INTERIOR SIGNAGE MANUAL
Purpose

The purpose of this document is to provide a set of guiding principles for all interior signage on The University of Chicago campus. The purpose of the Interior Signage Manual (“the Manual”) is to provide wayfinding information to ensure the safety and security of the campus’s students, staff, and visitors, including individuals with disabilities.

The manual includes guidelines for the following interior sign types:

1. Room Name Signage (RN)
2. Restroom Signage (RR)
3. Core Building Signage (CB)
   a. Elevator Signage
   b. Stair Signage
   c. Accessibility Signage
   d. Safety Signage
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 interior signage procedures ensure that:

a. Room numbers are uniquely assigned within a building
b. Signage conventions follow the University’s rules and good wayfinding practices
c. Statutory-compliant signage (federal, state, and city) is designed and installed
d. Changes in room numbering are recorded in the SIMS database and on CAD floor 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:

1. The University/Facilities Services is responsible for the installation and maintenance of statutory and wayfinding signage. This includes entrance, exit, elevator, stairwell signage, identification of restrooms, mechanical rooms and other service room areas, accessibility access and emergency egress 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).

2. Space occupants are responsible for the expense of the replacement and maintenance of signage in program space. This includes office, conference room, classroom, and laboratory room number identification signs, and any program-related informational signs such as building directories or wayfinding signs. All work shall be completed in consultation with Facilities Services/Space Information Manager.
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 common area signage, 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/Space Information Manager, manages the design and installation of signage.
   c. Facilities Services/Space Information Manager is responsible for the assignment or review of assignment of both room numbers and interior signage.
   d. See “Room Number Assignment Policy” for room number assignment procedures.

2. Signage requests should be made to Facilities Services/Space Information Manager.
   a. For new construction 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 in 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. For room number assignment, see “Room Number Assignment Policy” in this Manual
   b. For renovation projects, general procedures include: (1) filling out the Information Planning Summary for Renovation Projects; (2) providing a schematic drawing (electronic, CAD-based) of space requiring signage and/or renumbering.
      i. For larger renovations (full building or whole floors), provide a Signage Program as described for new construction.
      ii. For smaller renovations (partial floor or a few rooms), show the proposed signage changes on the schematic drawing.

3. Facilities Services/Space Information Manager 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/Space Information Manager.
5. Prior to finalization of the signage fabrication/installation plans, Facilities Services/Space Information Manager will review the final signage schedule (by room number inventory showing type of sign and sign message) and prototype sign.

Procedures for Replacing Missing Signage

1. Requests for replacement of missing or damaged signage should be submitted to Facilities Services/Space Information Manager who will carry out an on-site inspection and determine the need, scope, and expense of the replacement signage.
American with Disabilities (ADA) Requirements

All University signage must comply with scoping and technical requirements for accessibility to buildings and facilities by individuals with disabilities under the Americans with Disabilities Act (ADA) of 1990. These scoping and technical requirements are to be applied during the design, construction, and alteration of buildings and facilities covered by Titles II and III of the ADA to the extent required by regulations issued by federal agencies, including the Department of Justice and the Department of Transportation, under the ADA.

* Americans with Disabilities Act (ADA) Accessibility Guidelines (AG) for Buildings and Facilities, Appendix A, Part 1191 has been used as the governing reference for the Manual. Signage required to be accessible by 4.1 shall comply with the applicable provisions of 4.30.

For technical assistance and to obtain a copy of the ADA AG:

U.S. Architectural and Transportation Barriers Compliance Board (Access Board)
1331 F Street, N.W., Suite 1000
Washington, D.C. 20004-1111
Tel: (800) 872-2253
TTY: (800) 993-2822
Fax: (202) 272-0081
ta@access-board.gov
http://www.access-board.gov/
Text, Braille, Pictograms, and Color

1. Character Proportion
   a. Letters and numbers on signs shall have a width-to-height ratio between 3:5 and 1:1 and a stroke-width-to-height ratio between 1:5 and 1:10.

2. Raised and Brailed Characters and Pictorial Symbol Signs (Pictograms)
   a. Letters and numerals shall be raised 1/32 in (0.8 mm) minimum, uppercase, Gotham Medium type and shall be accompanied by grade 2 Braille.
   b. Raised characters shall be at least 5/8 in (16 mm) high, but no higher than 2 in (50 mm).
   c. Pictograms shall be accompanied by the equivalent verbal description placed directly below the pictogram; the border dimension of the pictogram shall be 6 in (152 mm) minimum in height.

3. Color
   a. All signage background shall be Lead Grey (MP 18145).
   b. All type shall be white.
   c. Exceptions:
      i. "Fire Extinguisher" sign background shall be Red (PMS 485 C).
      ii. "Emergency Eyewash/Shower" sign background shall be Green (PMS 7482 C).
Families of Interior Sign Types

1. **Room Name Signage** Signs that designate permanent rooms and spaces shall comply with 4.30.1, 4.30.4, 4.30.5, and 4.30.6.*

2. **Restroom Signage** When existing restroom facilities are being altered and are not made accessible, signage complying with 4.30.1, 4.30.2, 4.30.3, 4.30.5, and 4.30.7* shall be provided, indicating the location of the nearest accessible toilet or bathing facility within the facility.

3. **Core Building Signage**
   a. **Elevator Signage**
      i. Every elevator car in every building must be permanently marked to correspond with the building car position indicator.
      ii. The car position indicator shall consist of numbers, letters or a combination thereof that identifies the position of each elevator car by its shaft in the building relative to the other elevator banks, one located on the east side of the building and one located on the west side; if each elevator bank consists of four elevators, then car position indicators for that building could consist of “1E”, “2E”, “3E”, and “4E” for east side elevators, and “1W”, “2W”, “3W”, and “4W” for west side elevators.
      iii. All elevator hoistway entrances shall have raised and Braille floor designations provided on both jambs; this signage is to be provided by the elevator contractor.
   b. **Stairwell Signage**
      i. Stairwell entrances must be permanently marked to correspond with the stairwell identification.
      ii. The identifications shall consist of a combination of letters and numbers that identify the position of the stairwell in the building relative to the other stairwells. If, for instance, a building has two stairways, one on the north and one on the south side of the building, then the identifications could be marked “N1”, “N2”, “N3”, and “N4” for the north stairwell, and “S1”, “S2”, “S3”, and “S4” for south stairwell, floors one through four respectively.
      iii. Stairwell entrances must be permanently marked to display re-entry location information on the occupancy side (the side where the stairs themselves are located).
   c. **Accessibility Signage**
i. Facilities and elements that are required to be identified as accessible by 4.1 shall use the international symbol of accessibility.

ii. Inaccessible entrances shall have directional signage to indicate the route to the nearest accessible entrance.
Mounting Guidelines

Americans with Disabilities Act (ADA) Accessibility Guidelines (AG) for Buildings and Facilities, Appendix A, Part 1191 has been used as the governing reference for the Manual. For technical assistance and to obtain a copy of the ADA AG:

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Fax: (202) 272-0081
ta@access-board.gov
http://www.access-board.gov/

1. **Unobstructed.** Where permanent identification is provided for rooms and spaces, signs shall be installed on the wall adjacent to the latch side of the door, or the call button side of elevator door.

2. **Obstructed.** Where there is no wall space adjacent to the latch side of the door, including at double leaf doors, signs shall be placed on the nearest adjacent wall.

3. **Side light.** Where there is a sidelight adjacent to the latch side of the door, signs shall be placed on the sidelight, 2 in from latch side of the sidelight frame, and a vinyl backer shall be applied to the glass surface.

4. **Mounting Height.** Mounting height shall be 60 in (1525 mm) above the finished floor to the centerline of the sign. Mounting location for such signage shall be fixed so that a person may approach within 3 in (76 mm) of signage without encountering protruding objects or standing within the swing of a door.

5. **Overhead Signage.** Mounting height for all overhead or cantilevered signage shall be 80 in above the finished floor to the bottom of the sign.
Unobstructed. Where permanent identification is provided for rooms and spaces, signs shall be installed on the wall adjacent to the latch side of the door, or call button side of elevator door.

Obstructed. Where there is no wall space to the latch side of the door, including at double leaf doors, signs shall be placed on the nearest adjacent wall.

Side light. Where there is side light to the latch side of the door, signs shall be placed on the side light, 2" from latch side of side light frame, a vinyl backer shall be applied on facing surface of glass.

Mounting Height. Mounting height shall be 60" (1525 mm) above the finish floor to the centerline of the sign. Mounting location for such signage shall be so that a person may approach within 3" (76 mm) of signage without encountering protruding objects or standing within the swing of a door.

Overhead Signage. Mounting height for all overhead or cantilevered signage shall be 80" above finished floor to the bottom of the sign.
700

Signage Diagrams

RN01
Room Number
Scale 6"=1'0"
RN02
Room Number with Single Card Pocket
Scale 6" = 1'0"

- 1/32" VHB Tape
- 1/32" Raised ADA Copy
  Silk Screened
- 1/8" Photopolymer with
  Painted Faces and Returns
- Grade 2 Braille Photopolymer
  with Painted Faces and Returns
  Paint to Match Sign
- 1/16" Acrylic Spacer with
  Painted Faces and Returns
- 1/8" Acrylic Window Panel with
  Painted Faces and Returns
- 1/16" Acrylic Background with
  Painted Faces and Returns
RR01
Restroom Men
Scale 6" = 1'0"

- 1/32" VHB Tape
- 1/32" Raised ADA Pictogram Silk Screened
- 1/8" Photopolymer with Painted Faces and Returns
- 1/32" Raised ADA Copy Silk Screened
- Grade 2 Braille Photopolymer with Painted Faces and Returns Paint to Match Sign

Dimensions:
- 8" x 6"
- Men's figure size: 3-3/4" x 8"
RR03
Restroom Women
Scale 6" = 1'0"
1N

ELEVATOR 1 NORTH

ELEVATOR 1 NORTH
N 1
STAIR N
EXIT AT GROUND LEVEL ONLY

FLOOR 1
EXIT AT GROUND LEVEL ONLY

THE UNIVERSITY OF CHICAGO
Facilities Services

CB03
Core Building – Stairwell
Scale 6"=1'0"
AREA OF RESCUE ASSISTANCE

Grade 2 Braille Photopolymer with Painted Faces and Returns
Paint to Match Sign

1/32" VHB Tape

1/32" Raised ADA Copy Silk Screened

1/8" Photopolymer with Painted Faces and Returns

1/32" Raised ADA Copy Silk Screened

1/32" Raised ADA Copy Silk Screened

1/32" Raised ADA Copy Silk Screened

Grade 2 Braille Photopolymer with Painted Faces and Returns Paint to Match Sign

THE UNIVERSITY OF CHICAGO
Facilities Services

Core Building – Area of Rescue Assistance
Scale 6"=1'0"
ASSISTIVE LISTENING DEVICES AVAILABLE

1/32" VHB Tape
1/32" Raised ADA Pictogram Silk Screened
1/8" Photopolymer with Painted Faces and Returns
1/32" Raised ADA Copy Silk Screened
1/32" Raised ADA Copy Silk Screened
1/32" Raised ADA Copy Silk Screened
1/32" Raised ADA Copy Silk Screened
Grade 2 Braille Photopolymer with Painted Faces and Returns Paint to Match Sign

Scale 6"=1'0"
CB06
Core Building – Fire Extinguisher
Scale 6" = 1'0"

FIRE EXTINGUISHER

1st surface
Matte White Vinyl

1/8" Anchor Acrylic Panel
Painted Red

1st surface
Matte White Vinyl

Retention Bolt

Anodized Aluminum Frame

Anchor Bracket Detail
(Not To Scale)
EMERGENCY EYEWASH/SHOWER

Dimensions:
- 1/2" x 1/2" x 3/4" x 3/8" x 5-1/4" x 1/8" Anchor
- 8-1/2" x 8-1/2" x 1/8" Anchor Acrylic Panel
- 2-1/4" x 3/4" x 3/4" x 1/8" Anchor Acrylic Panel

Materials:
- 1st surface Matte White Vinyl
- 1/8" Anchor Acrylic Panel painted to match Safety Green
- Anodized Aluminum Frame
- Retention Bolt

Anchor Bracket (See Detail)

Scale 6" = 1'0"