EXTERIOR SIGNAGE MANUAL

Updated July 2022



Index

Page 1	Purpose
Page 2	Procedures
Page 3	Accessibility Requirements
Page 4	Text Standards
Page 5	Signage Design, Production Details, Construction Drawings and Installation



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:

- a. Building Names and addresses are uniquely assigned to the proper building
- b. Signage conventions follow the University's rules and good wayfinding and ADA practices
- c. Statutory-compliant signage (federal, state, and city) is designed and installed
- d. Changes in buildings are recorded in the SIMS database and on CAD plans
- e. 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.



Text

UChicago Standard Font Style = Adobe Garamond Regular or Adobe Garamond Regular Small Caps

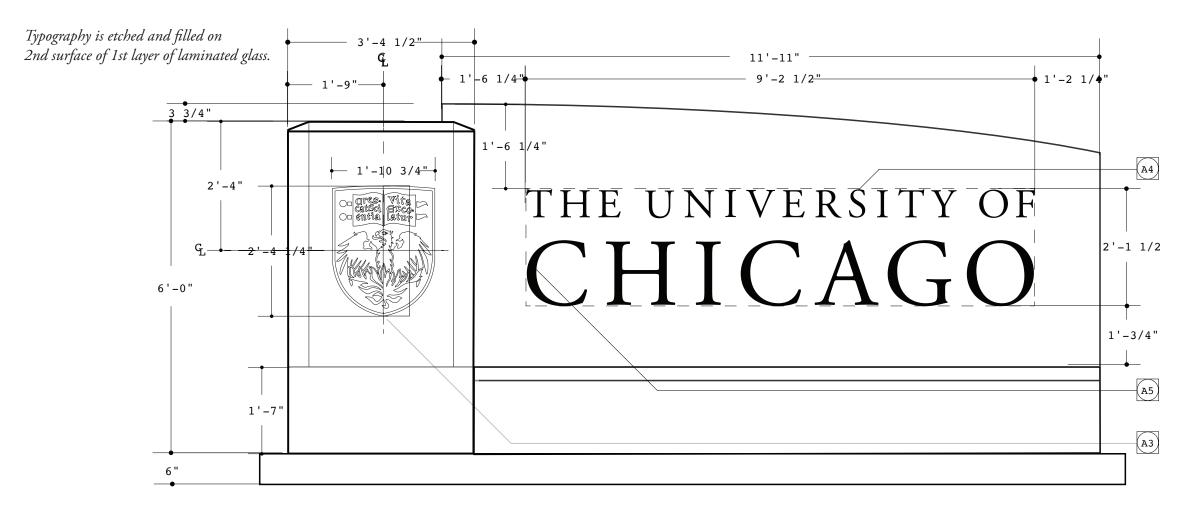
abcdefghijklmnopqrstuvwxyz ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890

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

abcdefghijklmnopqrstuvwxyz ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890

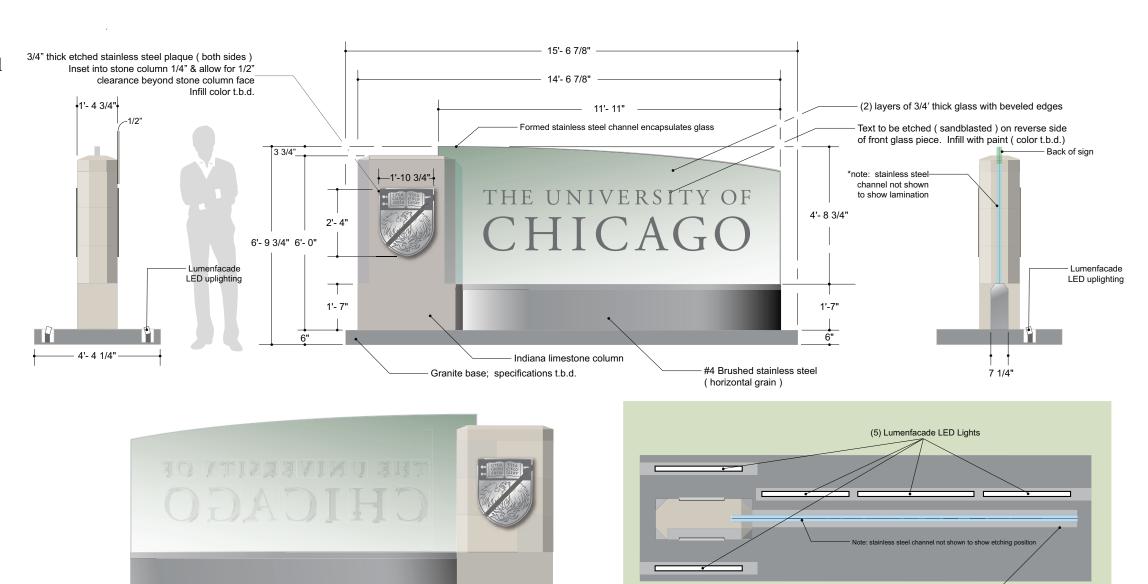


ST01 Gateway with Stainless Steel Shield Set into Column





ST01
Gateway with
Stainless Steel Shield
Set into Column



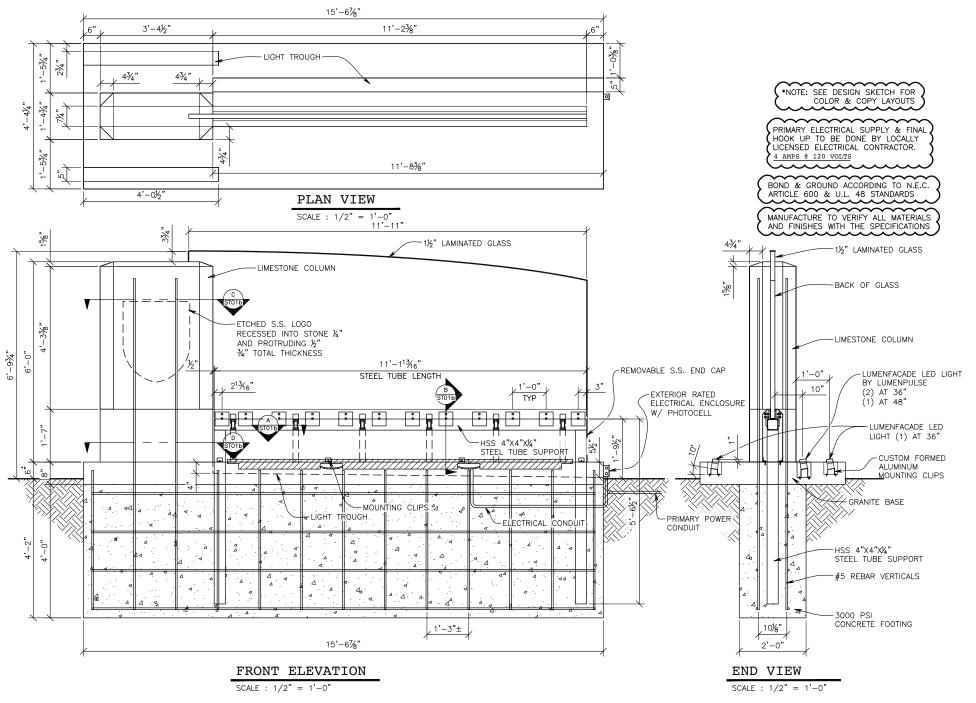


Top View

Front of sign

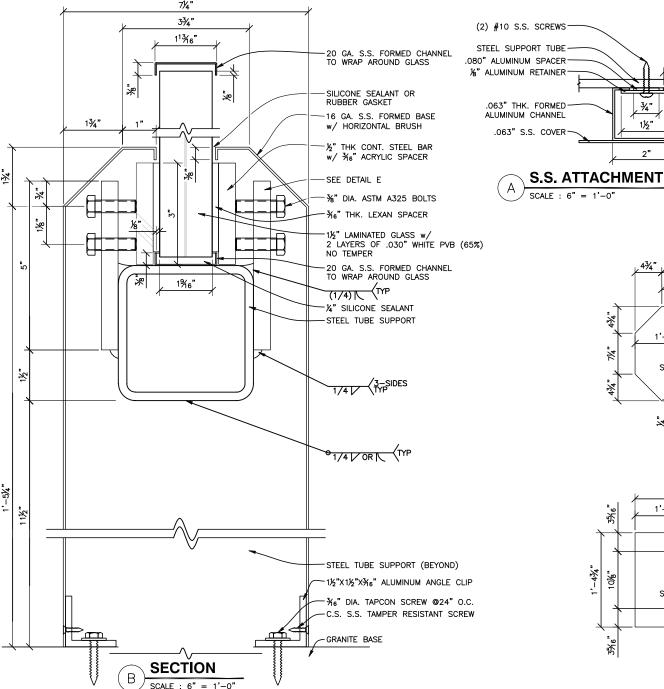


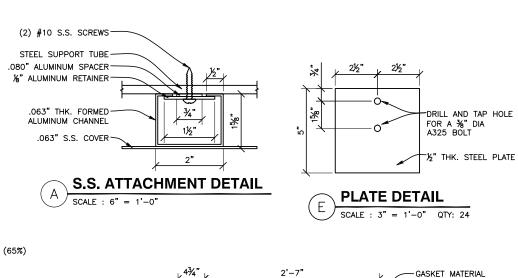
ST01
Gateway with Stainless Steel
Shield Set into Column

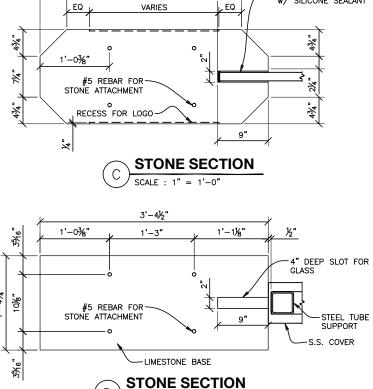




ST01 Gateway with Stainless Steel Shield Set into Column Stone Detail



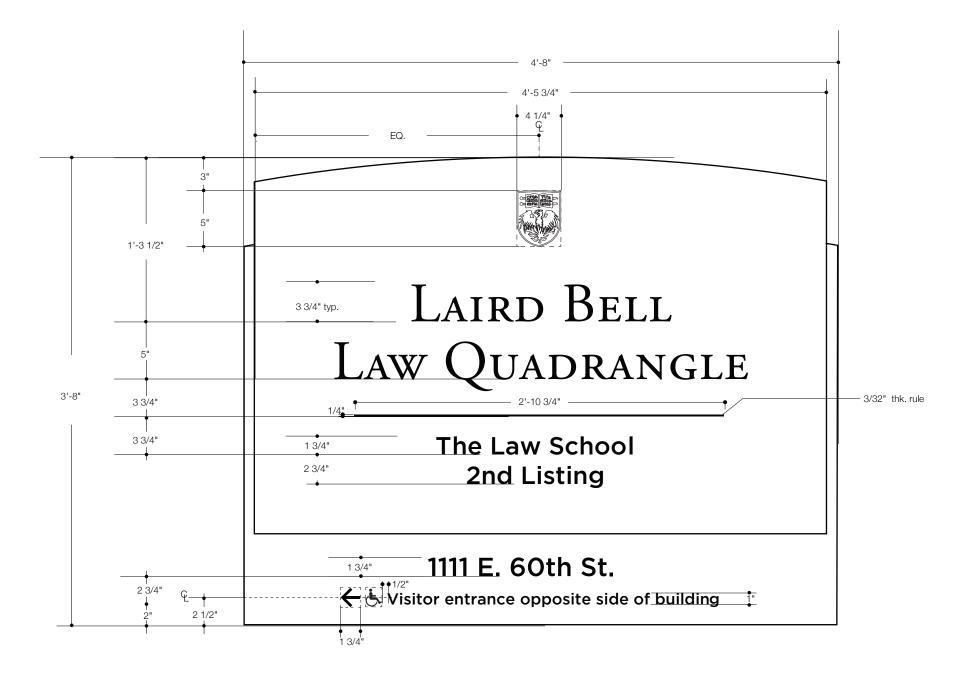




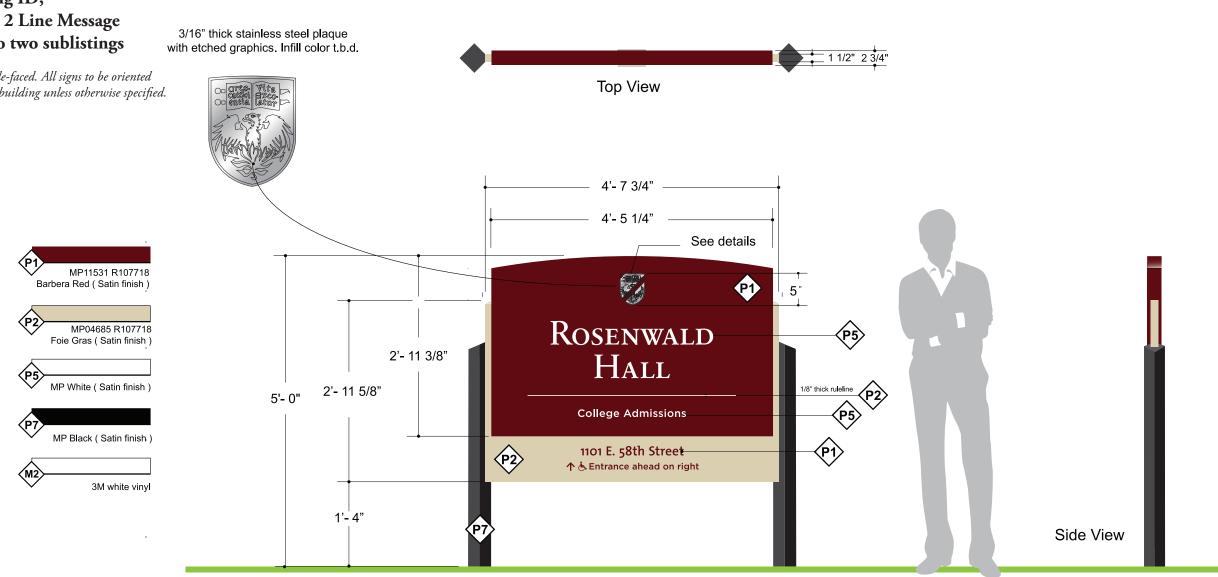


w/ SILICONE SEALANT

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

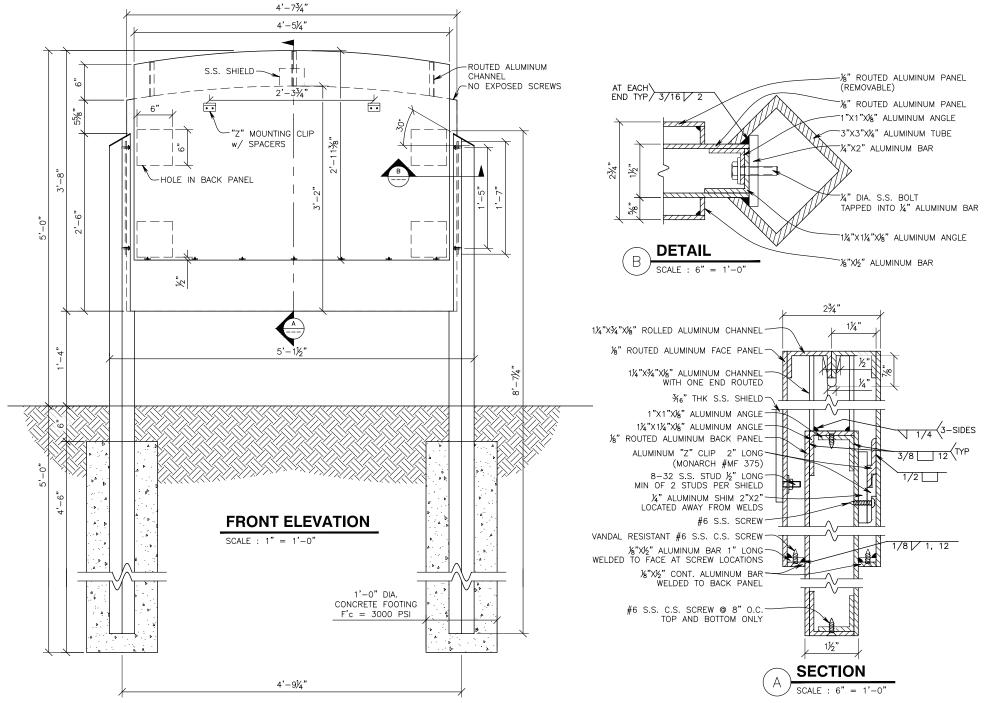


ST02 Building ID, Large - 2 Line Message w/up to two sublistings



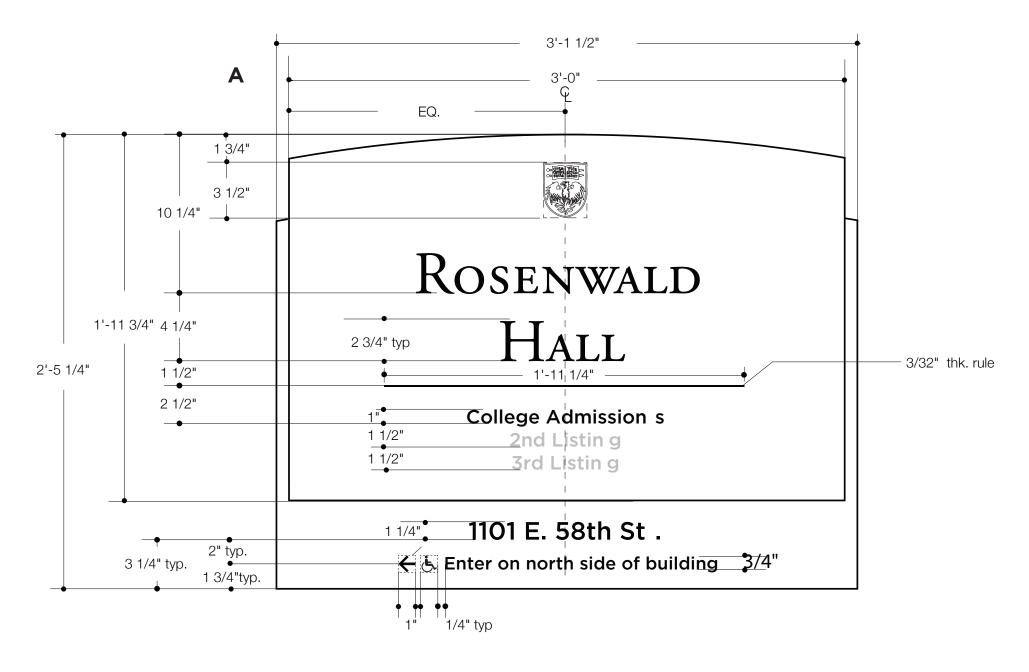


ST02 Building ID, Large - 2 Line Message w/up to two sublistings





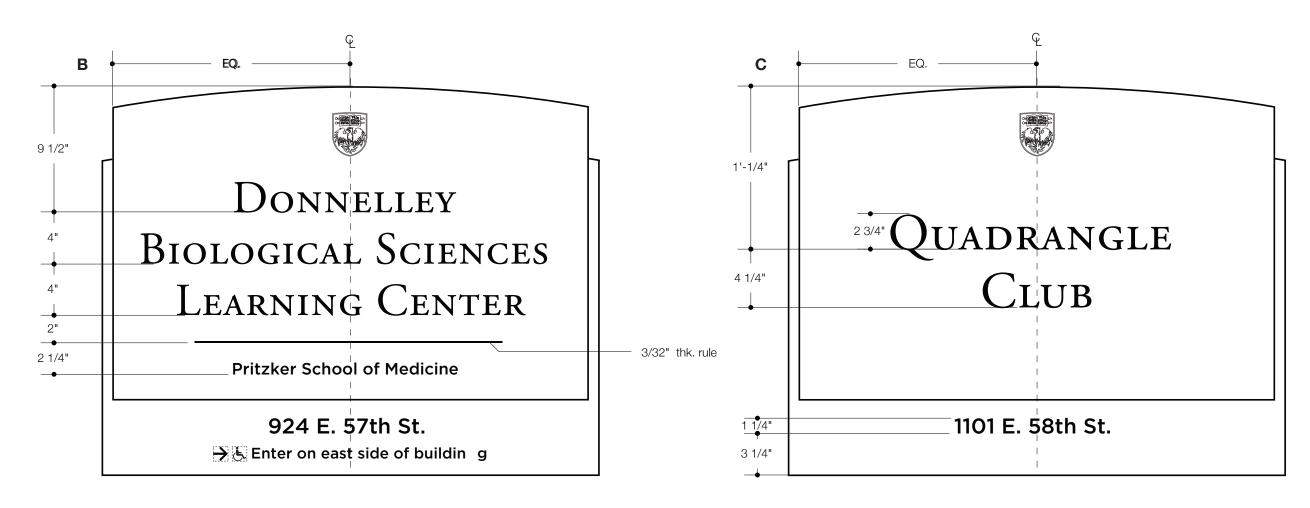
ST03 - Building ID, Medium A - 2 Line Message w/ up to 3 Sublistings





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

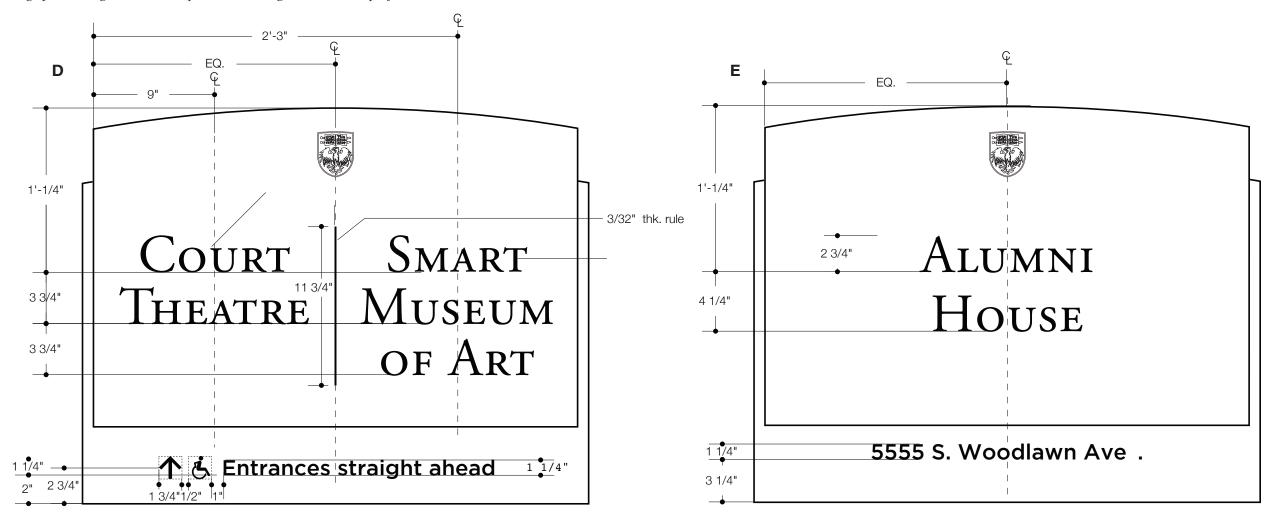
ST03 – Building ID, Medium C, 2 Line Message w/ No Sublistings





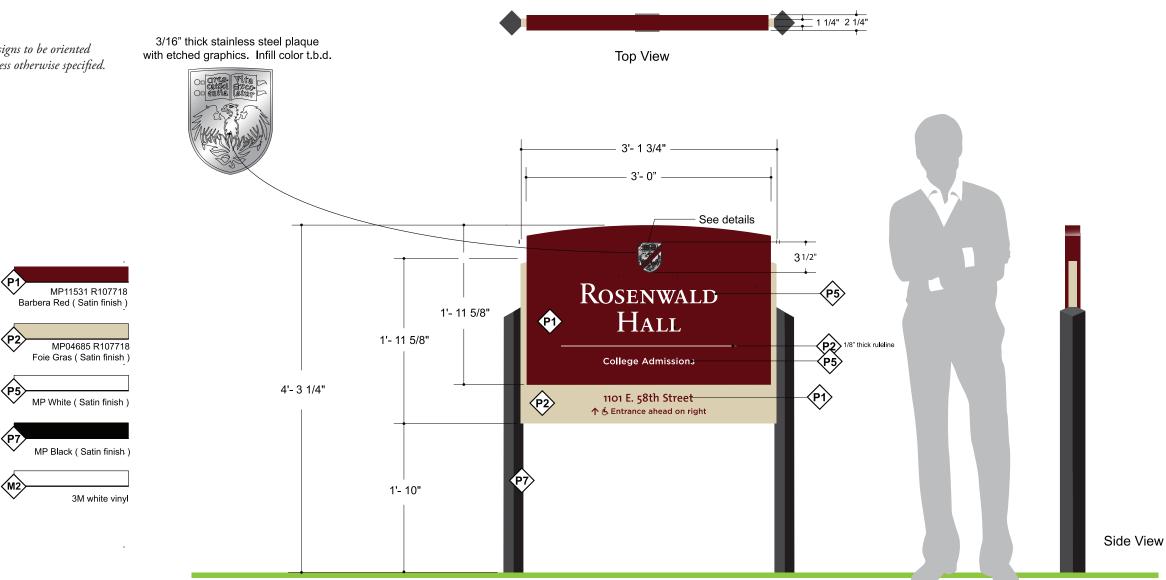
ST03 - Building ID, Medium D, Double Occupant

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



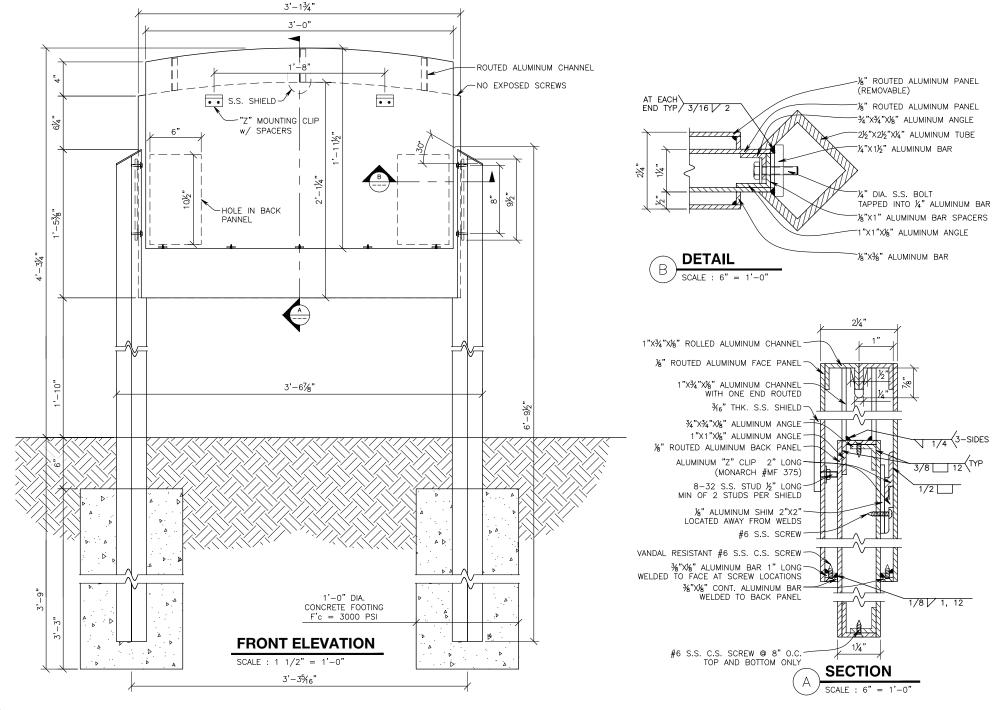


ST03 - Building ID, Medium All





ST03 - Building ID, Medium All



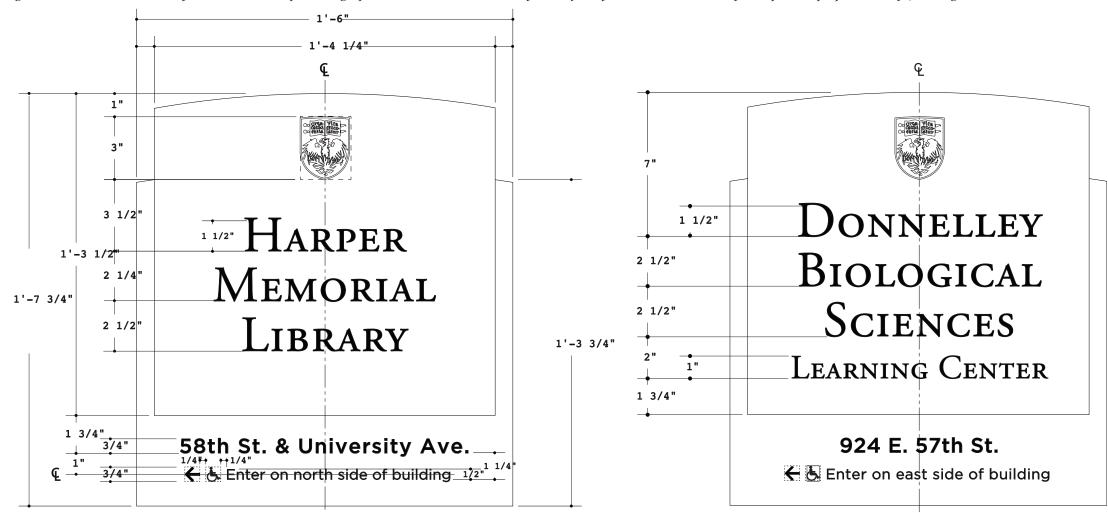


ST04 - Building ID Wall-Mounted A, 3 Line Message w/ No Sublisting

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 65" to bottom on latch side of doorway. 3. If there is architectural interference place the plaque based on façade design.

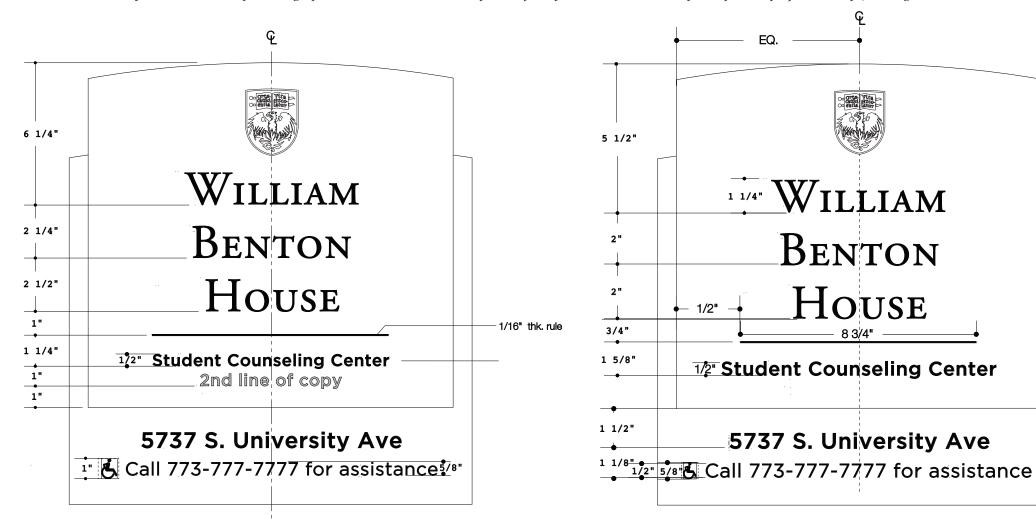


ST04 - Building ID Wall-Mounted C, 3 Line Message w/ Double Sublisting

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

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

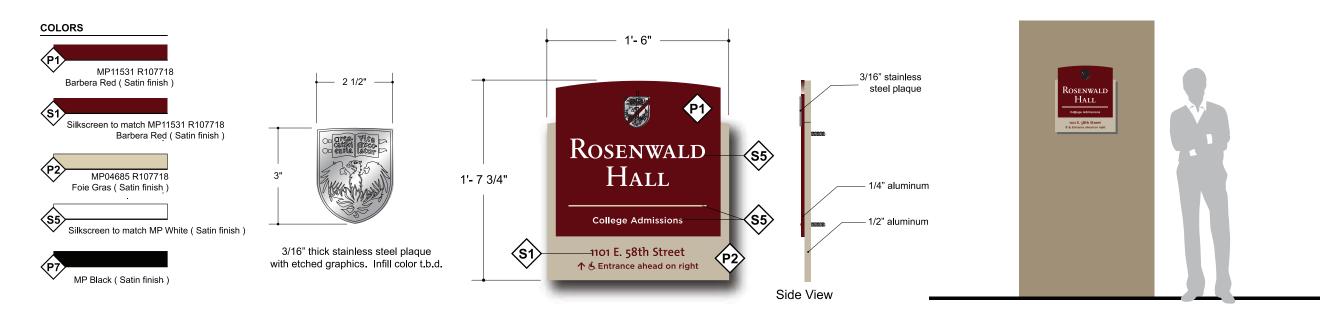
1. Place plaque where previous sign was located to cover holes. 2. If there has not been a previous sign, place 65" to bottom on latch side of doorway. 3. If there is architectural interference place the plaque based on façade design.



ST04 – Building ID Wall-Mounted All

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 65" to bottom on latch side of doorway.
- 3.If there is architectural interference place the plaque based on façade design.

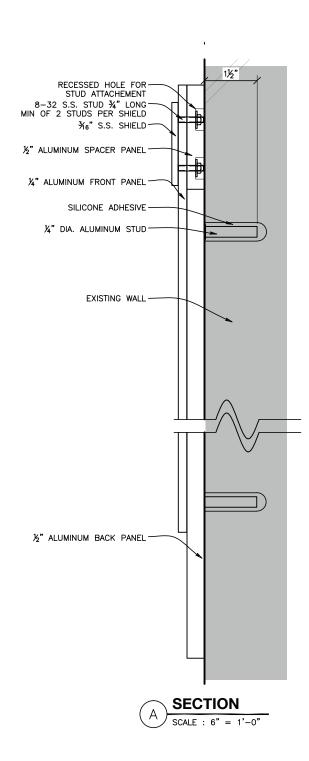


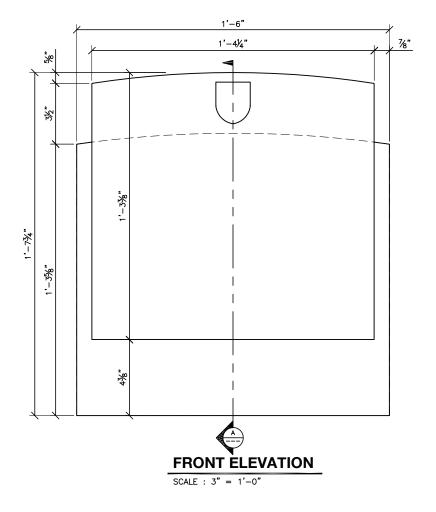


ST04 – Building ID Wall-Mounted All

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 65" to bottom on latch side of doorway.
- 3. If there is architectural interference place the plaque based on façade design.



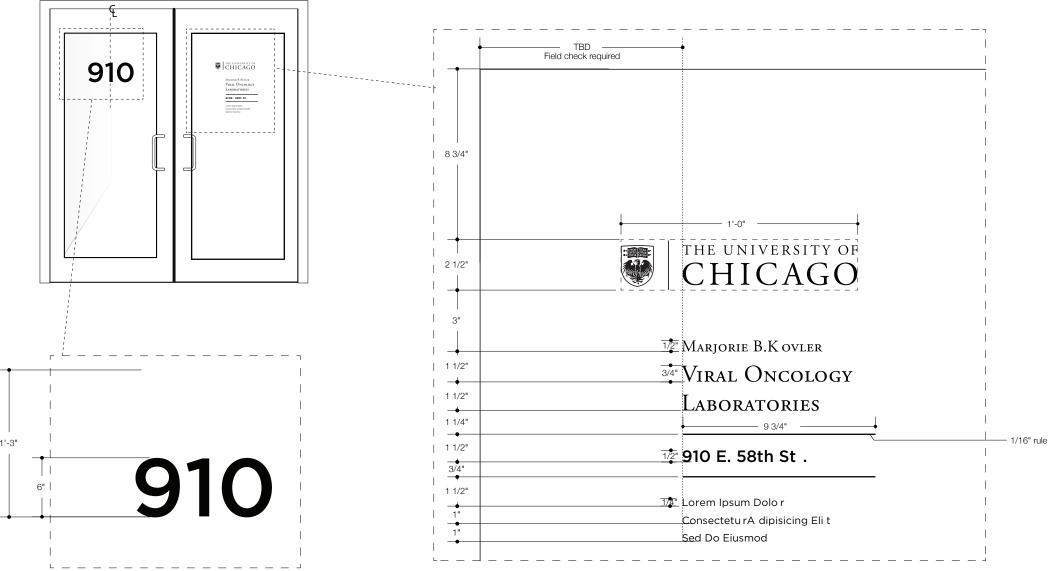


MOUNTING OPTION A



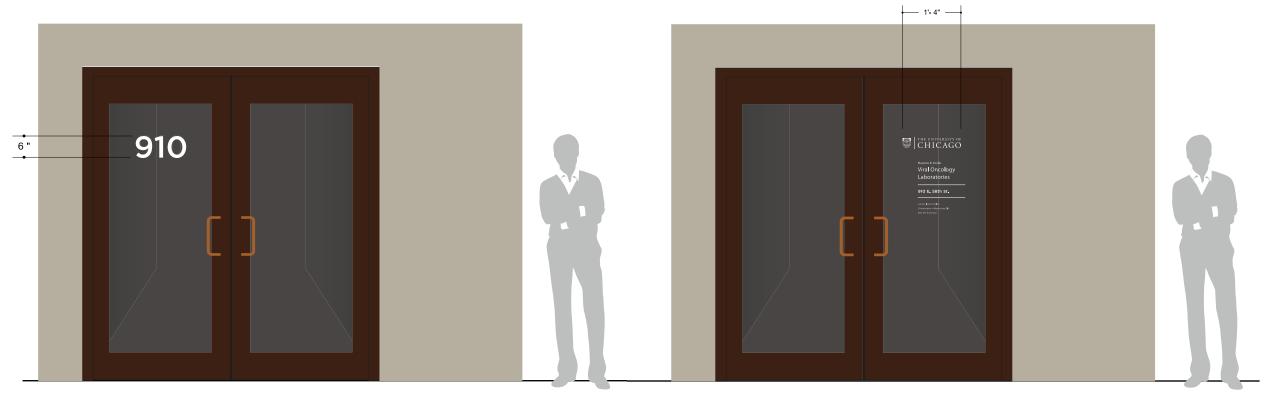
ST05 – 6" Building Address Numbers on Glass Door or Transom

ST06 – Building ID on Glass



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

ST06 – Building ID on Glass



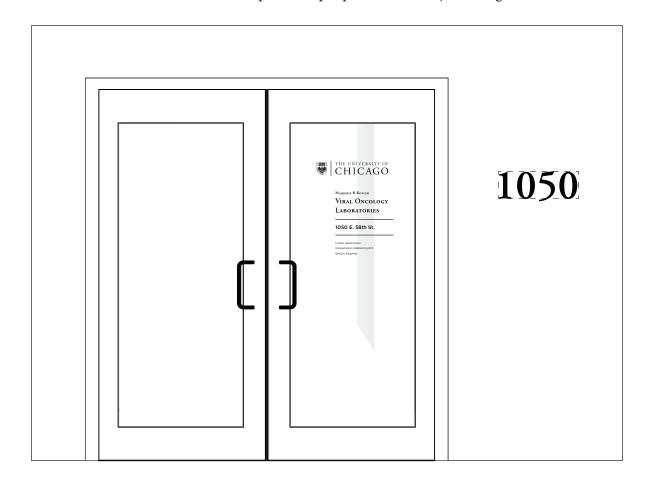
Sample address text only is shown Sample text only

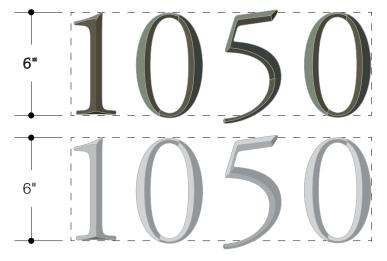
ST07 - 6" Building Address Numbers - 6" Bronze/Anodized Aluminum Prismatic Letters

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.





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.





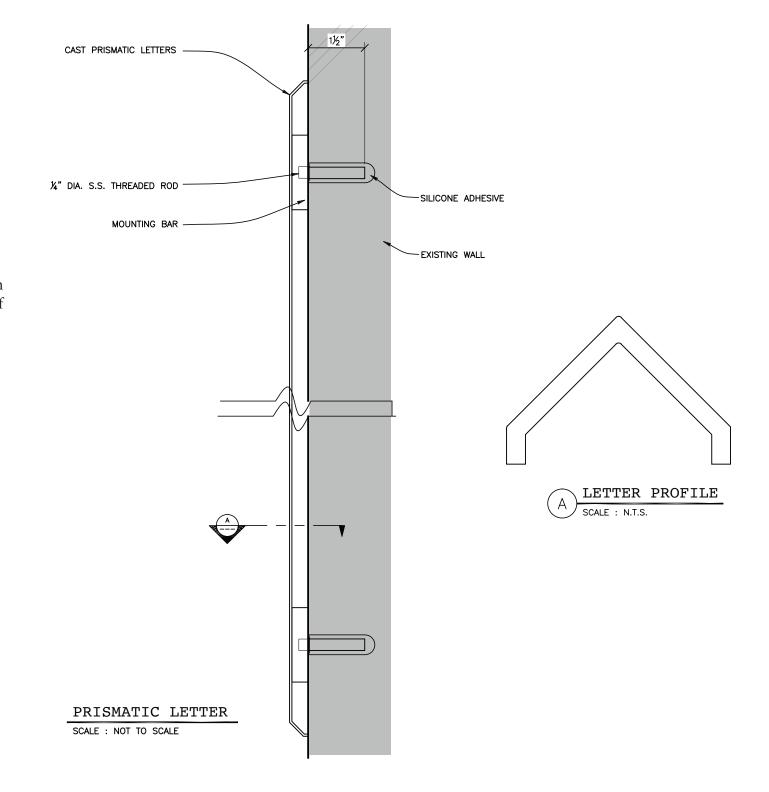


ST07 – 6" Building Address Numbers - 6" Bronze/ Anodized Aluminum Prismatic Letters

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

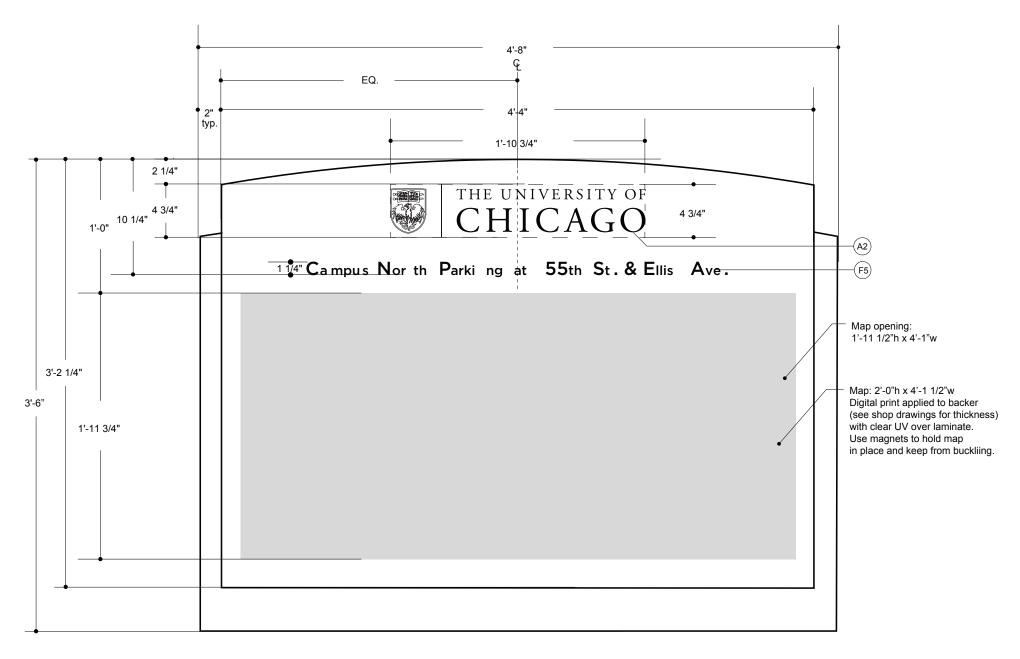
Number placement should be based on sight lines, relationship to door and any architectural details of the façade.

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 of building identification sign. 3.If there is architectural interference place the plaque based on façade design.





ST08 Directional Map Station



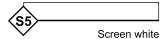


ST08 Directional Map Station

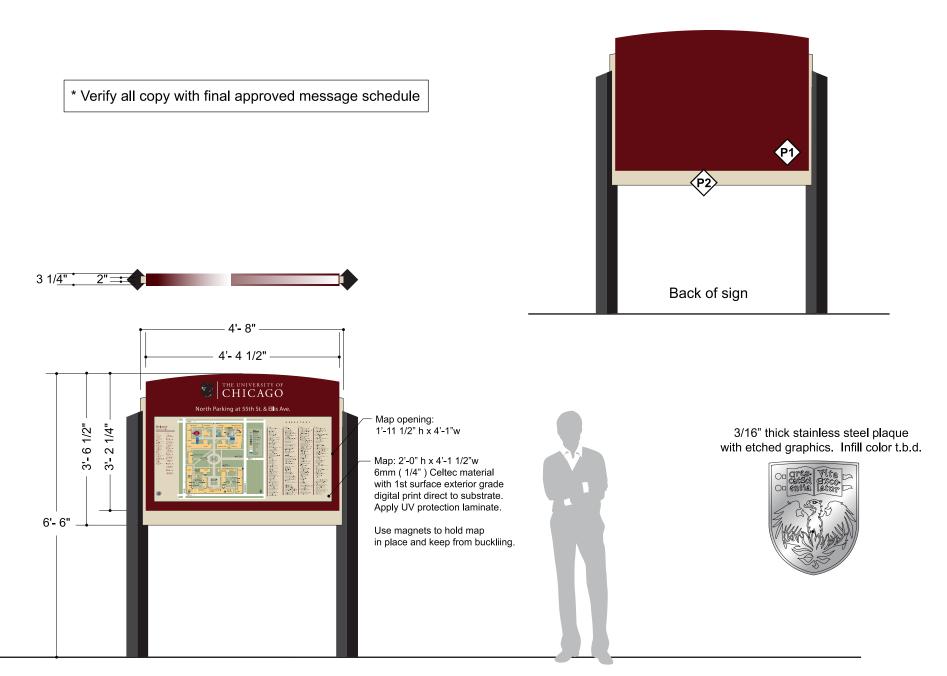
COLORS





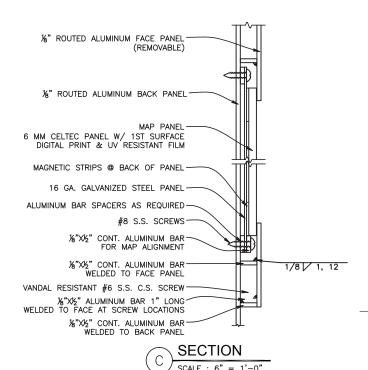


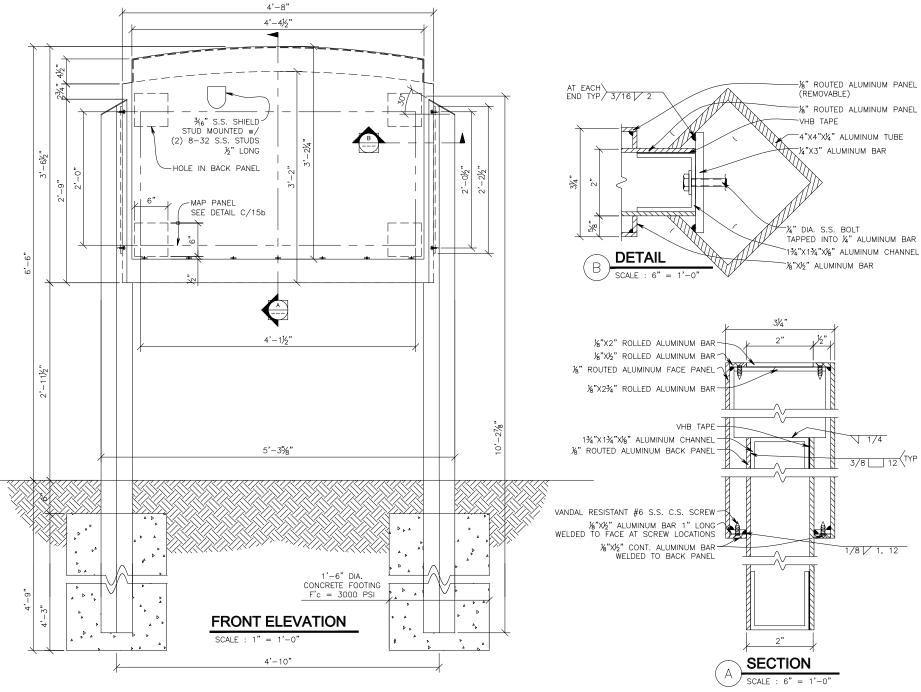






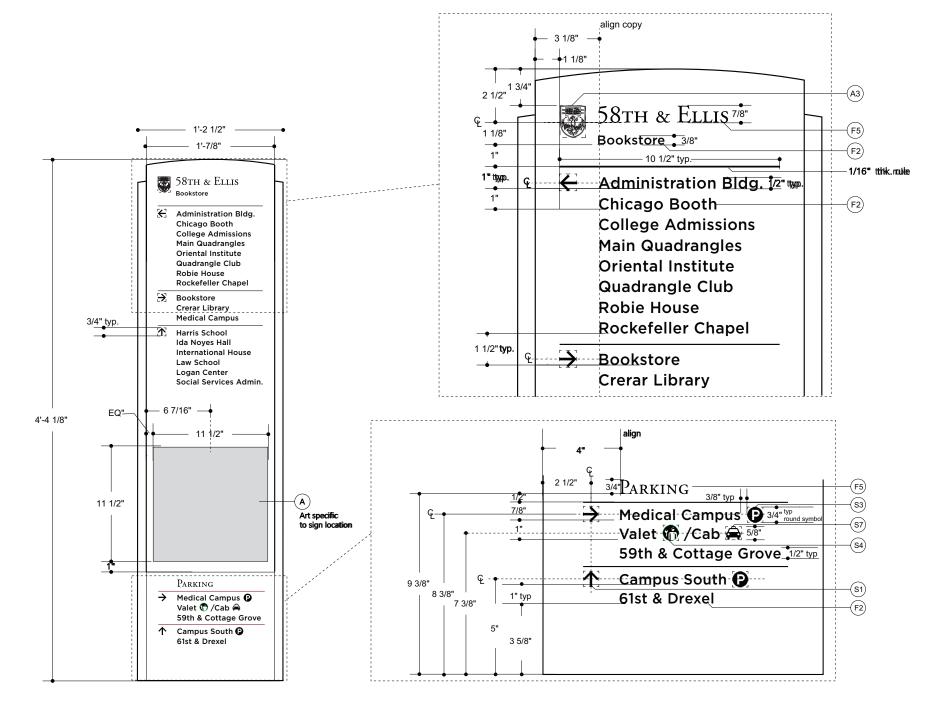
ST04 – Building ID Wall-Mounted All



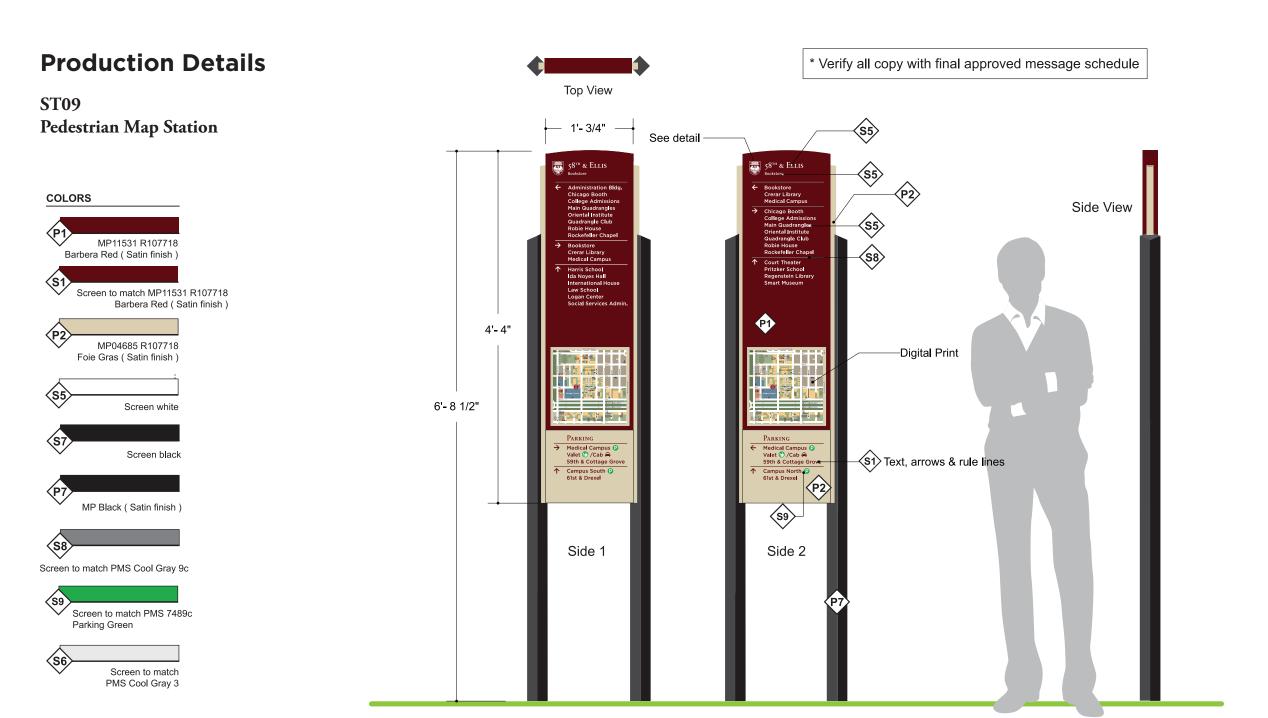




ST09 Pedestrian Map Station

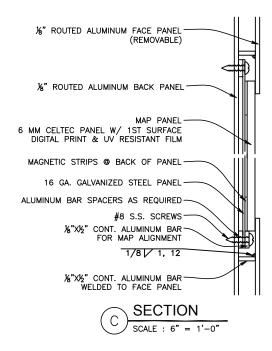


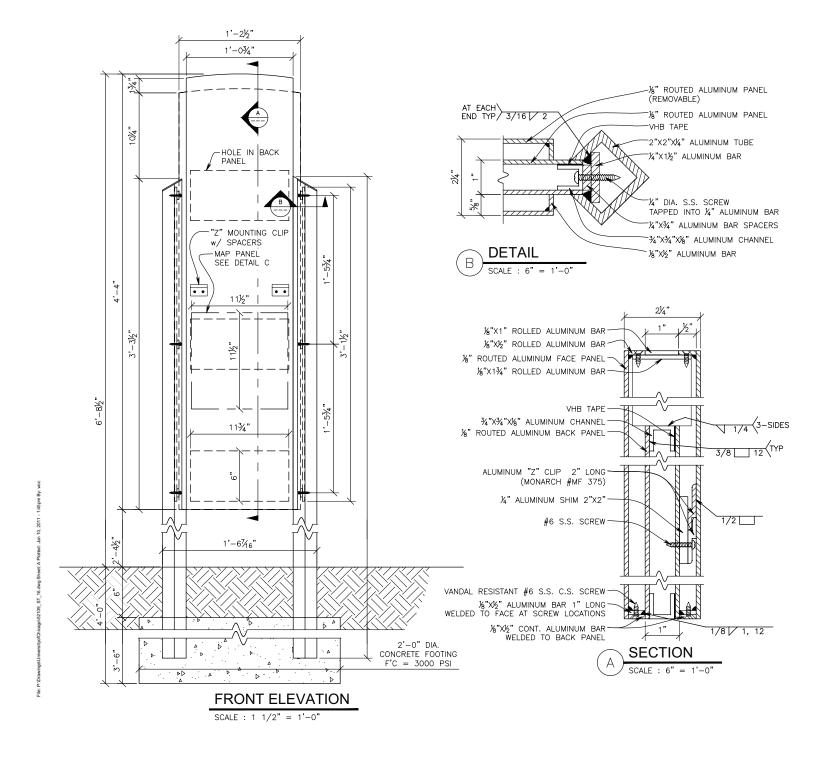






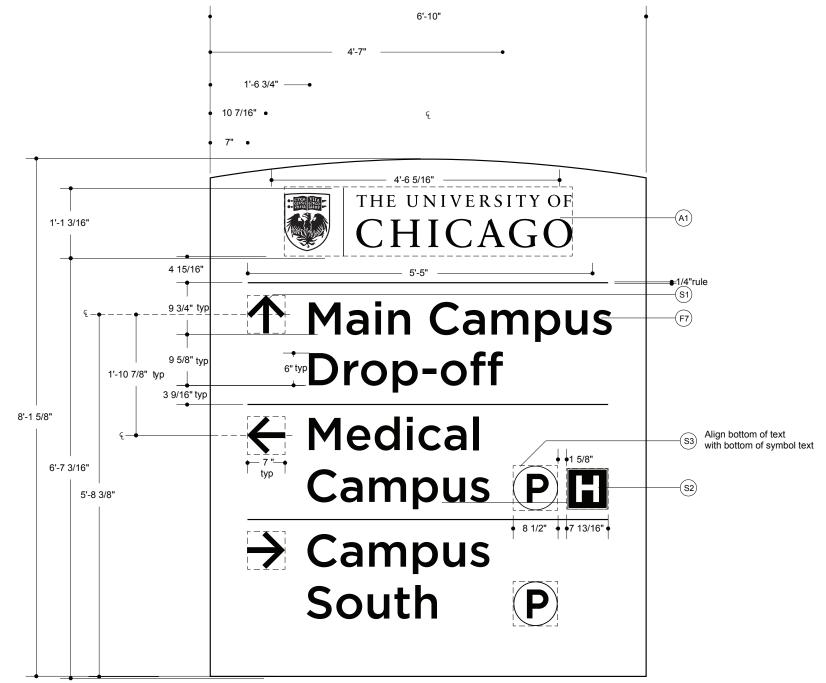
ST09 Pedestrian Map Station



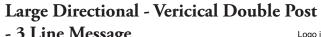


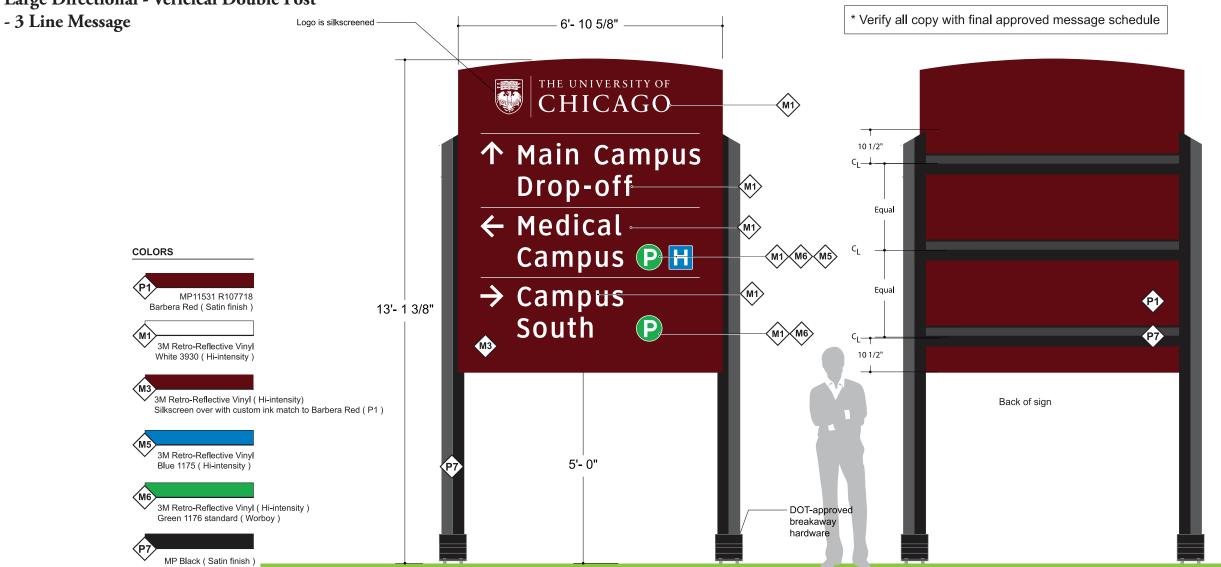


ST10 Large Directional - Vericical Double Post - 3 Line Message



ST10

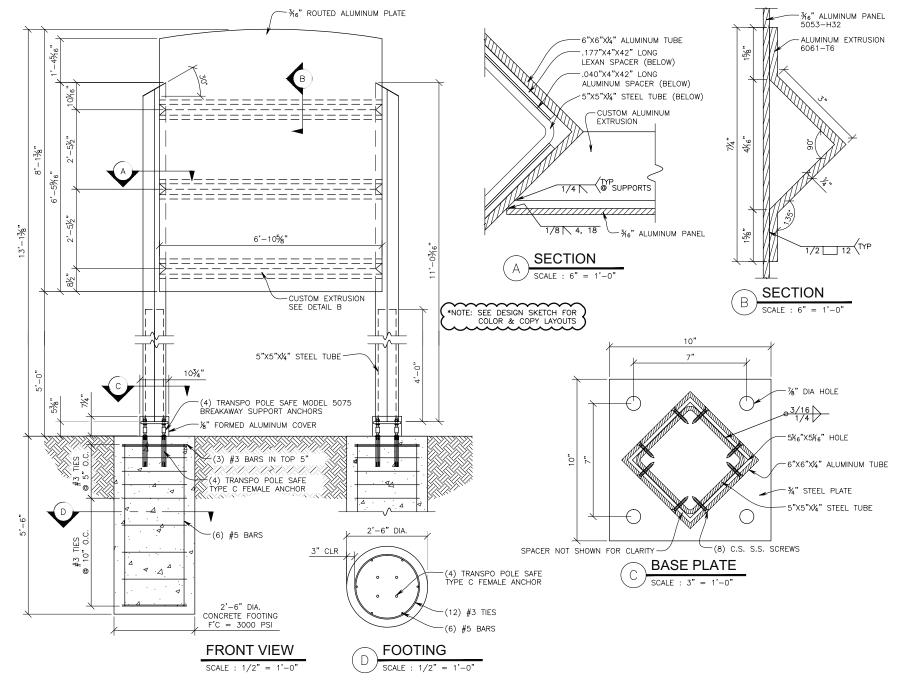






ST10

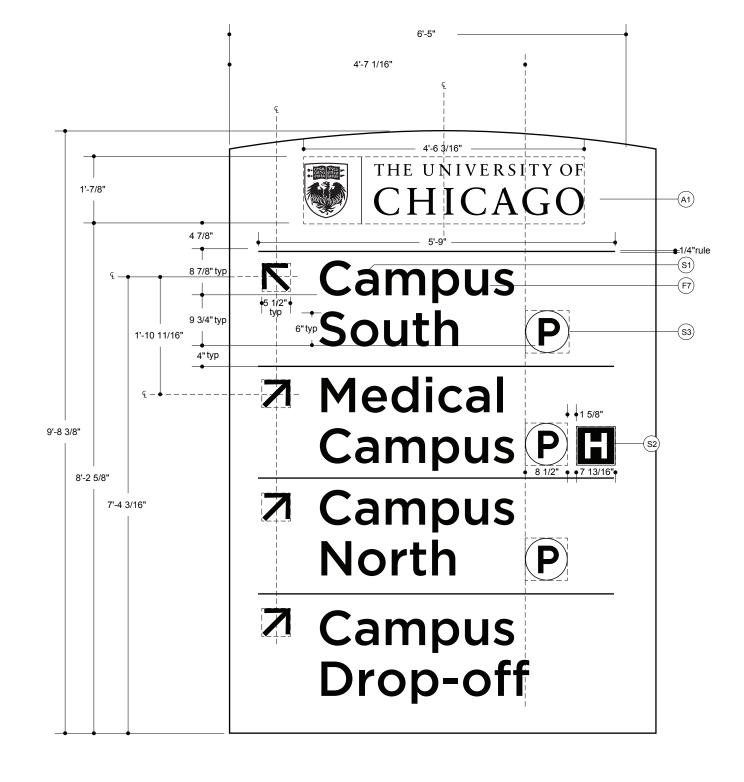
Large Directional - Vericical Double Post - 3 Line Message



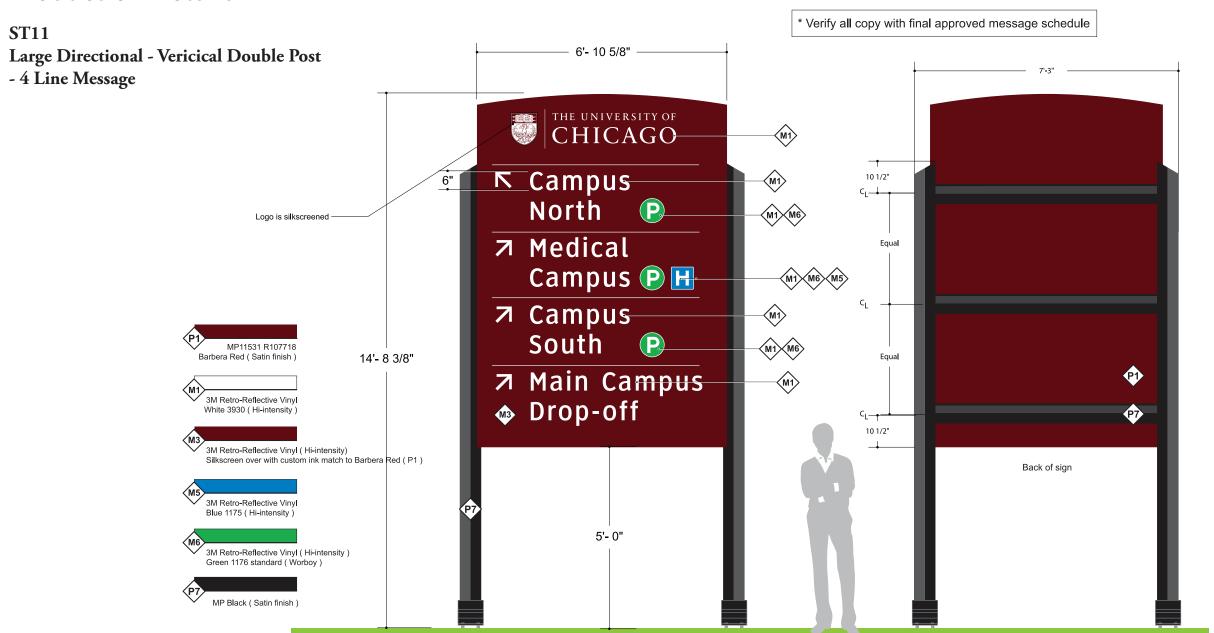


ST11

Large Directional - Vericical Double Post - 4 Line Message

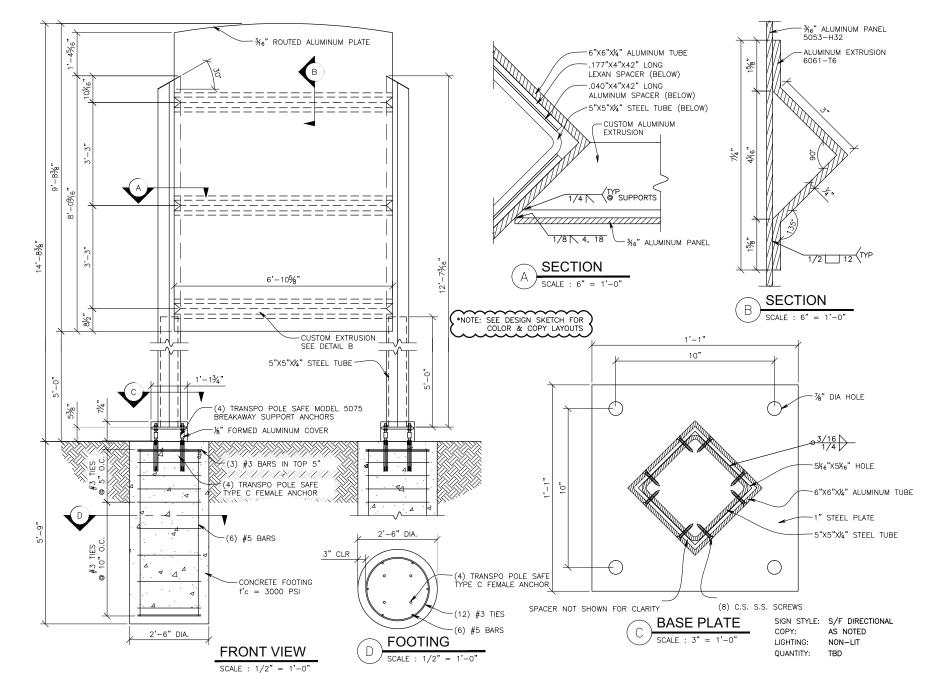






ST11

Large Directional - Vericical Double Post - 4 Line Message

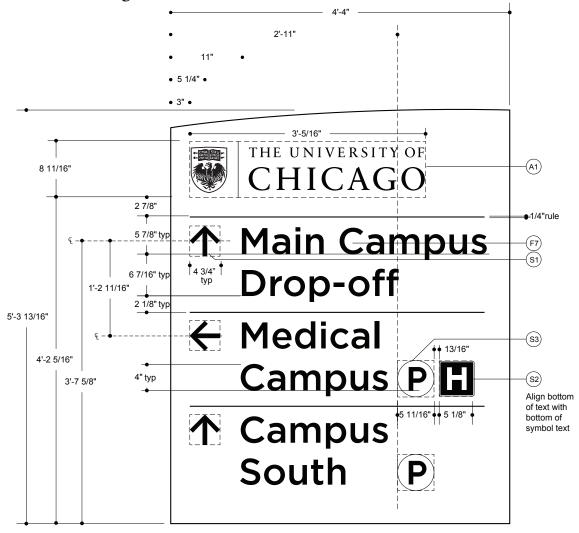


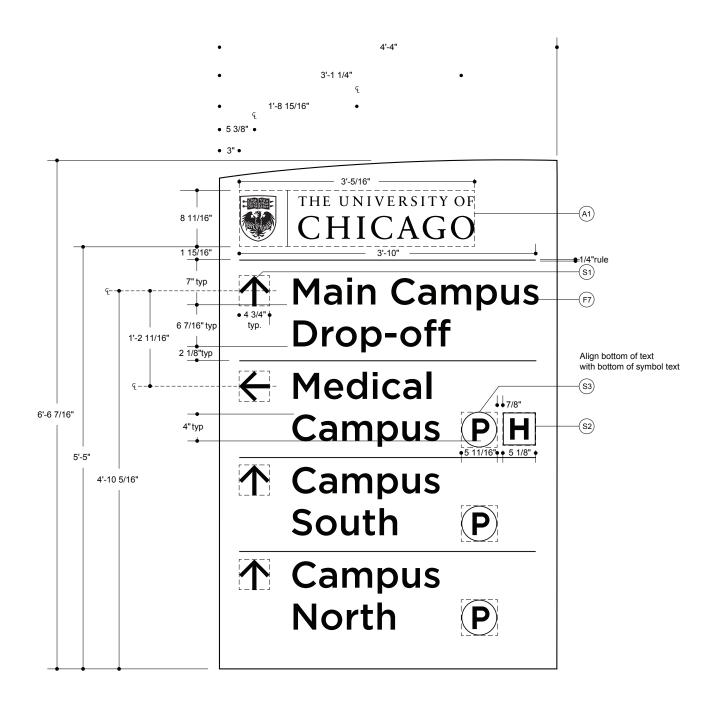


ST12

Large Vehicular Directional - Blaze

- 3 Line Message (A)
- 4 Line Message (B)

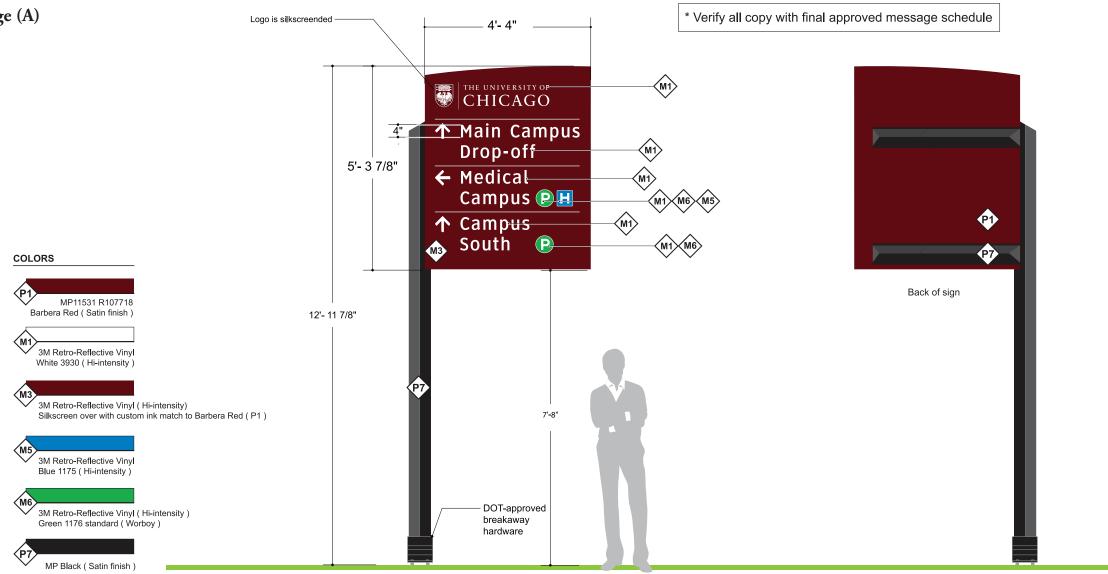






ST12

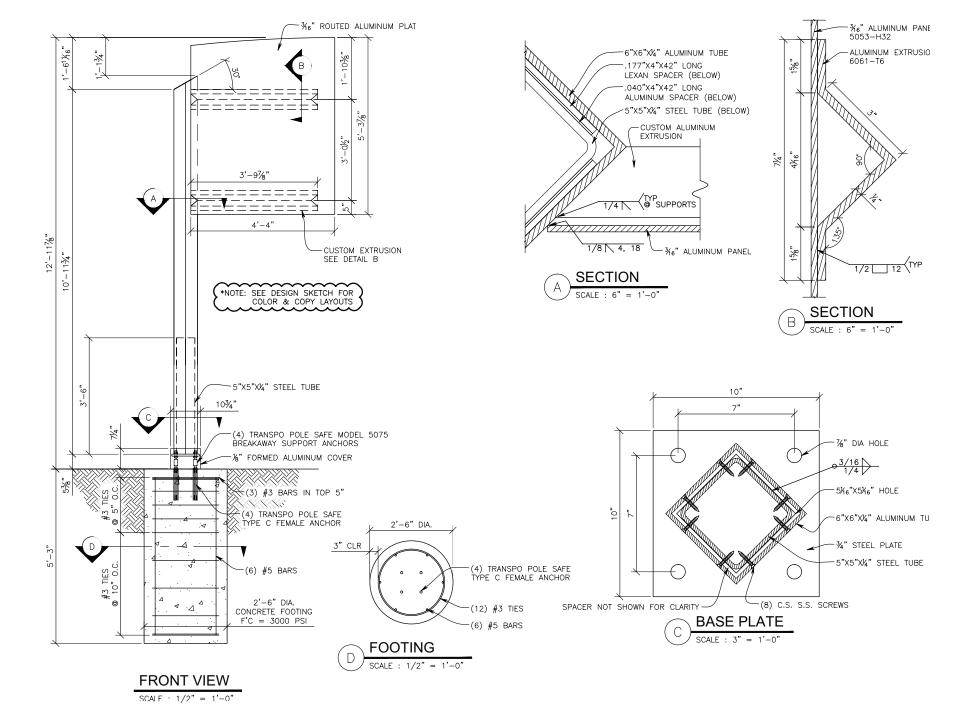
Large Vehicular Directional - Blaze - 3 Line Message (A)



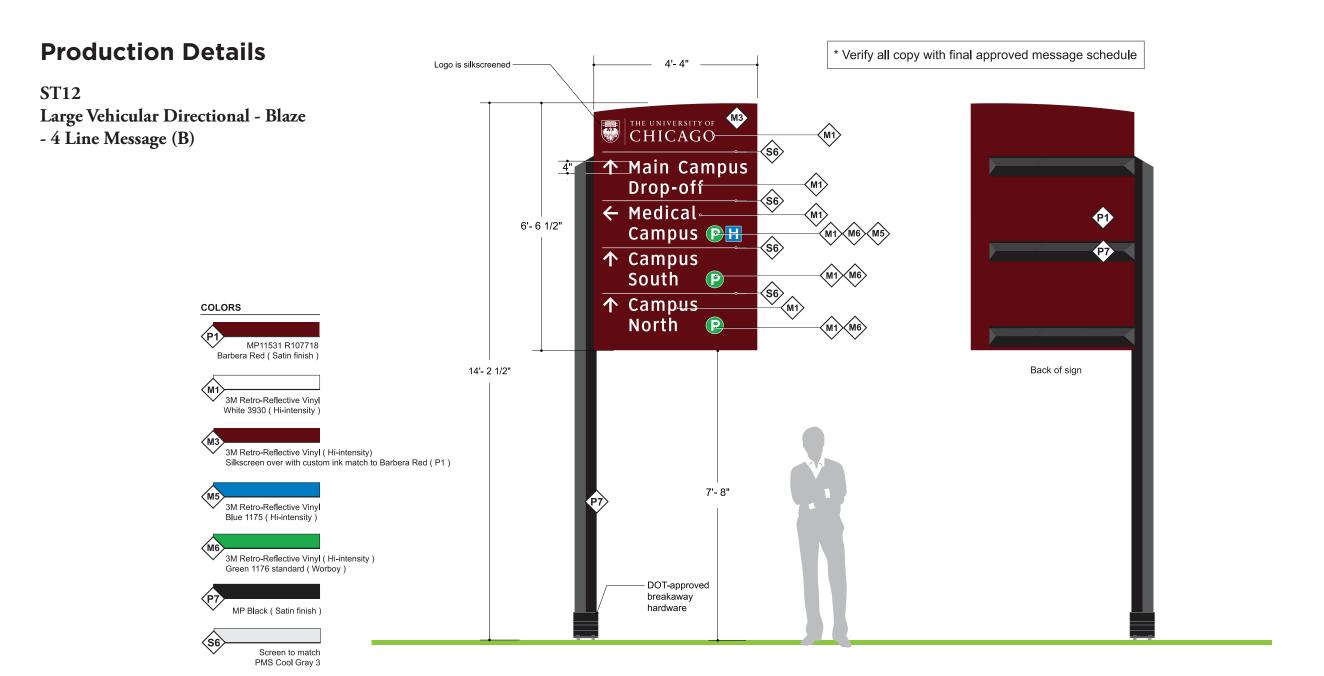


ST12

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



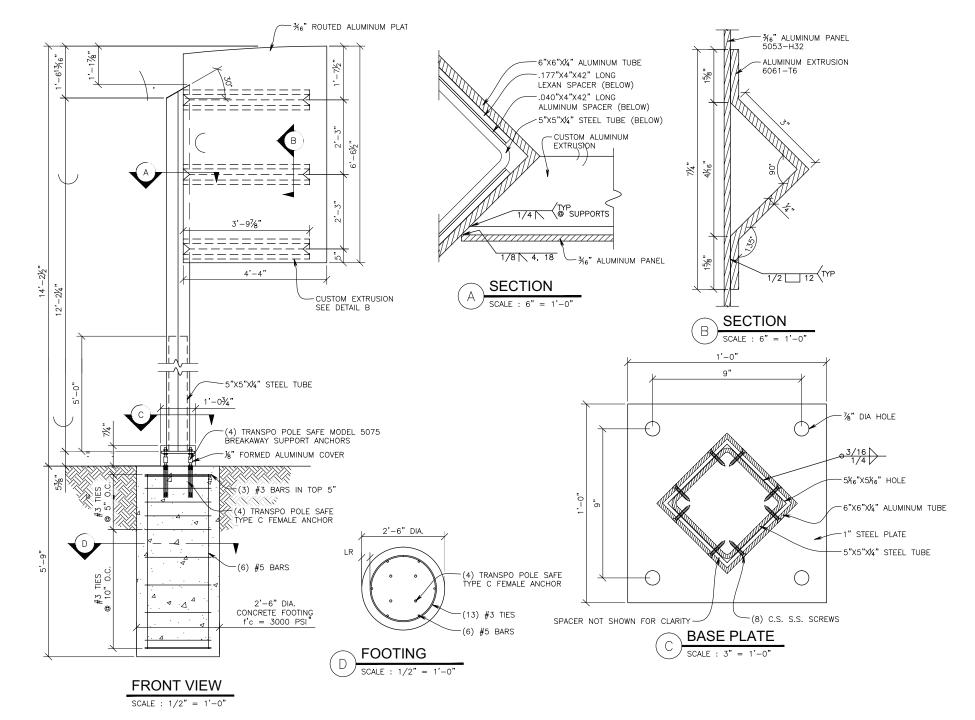
THE UNIVERSITY OF CHICAGO FACILITIES SERVICES





ST12

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



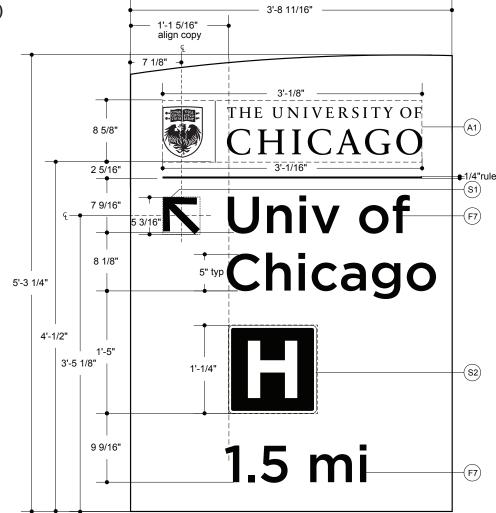


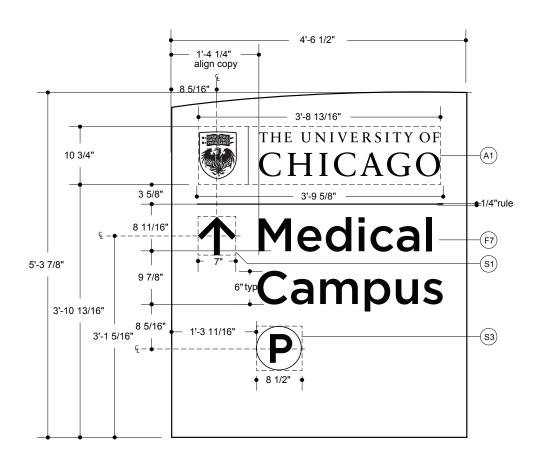
ST12

Large Vehicular Directional - Blaze

- Blaze on Post (C)

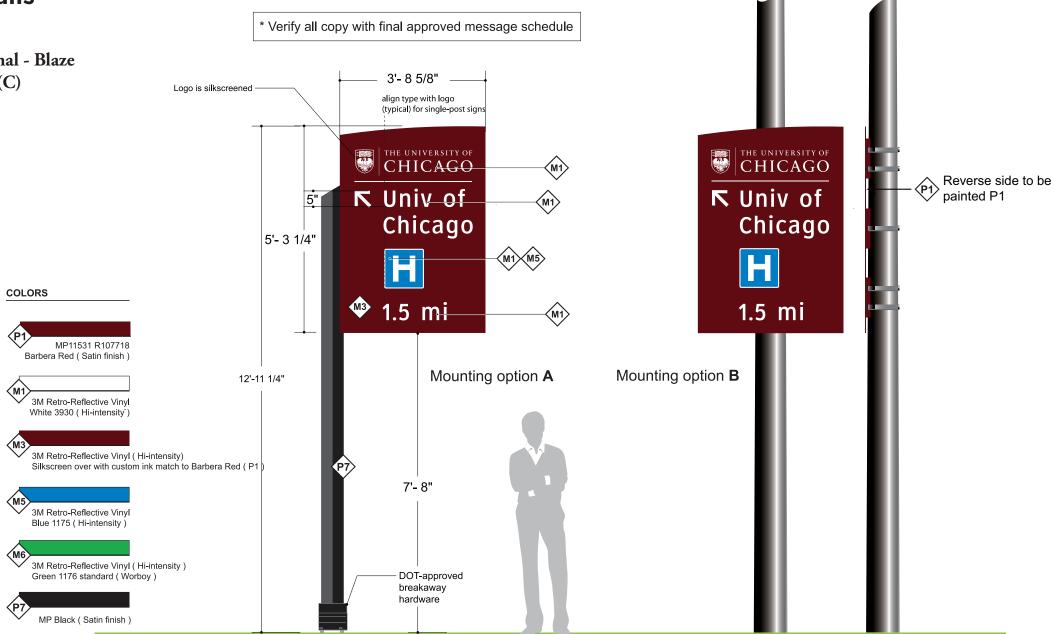
- Blaze Flag (D)





ST12 Large Vehicular Directional - Blaze

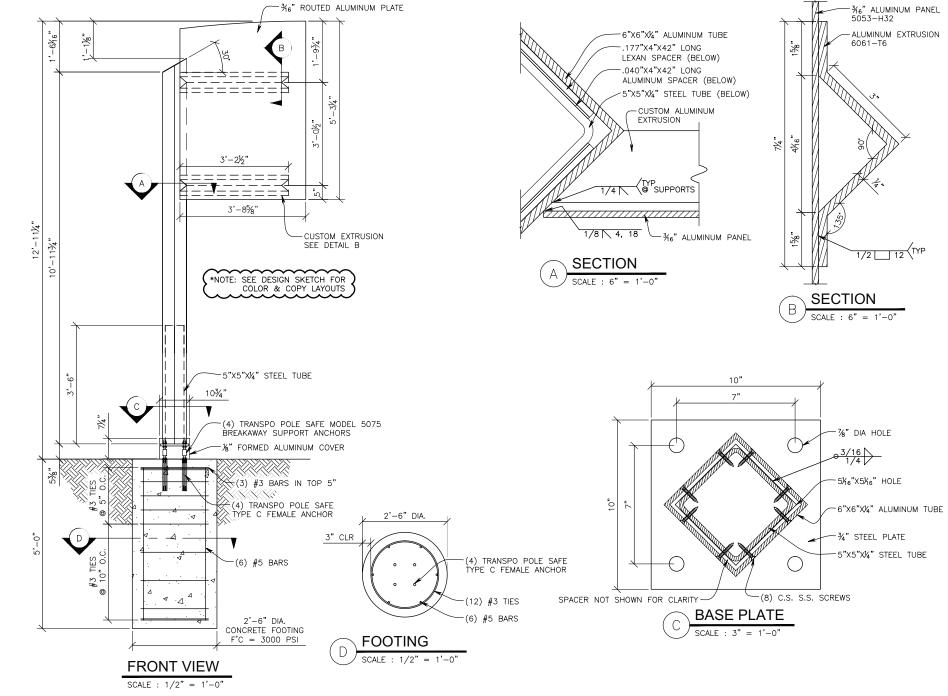
- Blaze on Post and Pole (C)





ST12

Large Vehicular Directional - Blaze - Blaze on Post (C)

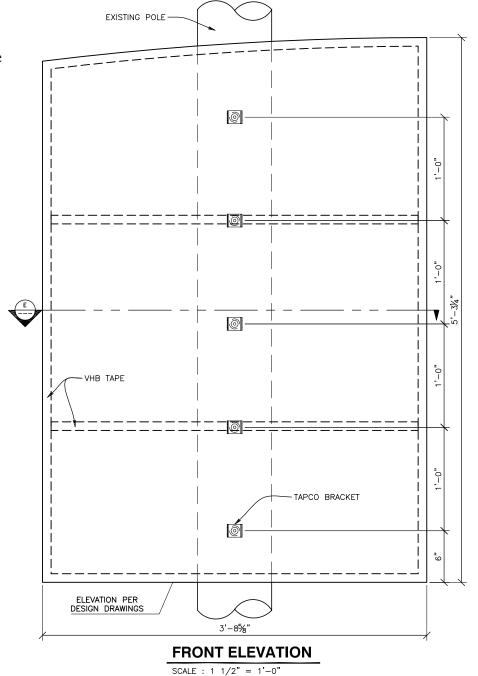


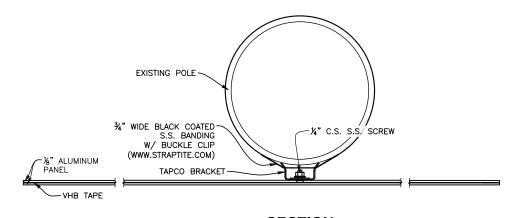


ST12

Large Vehicular Directional - Blaze

- Blaze on Pole (C)









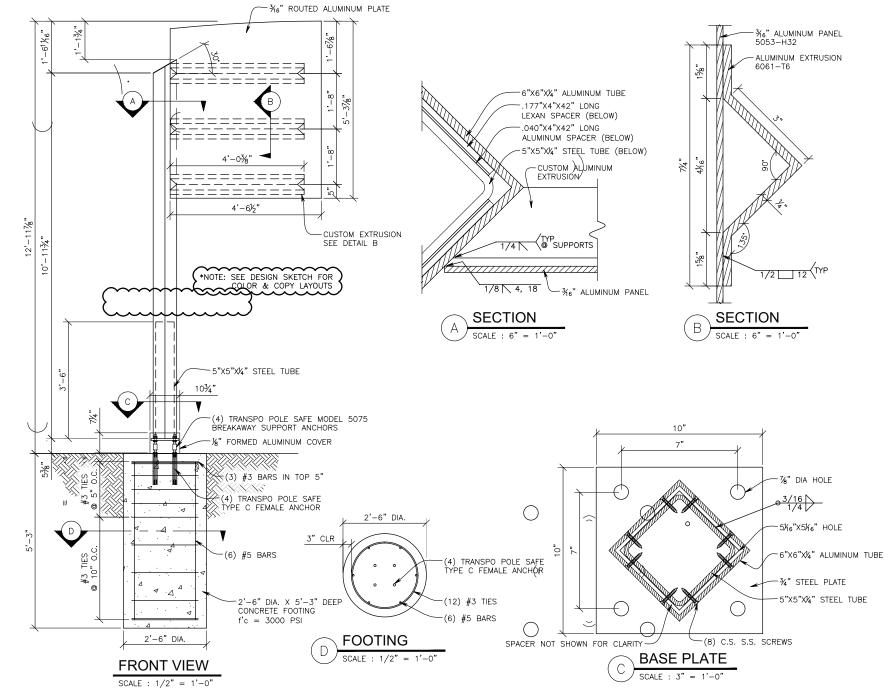
ST12

Large Vehicular Directional - Blaze -4'- 6 1/2"-Logo is silkscreened -- Blaze Flag (D) 1'- 1 3/4" THE UNIVERSITY OF CHICAGO M₁ ↑ Medical 5'-3 7/8" Campus COLORS Back of sign MP11531 R107718 12'-11 7/8" Barbera Red (Satin finish) 3M Retro-Reflective Vinyl White 3930 (Hi-intensity) 3M Retro-Reflective Vinyl (Hi-intensity) Silkscreen over with custom ink match to Barbera Red (P1) 7'-8" 3M Retro-Reflective Vinyl Blue 1175 (Hi-intensity) - DOT-approved 3M Retro-Reflective Vinyl (Hi-intensity) breakaway Green 1176 standard (Worboy) hardware MP Black (Satin finish)



ST12

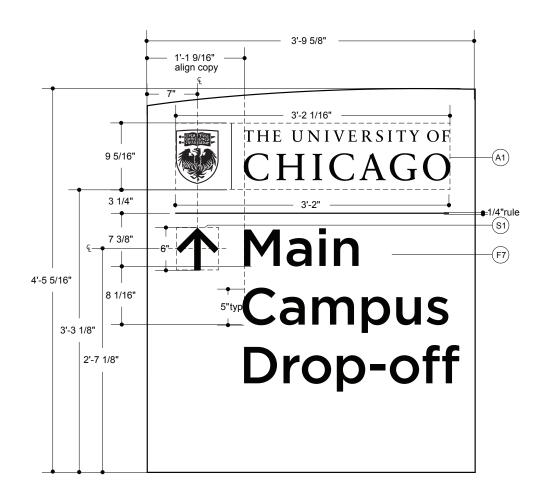
Large Vehicular Directional - Blaze - Blaze Flag (D)

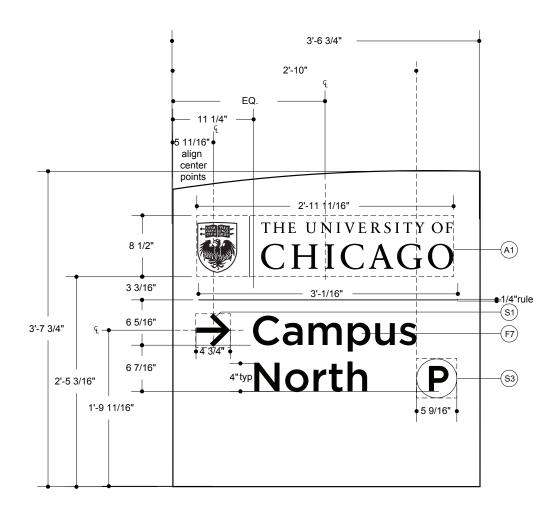


ST12

Small Vehicular Directional

- Blaze Panel (E)
- Blaze Flag (F)



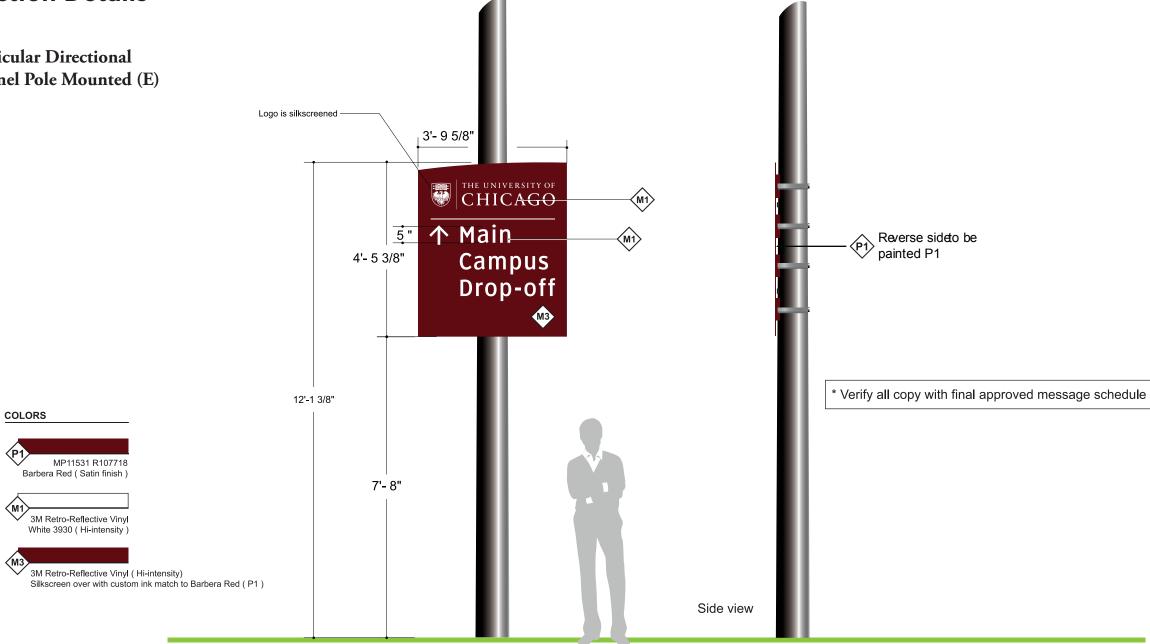




ST12

Small Vehicular Directional

- Blaze Panel Pole Mounted (E)

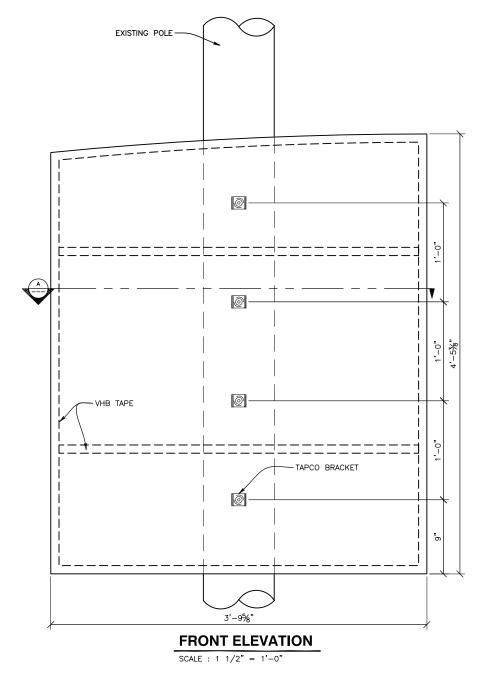


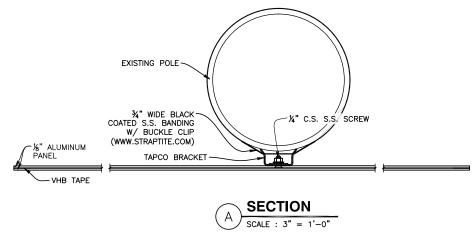


ST12

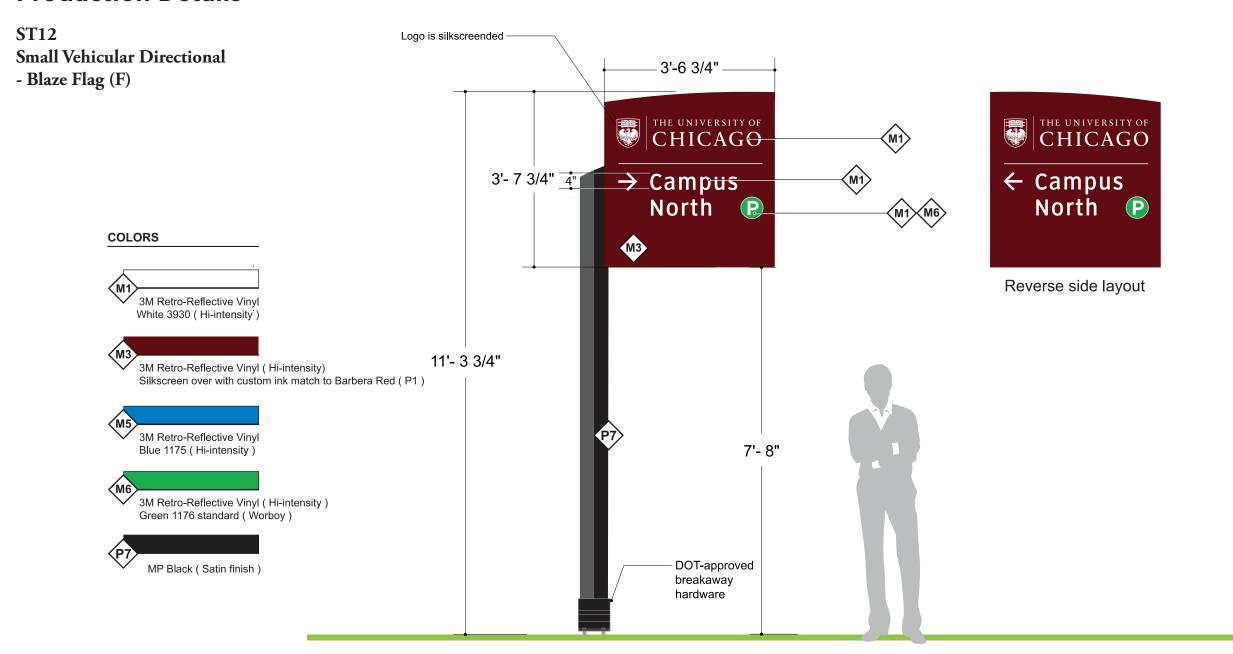
Small Vehicular Directional

- Blaze Panel Pole Mounted (E)



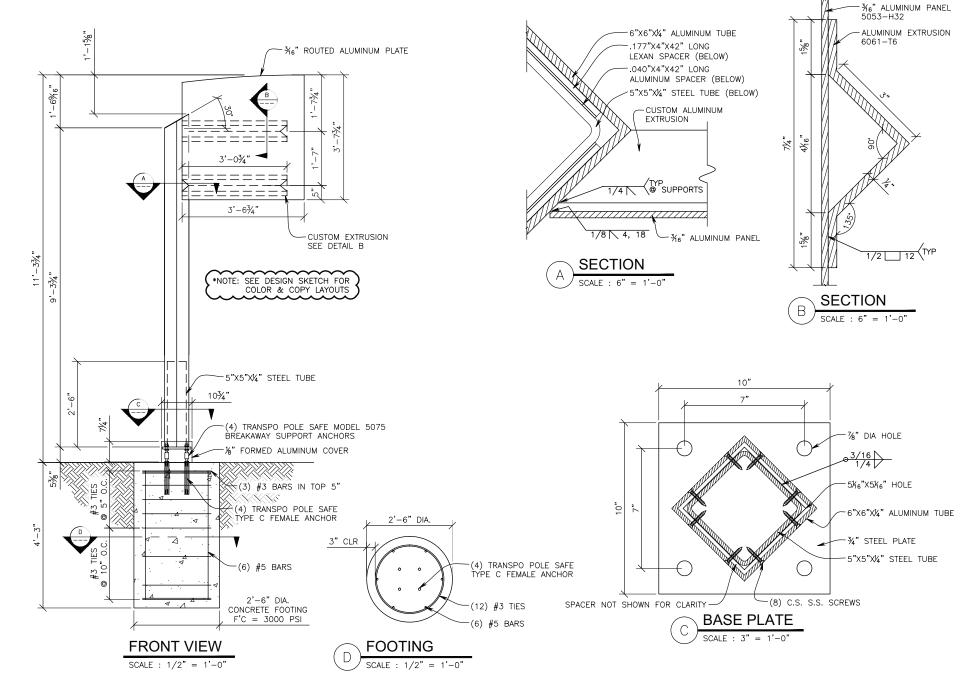








ST12 Small Vehicular Directional - Blaze Flag (F)

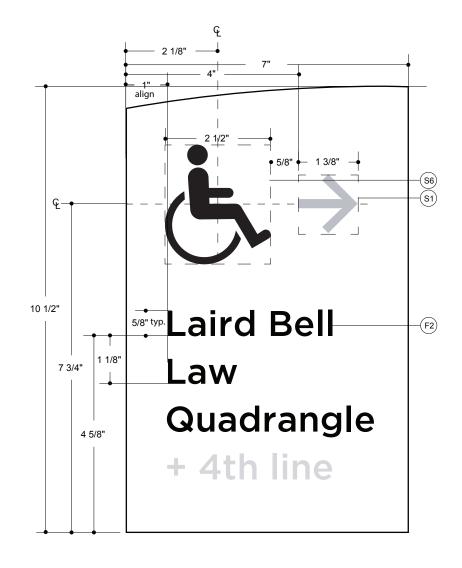


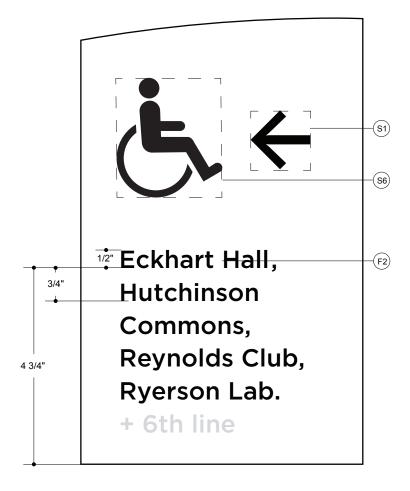


ST13

Accessible Directional

- Blaze 3-4 lines
- Blaze 5-6 lines



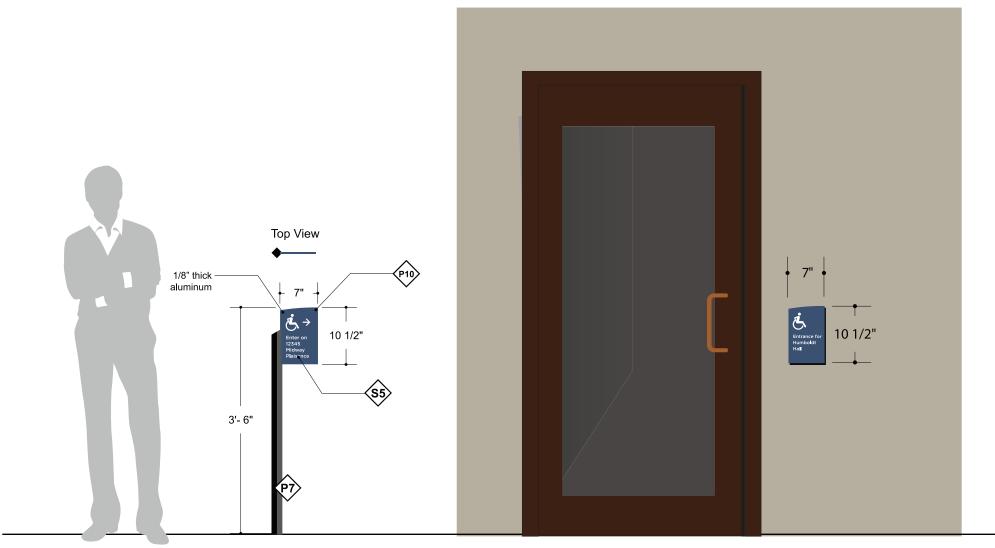




ST13

Accessible Directional

- Blaze 3-4 lines
- Blaze 5-6 lines

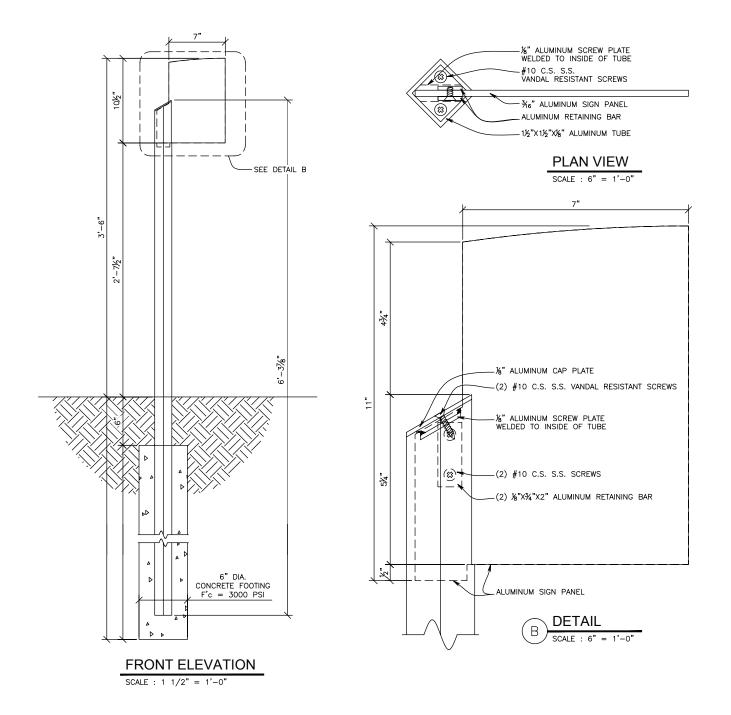


Option A (post mount)



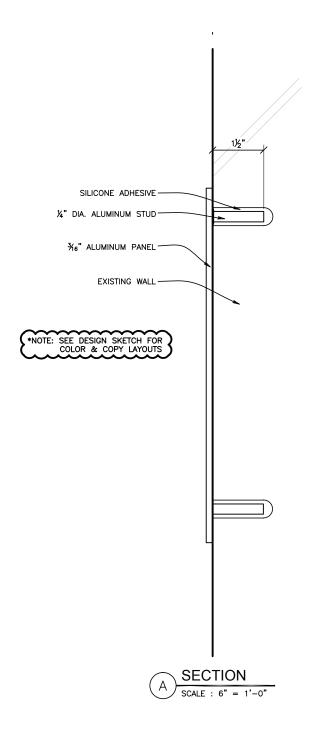
Option **B** (wall mount)

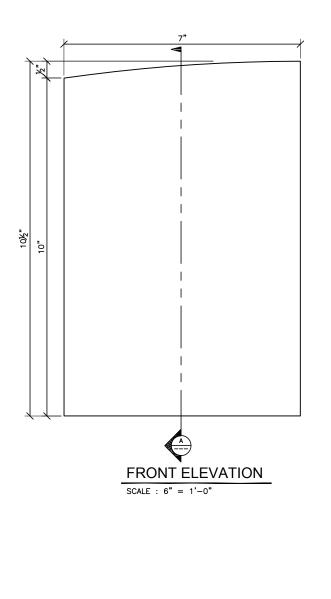
ST13
Accessible Directional
Option A - Post Mounted





ST13 Accessible Directional Option B - Wall Mounted







ST14

Garage Info ID

- single or double sided free standing
- single sided wall mounted





ST14

Garage Info ID

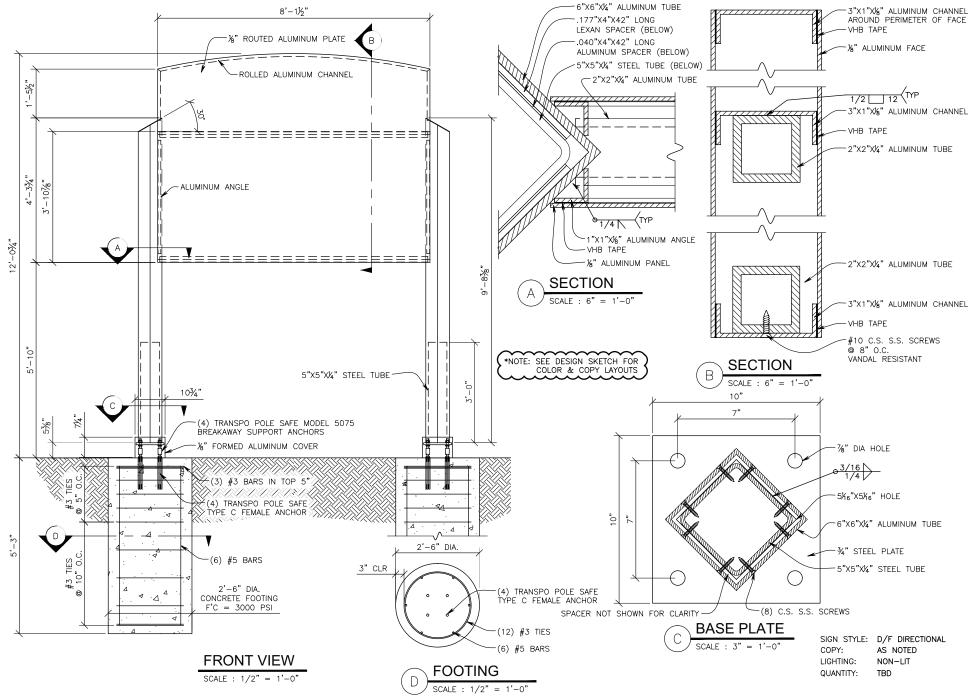
- single or double sided free standing
- single sided wall mounted





ST14 Garage Info ID

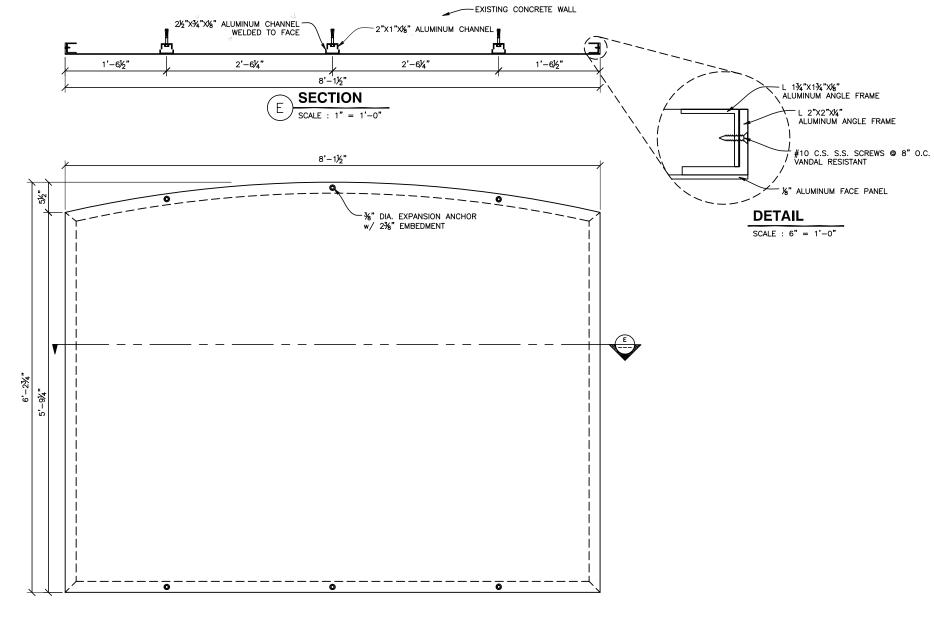
- single or double sided free standing





ST14 Garage Info ID

- single sided wall mounted

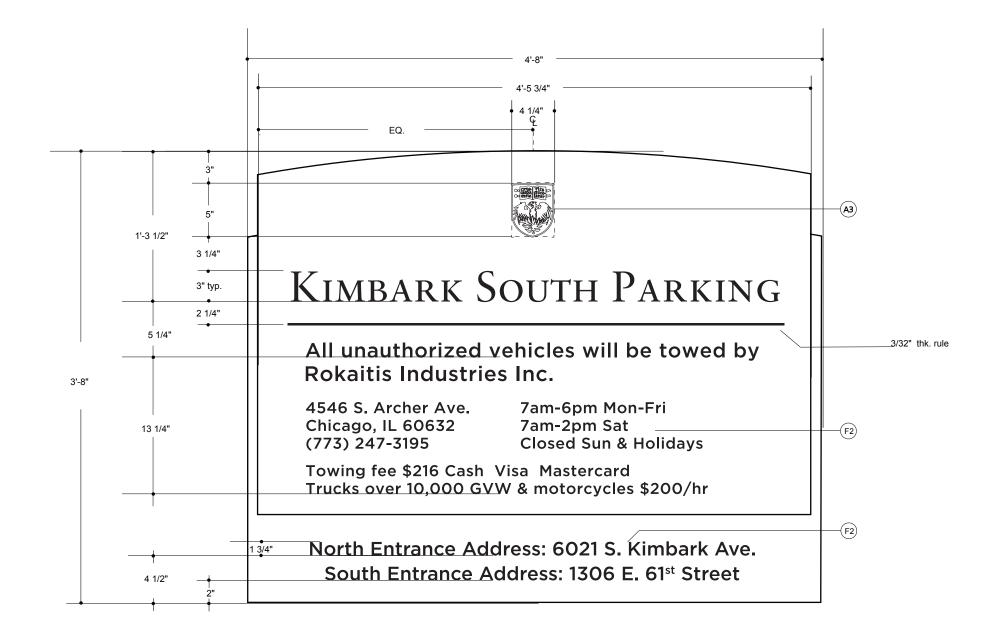


FRONT ELEVATION

SCALE : 1" = 1'-0"



ST15
Garage Info ID and Pricing





ST15 Garage Info ID and Pricing

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

MP11531 R107718
Barbera Red (Satin finish)

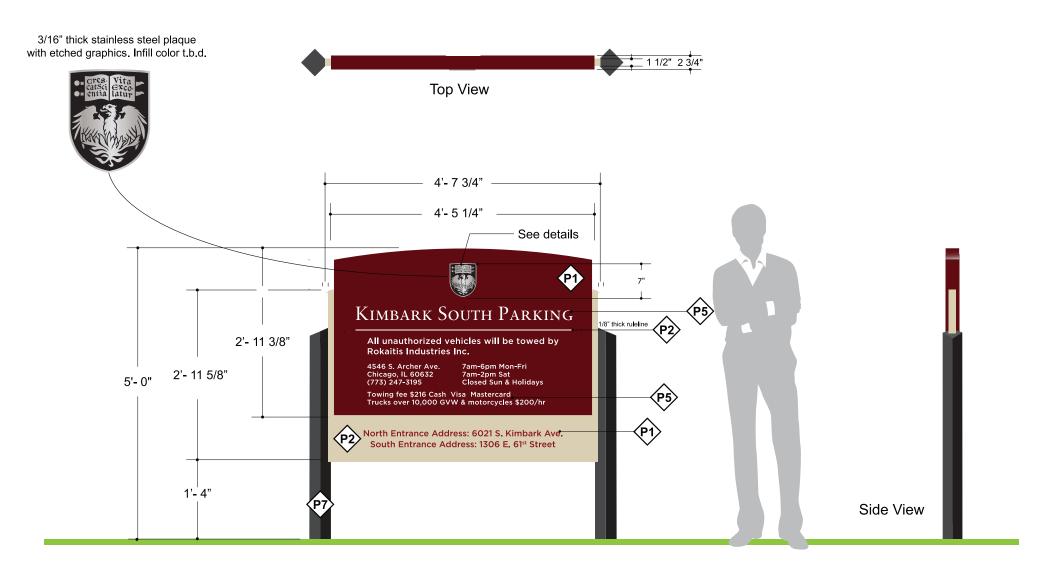
P2
MP04685 R107718
Foie Gras (Satin finish)

P5
MP White (Satin finish)

P7
MP Black (Satin finish)

3M white vinyl

* Verify all copy with final approved message schedule

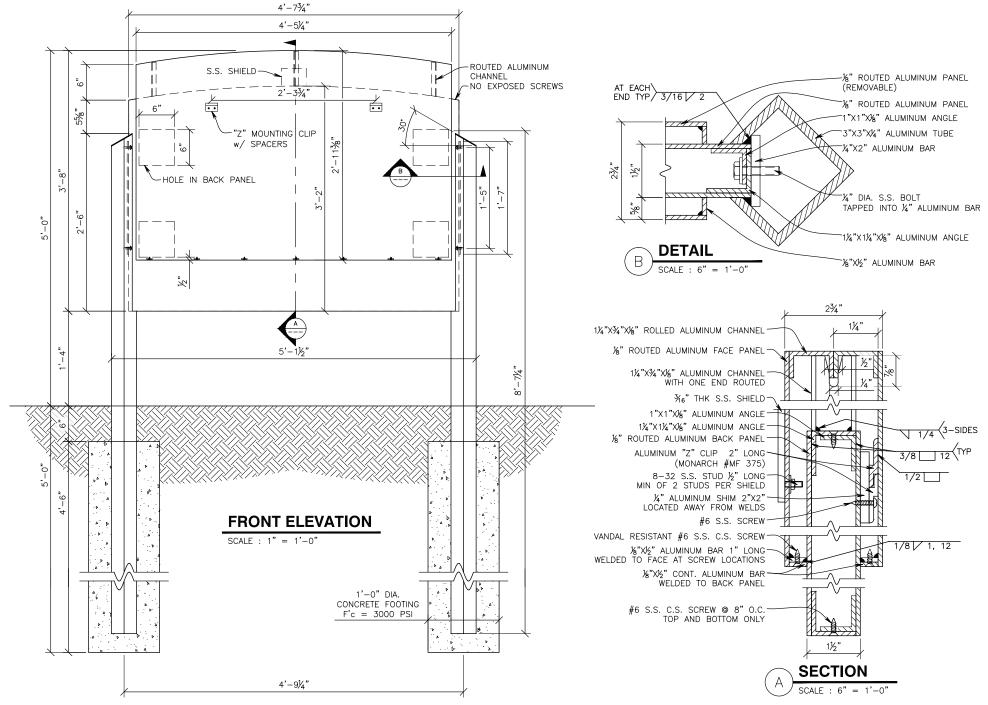




ST15

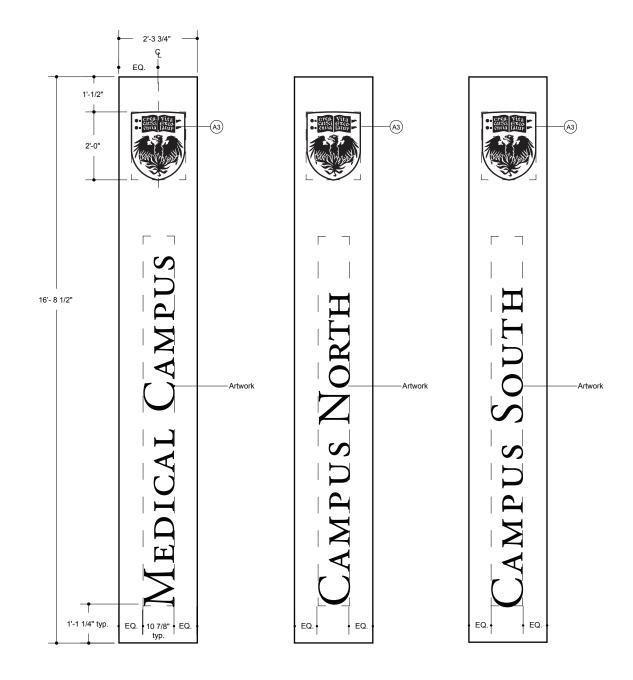
Garage Info ID and Pricing Note: Single-faced. All signs to be oriented

parallel to building unless otherwise specified.





ST16 Garage ID - Flag - Wall Mounted





ST16 Garage ID - Flag - Wall Mounted

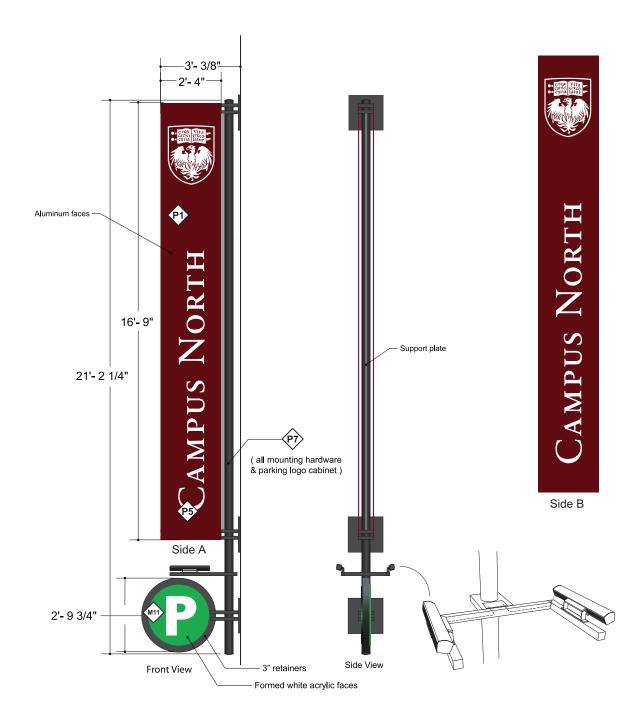
COLORS





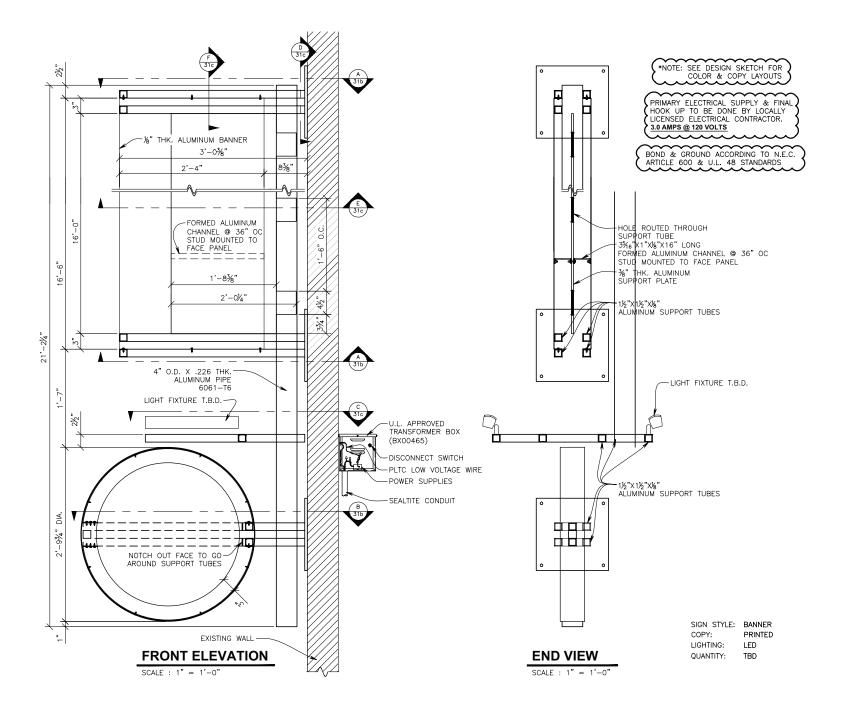




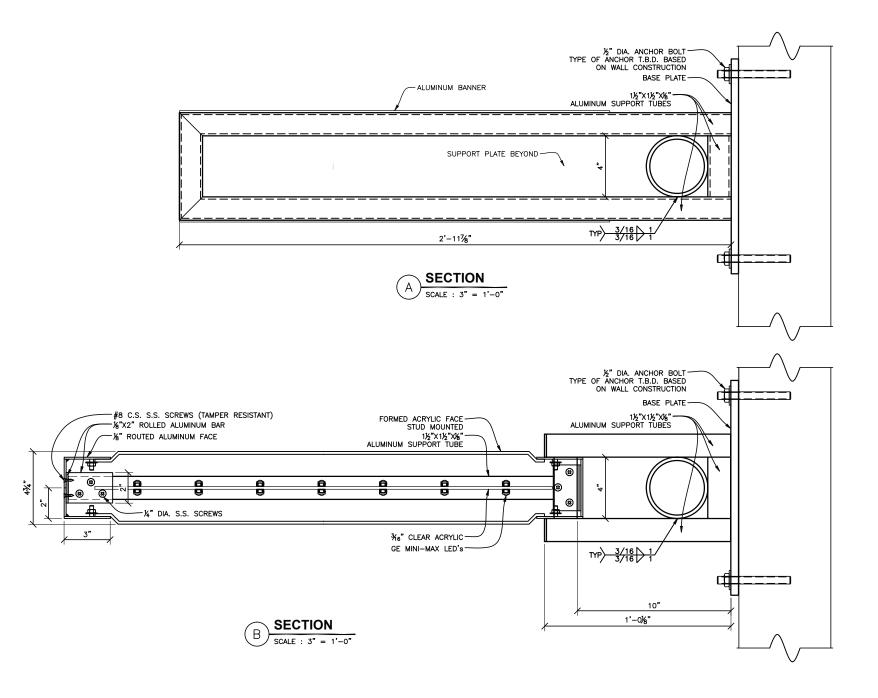




ST16 Garage ID - Flag - Wall Mounted

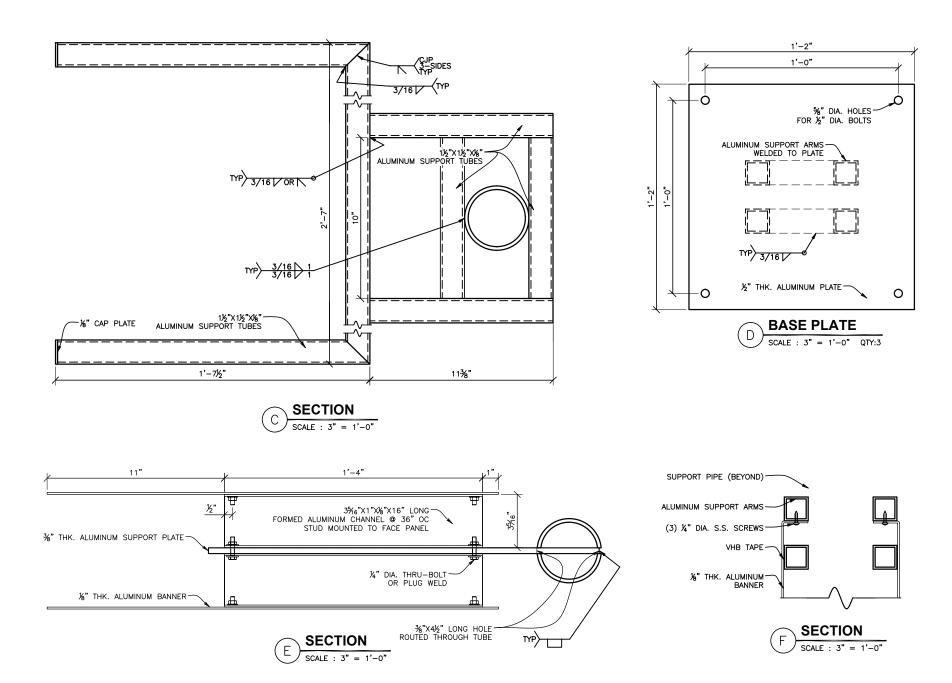


ST16 Garage ID - Flag - Wall Mounted





ST16 Garage ID - Flag - Wall Mounted



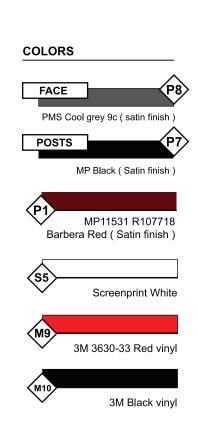


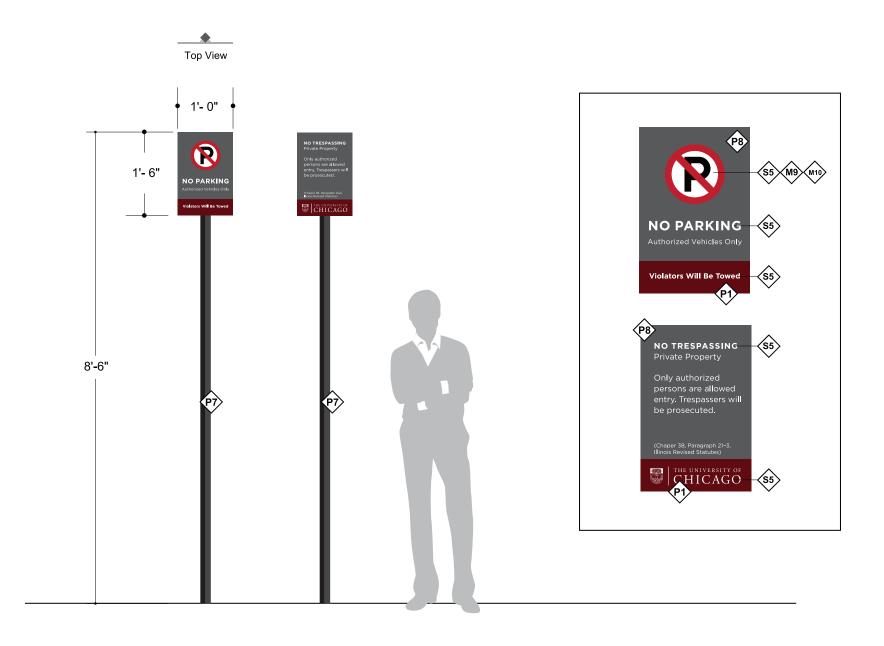
ST17 Information Regulator (A & B) Wall or Poll Mounted





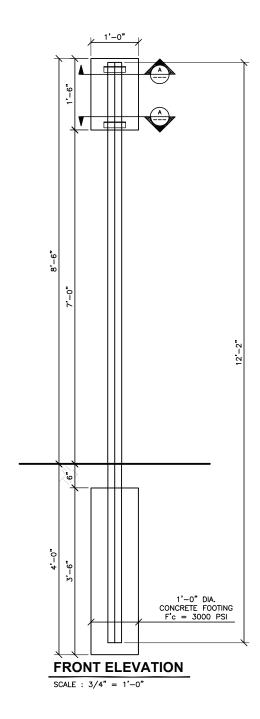
ST17 Information Regulator (A & B) Poll Mounting

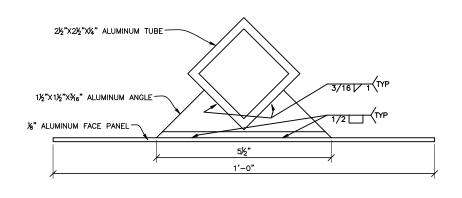






ST17 Information Regulator (A & B) Poll Mounting

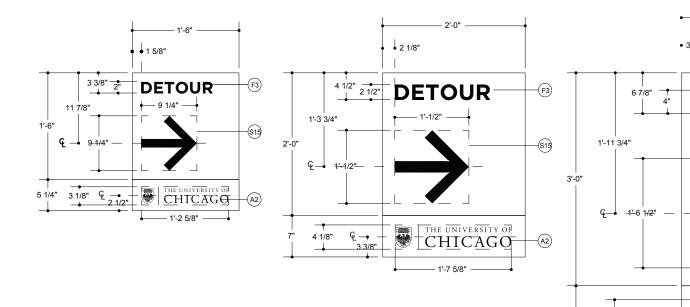


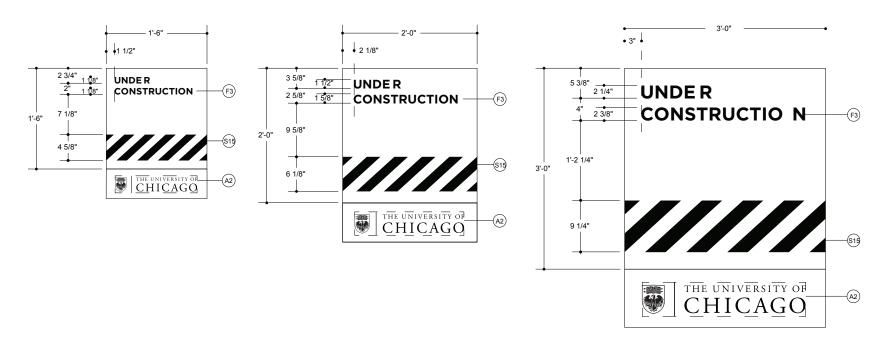






ST18
Information Regulator (A and B)







S15

DETOUR

THE UNIVERSITY OF

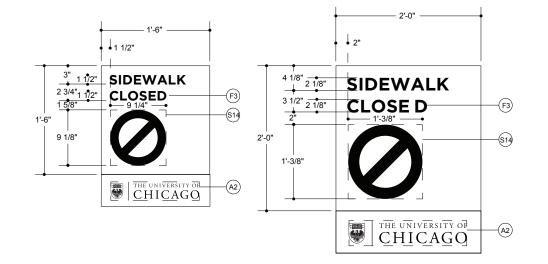
CHICAGO

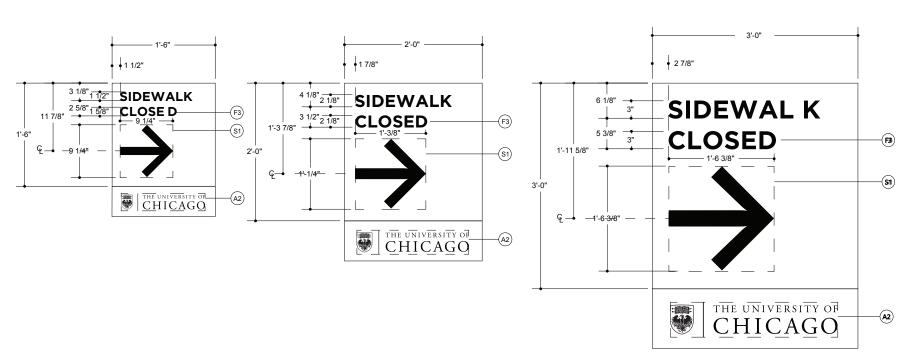
2'-5 3/8"

10 1/2"

6 1/8"

ST18 Information Regulator (C and D)







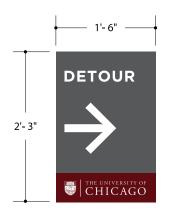
ST18 Information Regulator Wall Mounting (A through D)

COLORS

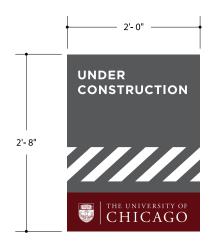








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