved breakaway hardware

Page 40
Construction Details

ST12
Large Vehicular Directional - Blaze
- 3 Line Message (A)
Production Details

ST12
Large Vehicular Directional - Blaze
- 4 Line Message (B)

COLORS

P1
MP11531 R107718
Barbara Red ( Satin/finish )

P2
3M Retro-Reflective Vinyl
White 3930 ( H-intensity )

P3
3M Retro-Reflective Vinyl ( H-intensity )
Silkscreen over with custom ink match to Barbara Red ( P1 )

P4
3M Retro-Reflective Vinyl
Blue 1175 ( H-intensity )

P5
3M Retro-Reflective Vinyl ( H-intensity )
Green 1176 standard ( Wurcy )

P6
MP Black ( Satin/finish )

P7
Screen to match
PMS Cool Grey 3

* Verify all copy with final approved message schedule
Construction Details

ST12
Large Vehicular Directional - Blaze
- 4 Line Message (B)
Signage Diagram

ST12
Large Vehicular Directional - Blaze
- Blaze on Post (C)
- Blaze Flag (D)
Production Details

ST12
Large Vehicular Directional - Blaze
- Blaze on Post and Pole (C)

* Verify all copy with final approved message schedule

Logo is silkscreened
3'- 8 5/8" sign type with logo (typical for single-post sign)

COLORS

P1
MP1031 R107718
Barbera Red (Satin finish)

M1
3M Retro-Reflective Vinyl White 3930 (Hi-intensity)

M2
3M Retro-Reflective Vinyl (Hi-intensity), Silkscreen over with custom ink match to Barbera Red (P1)

M3
3M Retro-Reflective Vinyl Blue 1776 (Hi-intensity)

M4
3M Retro-Reflective Vinyl (Hi-intensity), (green 1176 standard/Veribrite)

P7
MP Black (Satin finish)

Mounting option A
Mounting option B

Reverse side to be painted P1

1/2"-1 1/4" school bus bolt

1.5 mi

7'- 8" DOT approved breakaway hardware
Construction Details

ST12
Large Vehicular Directional - Blaze
- Blaze on Post (C)
Construction Details

ST12
Large Vehicular Directional - Blaze
- Blaze on Pole (C)
Production Details

ST12
Large Vehicular Directional - Blaze
- Blaze Flag (D)

COLORS

P1
MF1831 R107718
Barbera Red (Satin finish)

M1
3M Retro-Reflective Vinyl
White 3933 (Hi-Intensity)

M2
3M Retro-Reflective Vinyl (Hi-Intensity)
Silkcreen over with custom ink match to Barbera Red (P1)

M3
3M Retro-Reflective Vinyl
Blue 1119 (Hi-Intensity)

M4
3M Retro-Reflective Vinyl (Hi-Intensity)
Green 1175 standard (Widboy)

P7
MP Black (Satin finish)

Logo is silk screened

4' 6 1/2"

5' 3 7/8"

1' 1 3/4"

12' 11 7/8"

7' 8"

DOT approved breakaway hardware

Back of sign
Construction Details

ST12
Large Vehicular Directional - Blaze
- Blaze Flag (D)
Signage Diagram

ST12
Small Vehicular Directional
- Blaze Panel (E)
- Blaze Flag (F)
Production Details

ST12
Small Vehicular Directional
- Blaze Panel Pole Mounted (E)

* Verify all copy with final approved message schedule
Construction Details

ST12
Small Vehicular Directional
- Blaze Panel Pole Mounted (E)

EXISTING POLE

3/8" ALUMINUM PANEL

3/8" BLK. [%]
COATED S.S. BANDING
W/ BUCKLE CLIP
(www.bucklesite.com)

W/ TAPE

1/2" TAPE

TAPECO BRACKET

3/4" O.S. S.S. SCREW

SECTION
SCALE: 3' = 1'-0"
Production Details

ST12
Small Vehicular Directional
- Blaze Flag (F)

COLORS

M1
3M Retro-Reflective Vinyl
White 3930 (Hi-intensity)

M3
3M Retro-Reflective Vinyl (Hi-intensity)
Silkscreen over with custom ink match to Barbera Red (P1)

M5
3M Retro-Reflective Vinyl
Blue 1175 (Hi-intensity)

M5
3M Retro-Reflective Vinyl (Hi-intensity)
Green 1179 standard (Worboy)

P7
MP Black (Satin finish)

Logo is silkscreened

3' 6 3/4" 3' 7 3/4"

11' 3 3/4"

7' 8"

DOT-approved breakaway hardware

Reverse side layout
Construction Details

ST12
Small Vehicular Directional
- Blaze Flag (F)

[Diagram showing construction details with labels for various components such as footings, base plates, and sections A and B with scale and notes for design sketch and layout.]
Signage Diagram

ST13
Accessible Directional
- Blaze - 3-4 lines
- Blaze - 5-6 lines

Laird Bell
Law Quadrangle
+ 4th line

Eckhart Hall,
Hutchinson Commons,
Reynolds Club,
Ryerson Lab.
+ 6th line
Production Details

ST13
Accessible Directional
- Blaze - 3-4 lines
- Blaze - 5-6 lines
Construction Details

ST13
Accessible Directional
Option B - Wall Mounted

SECTION
SCALE: 1" = 1'-0"

FRONT ELEVATION
SCALE: 1" = 1'-0"
Signage Diagram

ST14
Garage Info ID
- single or double sided free standing
- single sided wall mounted

Parking for:
Main Campus, Admissions, Athletics, Museums & Theaters
Production Details

ST14
Garage Info ID
- single or double sided free standing
- single sided wall mounted
Construction Details

ST14
Garage Info ID
- single or double sided free standing
Construction Details

ST14
Garage Info ID
- single sided wall mounted

SECTION
SCALE: 1" = 1'-0"

DETAIL
SCALE: 6" = 1'-0"

FRONT ELEVATION
SCALE: 1" = 1'-0"
Kimbark South Parking

All unauthorized vehicles will be towed by Rokaitis Industries Inc.

4546 S. Archer Ave. 7am-6pm Mon-Fri
Chicago, IL 60632 7am-2pm Sat
(773) 247-3195 Closed Sun & Holidays

Towing fee $216 Cash Visa Mastercard
Trucks over 10,000 GVW & motorcycles $200/hr

North Entrance Address: 6021 S. Kimbark Ave.
South Entrance Address: 1306 E. 61st Street
Production Details

ST15
Garage Info ID and Pricing

Note: Single-faced. All signs to be oriented parallel to building unless otherwise specified.

* Verify all copy with final approved message schedule
Construction Details

ST15

Garage Info ID and Pricing

Note: Single-faced. All signs to be oriented parallel to building unless otherwise specified.
Signage Diagram

ST16
Garage ID - Flag - Wall Mounted
Production Details

ST16
Garage ID - Flag - Wall Mounted

COLORS

- P1: Paint MP11531 R107718 Barbara Red (Satin finish)
- P7: MP Black (Satin finish)
- M11: 3M 3630-146 LT Kelly Green Vinyl
- P5: MP White (Satin finish)

Support plate

Side A

2' - 9 3/4"

Front View

3" retainers

Formed white acrylic faces

Side B

2' - 4"

2' - 3 3/8"

16' - 9"

21' - 2 1/4"

Aluminum faces
Construction Details

ST16
Garage ID - Flag - Wall Mounted

3.0 AMPS @ 120 VOLTS

NOTE: SEE DESIGN SKETCH FOR COLOR & COPY LAYOUTS

PRELIMINARY ELECTRICAL SUPPLY & PANEL
SHALL BE PERFORMED BY LOCALLY LICENSED ELECTRICIAN & CONTRACTOR.
3.0 AMP & 120 VOLTS

BOX & GROUND ACCORDING TO NEC
ARTICLE 400 & UL 48 STANDARDS

HOLE BORED THROUGH SUPPORT TUBE
2-1/2" "X 1-1/8" LONG
FORMED ALUMINUM CHANNEL, @ 36" OC
STUD MOUNTED TO FACE PANEL
BY ALUMINUM SUPPORT PLATE

4" O.D. X 328 TIN.
ALUMINUM TUBE
(U.L. APPROVED TRANSFORMER BOX
BRAND 04653)

LIGHT FIXTURE T.B.D.

CONNECTOR SWITCH
PLUG LOW VOLTAGE WIRE
POWER SUPPLIES
SEALTITE CONDUIT

NOTCH OUT FACE TO GROUND SUPPORT TUBES

EXISTING WALL

FRONT ELEVATION

SOUTH

END VIEW

SOUTH
Construction Details

ST16
Garage ID - Flag - Wall Mounted
Construction Details

ST16
Garage ID - Flag - Wall Mounted
Signage Diagram

ST17
Information Regulator (A & B)
Wall or Poll Mounted

NO PARKING
Authorized Vehicles Only
Violators Will Be Towed

NO TRESPASSING
Private Property
Only authorized persons are allowed entry. Trespassers will be prosecuted.

(Chapter 38, Paragraph 21-3, Illinois Revised Statutes)
Production Details

ST17
Information Regulator (A & B)
Poll Mounting

COLORS

FACE
PMS Cool grey 9c ( satin finish )

POSTS
MP Black ( Satin finish )

MP11531 R107718
Barbera Red ( Satin finish )

Screenprint White

3M 3630-33 Red vinyl

3M Black vinyl
Construction Details

ST17
Information Regulator (A & B)
Poll Mounting

FRONT ELEVATION

SECTION

SCALE: 1/4" = 1'-0"

1'-0" CONCRETE FOOTING
F.S. = 3000 PSI
Signage Diagram

ST18
Information Regulator (A and B)
Signage Diagram

ST18
Information Regulator (C and D)
Production Details

ST18
Information Regulator
Wall Mounting
(A through D)

COLORS

FACE
P8
PMS Cool grey 9C (satin finish)

P1
MP11531 R107718
Barbera Red (Satin finish)

S5
Screenprint White

Sign Type ST32_02
Info Regulatory

Sign Type ST32_03
Info Regulatory