

INTERIOR SIGNAGE MANUAL

Updated July 2022



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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
 - e. Means of Egress Signage

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 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 Campus Planning + Sustainability.

Procedures for Replacing Missing Signage

1. Requests for replacement of missing or damaged signage should be submitted to Facilities Services Campus Planning + Sustainability 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 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 Campus Planning + Sustainability, manages the design and installation of signage.
 - c. Facilities Services Campus Planning + Sustainability 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 Campus Planning + Sustainability.
 - 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 Campus Planning + Sustainability 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 + Sustainability.
5. Prior to finalization of the signage fabrication/installation plans, Facilities Services Campus Planning + Sustainability will review the final signage schedule (by room number inventory showing type of sign and sign message) and prototype sign.

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, Braille, and Symbols

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

abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890

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.

Text, Braille, and Symbols

Braille

Text on tactile signs must be accompanied by Grade 2 Braille. Grade 2 is not a “letter for letter” translation of the text; it contains 265 contractions, single characters used to represent whole words or groups of letters. Accurate translation software is a must.

Uppercase Letters

The indication of an uppercase letter or letters shall only be used before the first word of sentences, proper nouns and names, individual letters of the alphabet, initials, or acronyms.

Dimensions

Braille dots shall have a domed or rounded shape and shall comply with the table to the right.

Position

Braille shall be below the corresponding text. If text is multilined, braille shall be placed below entire text. Braille shall be separated 3/8 inch (9.5 mm) minimum from any other raised characters and 3/8 inch (9.5 mm) minimum from raised borders and decorative elements. Braille provided on elevator car controls shall be separated 3/16 inch (4.8 mm) minimum either directly below or adjacent to the corresponding raised characters or symbols.

Mounting Height

Braille shall be 48 inches (1220 mm) minimum and 60 inches (1525 mm) maximum above the floor, measured to the baseline of the braille cells.

*This is for general information only, and compliance with all applicable codes, regulations, and standards is required to be followed by the Project Manager, Design Team, and/or Consultant.

For Example:

women

Correct: Grade 2, contracted

Incorrect: Grade 1, “letter for letter”

Double caps sign capitalizes whole word

Single caps sign capitalizes first letter only

105A

Correct Translation

letter sign

capital sign

letter “a”

Capitalization: Braille is required to be lowercase with the exception of proper nouns and names, individual letters of the alphabet, initials, acronyms, or before the first word of sentences.

Braille Dot Sizing and Spacing:

These are the standard dimensions for Braille from ANSI A117.1 and 2010 ADA Standards. All measurements are in inches.

Measurement	
Dot Height	0.025 to 0.037
Dot Diameter	0.059 to 0.063
Spacing between dots	0.090 to 0.100
Vertical Cell Spacing	0.395 to 0.400
Horizontal Cell Spacing	0.241 to 0.300
Dot Shape	Domed or rounded

IMPORTANT: Check your state laws regarding Braille. Some states, such as California, have their own requirements, which are more strict than these standards.

Text, Braille, and Symbols

Symbols

Entrances

The International Symbol of Accessibility must be displayed at accessible entrances if all entrances are not accessible. Directional signs must follow visual character guidelines and be provided at inaccessible entrances to provide navigation to accessible entrances.

Restrooms and Bathing Facilities

The International Symbol of Accessibility must be displayed at accessible restrooms and bathing facilities if all restrooms and bathing facilities are not accessible. Directional signs must be provided at the inaccessible locations, and these signs must include the International Symbol of Accessibility and follow visual character guidelines.

Assembly Areas

The International Symbol of Access for Hearing Loss must be displayed where assistive listening systems are required, informing patrons of the availability of the assistive listening system. In addition, assistive listening signs must comply with code required visual character guidelines.

Means of Egress

“Means of Egress” refers to the ability to exit a structure, and is broken into three parts: the path of travel to an exit, the exit itself, and the areas of refuge. Exit doors require signs that comply with tactile and visual character requirements, while area of refuge and directional signs must comply with visual character requirements.

TTYs (Text Telephones)

Public TTYs must be identified by the International Symbol of TTY. Directional signs indicating the location of the nearest public TTY must be provided at all banks of public pay telephones not containing a public TTY. In addition, where signs provide direction to public pay telephones, they must also provide direction to public TTYs. Directional signs must comply with visual

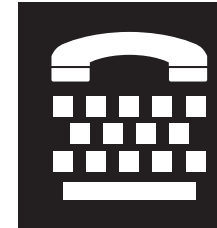
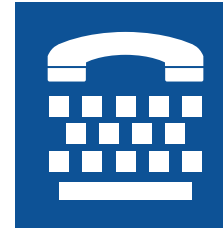
International Symbol of Accessibility

Accessibility symbols shall comply with the code compliant figures.



International Symbol of TTY

TTY symbols shall comply with the code compliant figure.



Assisted Listening Systems

Assistive listening systems shall be identified by the International Symbol of Access for Hearing Loss figure.



Volume-Controlled Telephones

Telephones with volume controls shall be identified by a pictogram of a telephone handset with radiating sound waves on a square field complying with code regulation.



Families of Interior Sign Types

Room Name Signage

Signs that designate permanent rooms and spaces shall comply with all applicable requirements for accessible signs.

Restroom Signage

When existing restroom facilities are being altered and are not made accessible, signage shall be provided, indicating the location of the nearest accessible toilet or bathing facility within the facility.

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 shall use the International Symbol of Accessibility.
- ii. Inaccessible entrances shall have directional signage to indicate the route to the nearest accessible entrance.

d. Means of Egress Signage

- i. Accessible signage is required at exit doors, areas of refuge, and to provide directions to accessible means of egress.

Mounting Guidelines

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.

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.

Sidelight

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.

Mounting Height

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. The top edge of the tactile sign shall typically be mounted 60 inches above the floor, unless special conditions exist.

Overhead Signage

Mounting height for all overhead or cantilevered signage shall be 80 inches minimum above the finished floor to the bottom of the sign.

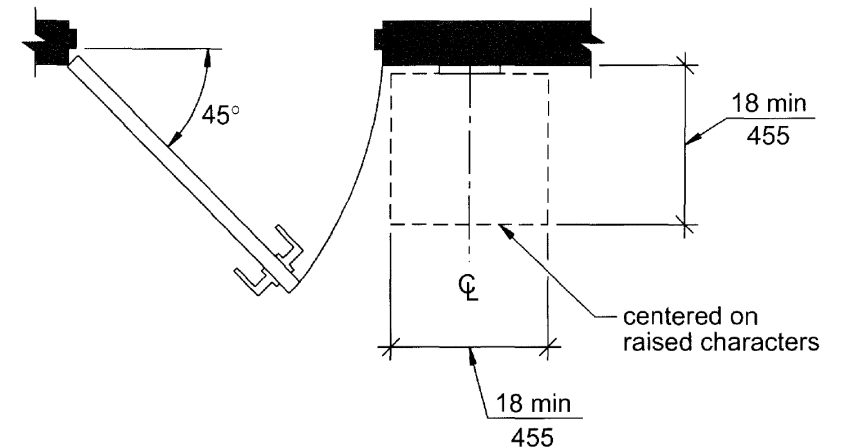
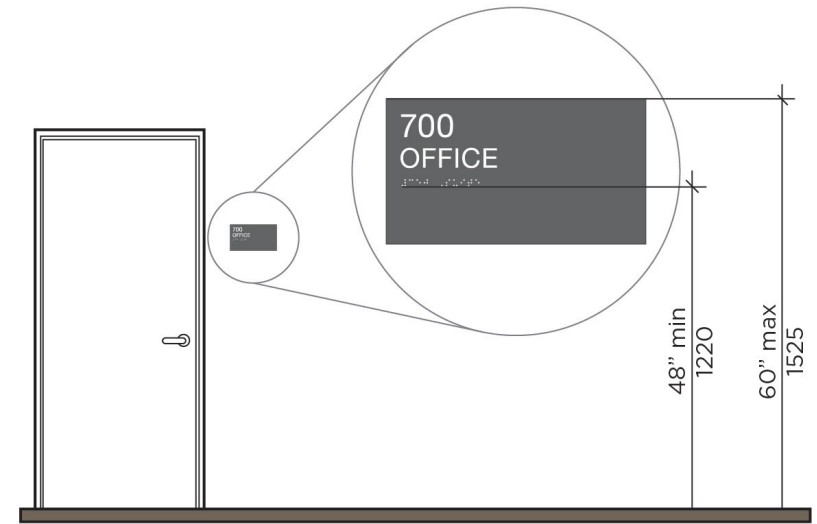
Tactile Characters Mounting Height

Tactile characters shall be 48 inches (1220 mm) minimum above the floor, measured to the baseline of the lowest tactile character, and 60 inches (1525mm) maximum above the floor, measured to the baseline of the highest tactile character.

Location

Where a sign containing raised characters and braille is provided at a door, the sign shall be alongside the door at the latch side. Where a sign containing raised characters and braille is provided at double doors with one active leaf, the sign shall be located on the inactive leaf. Where a sign containing raised characters and braille is provided at double doors with two active leaves, the sign shall be to the right of the right-hand door.

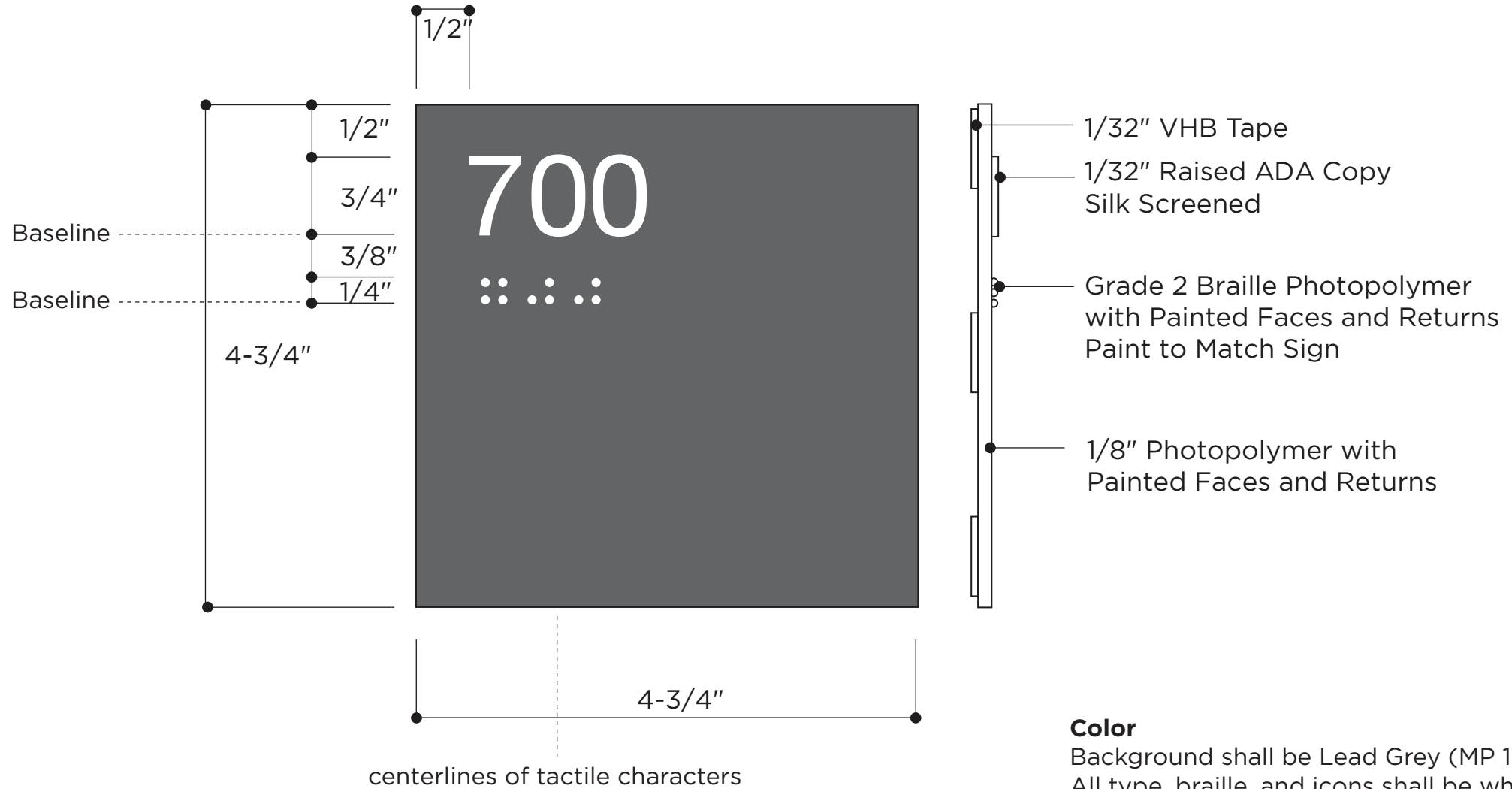
Where there is no wall space on the latch side of a single door, or to the right side of double doors, signs shall be on the nearest adjacent wall. Signs containing raised characters and braille shall be located so that a clear floor area 18 inches (455 mm) minimum by 18 inches (455 mm) minimum, centered on the raised characters is provided beyond the arc of any door swing between the closed position and 45 degree open position.



Signage Diagrams

RN01

Room Number



Color

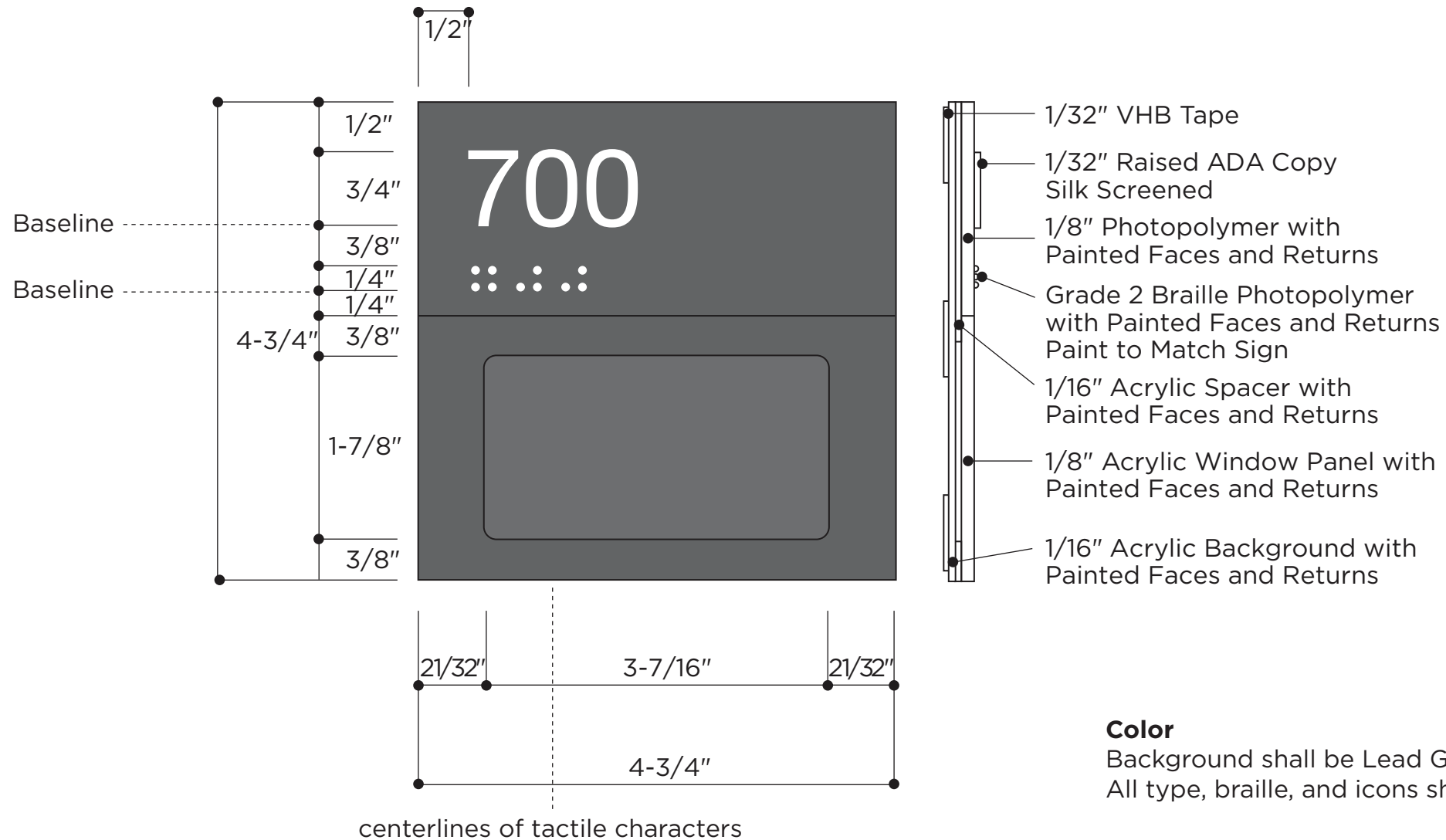
Background shall be Lead Grey (MP 18145)

All type, braille, and icons shall be white.

Signage Diagrams

RN02

Room Number with Single Card Pocket

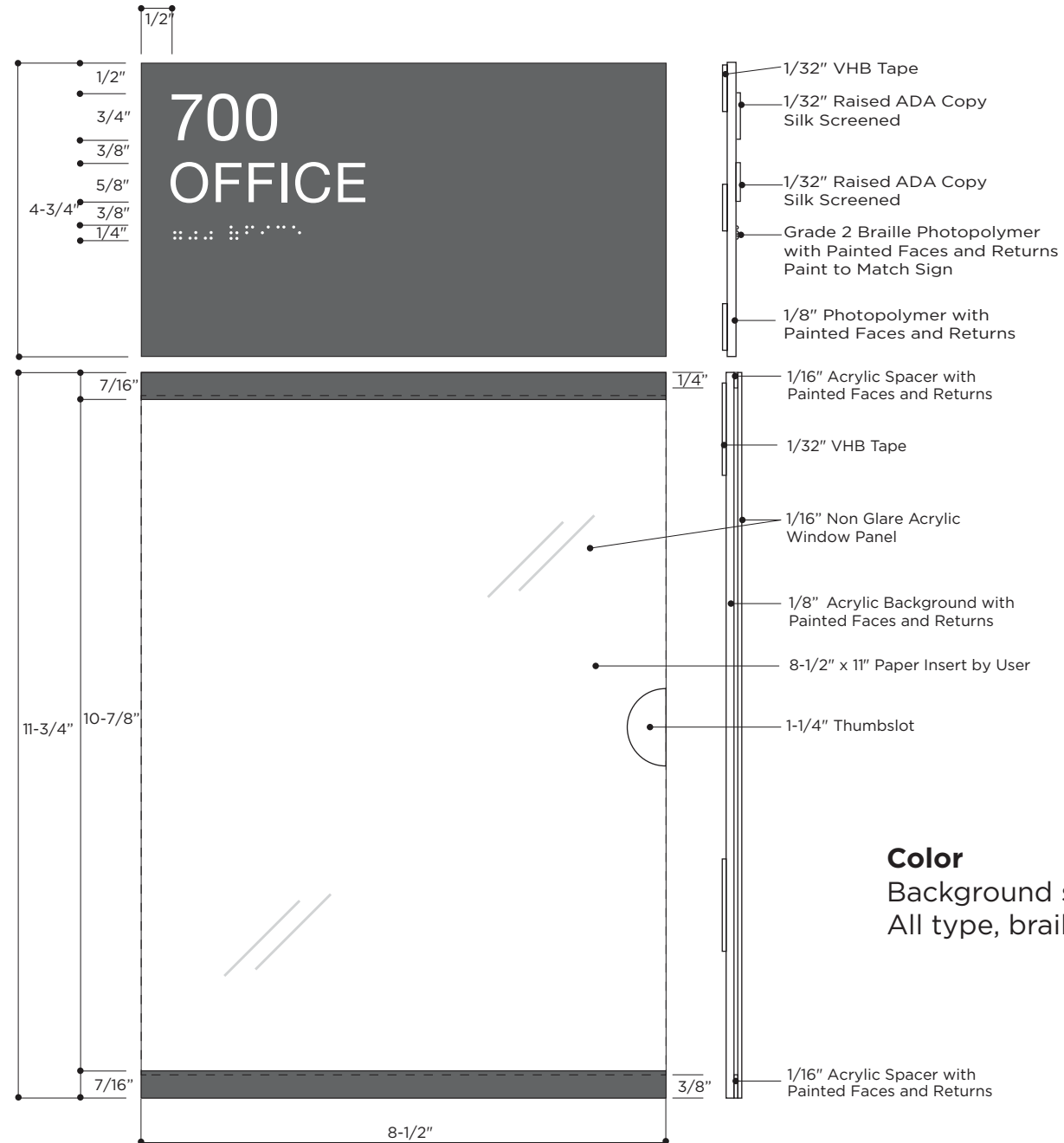


Color
 Background shall be Lead Grey (MP 18145)
 All type, braille, and icons shall be white.

Signage Diagrams

RN04

Room Number with Letter Pocket



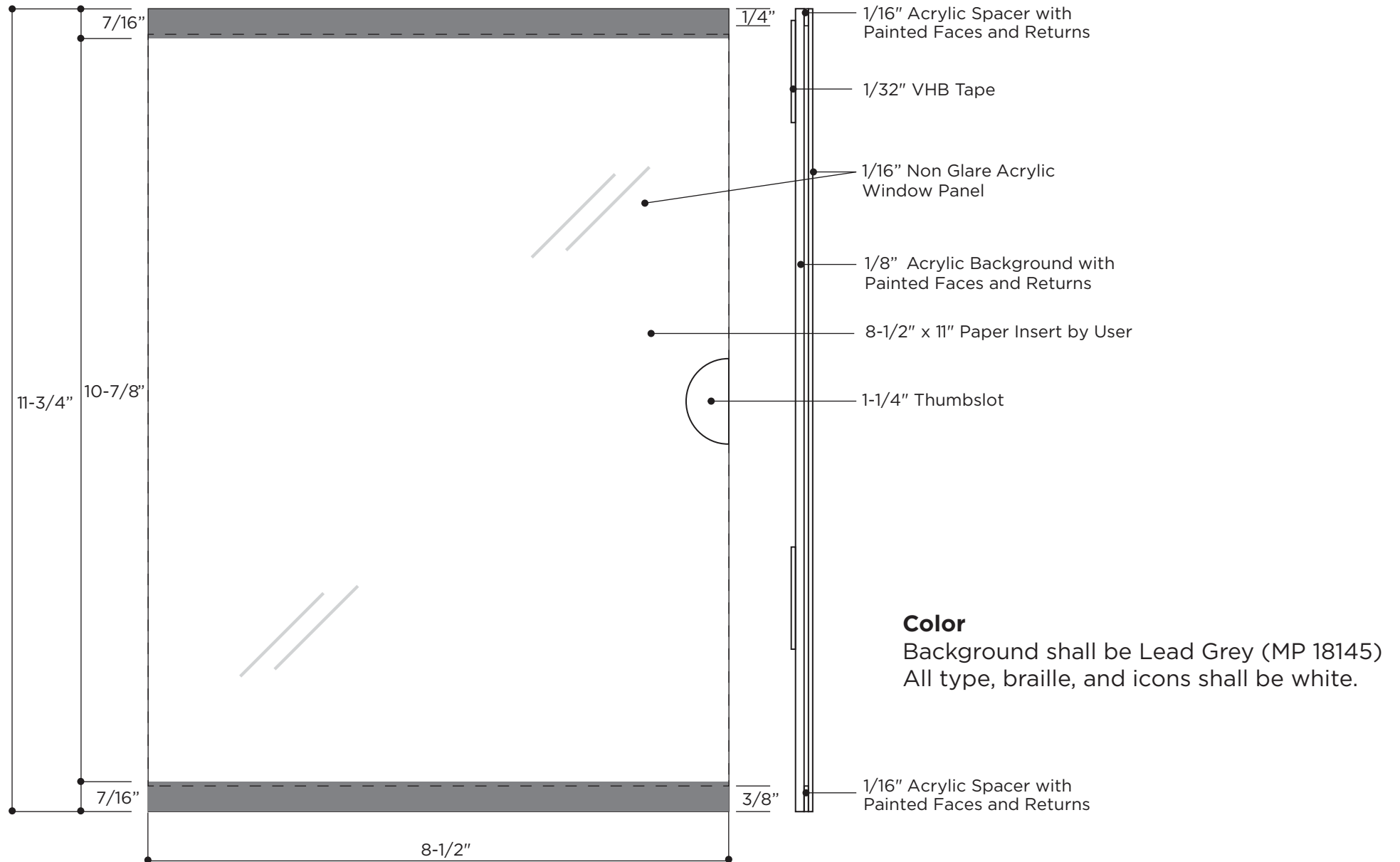
Color

Background shall be Lead Grey (MP 18145)

All type, braille, and icons shall be white.

Signage Diagrams

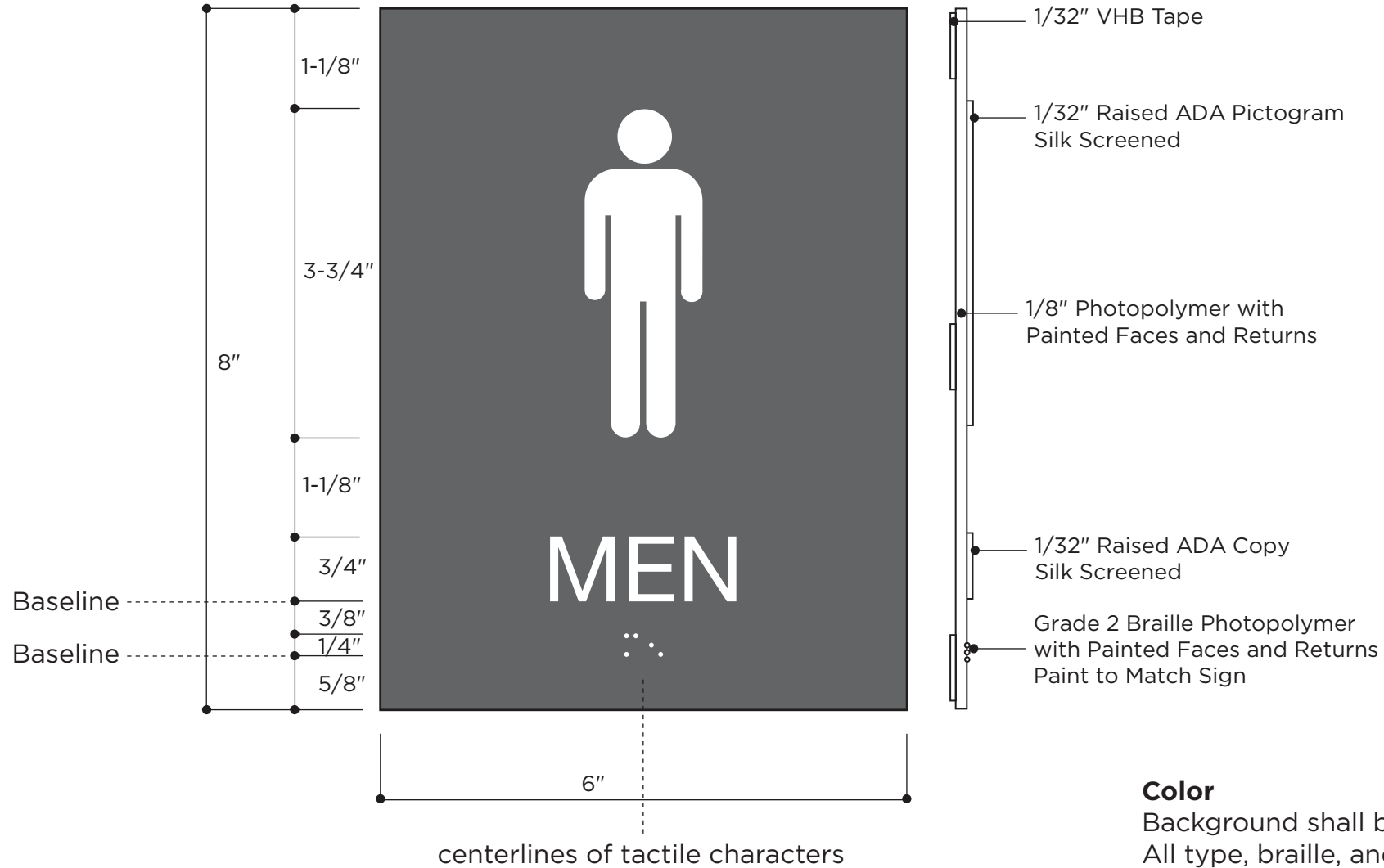
RN05 Letter Pocket



Signage Diagrams

RR01

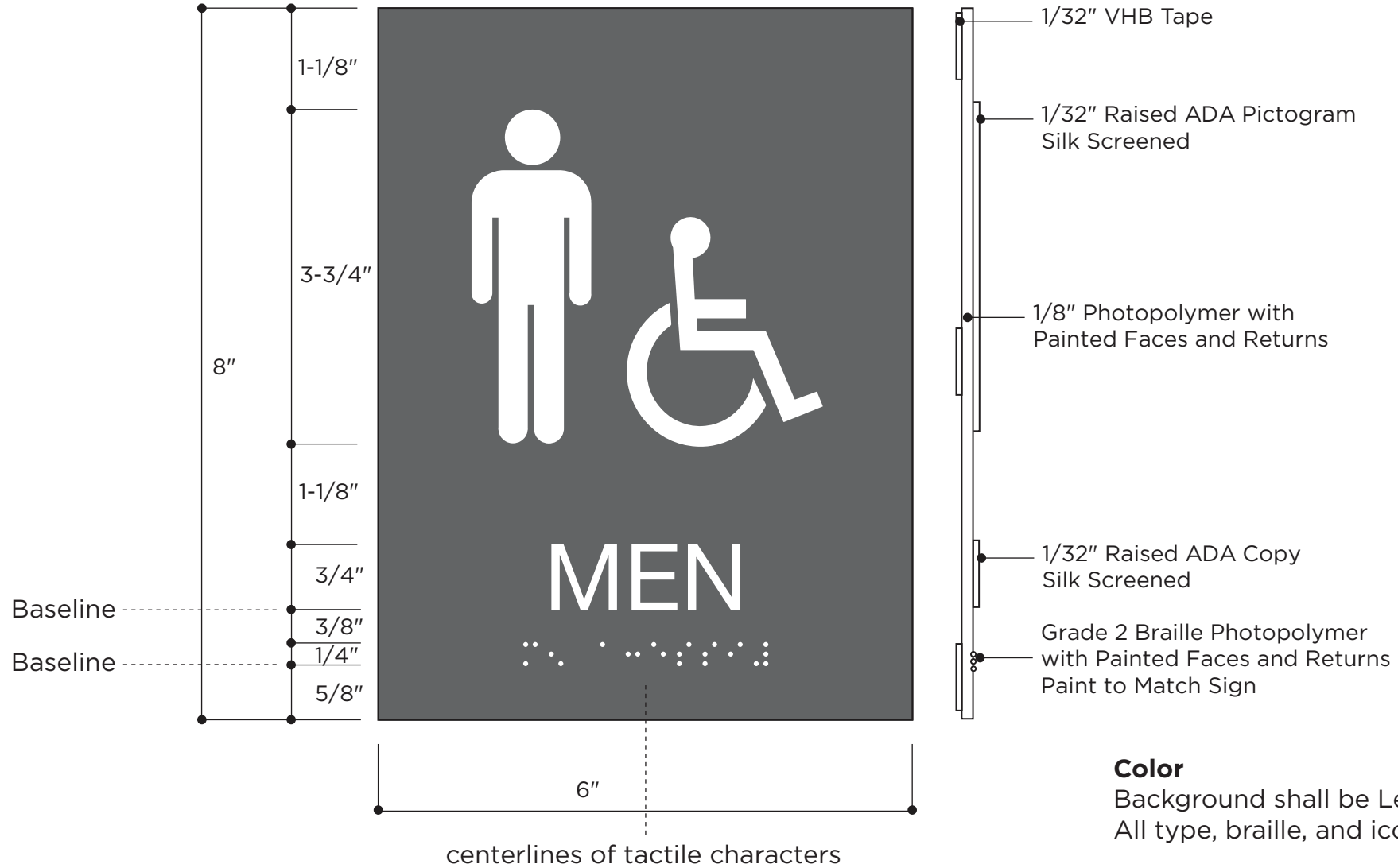
Restroom Men



Signage Diagrams

RR02

Restroom Men Accessible



Color

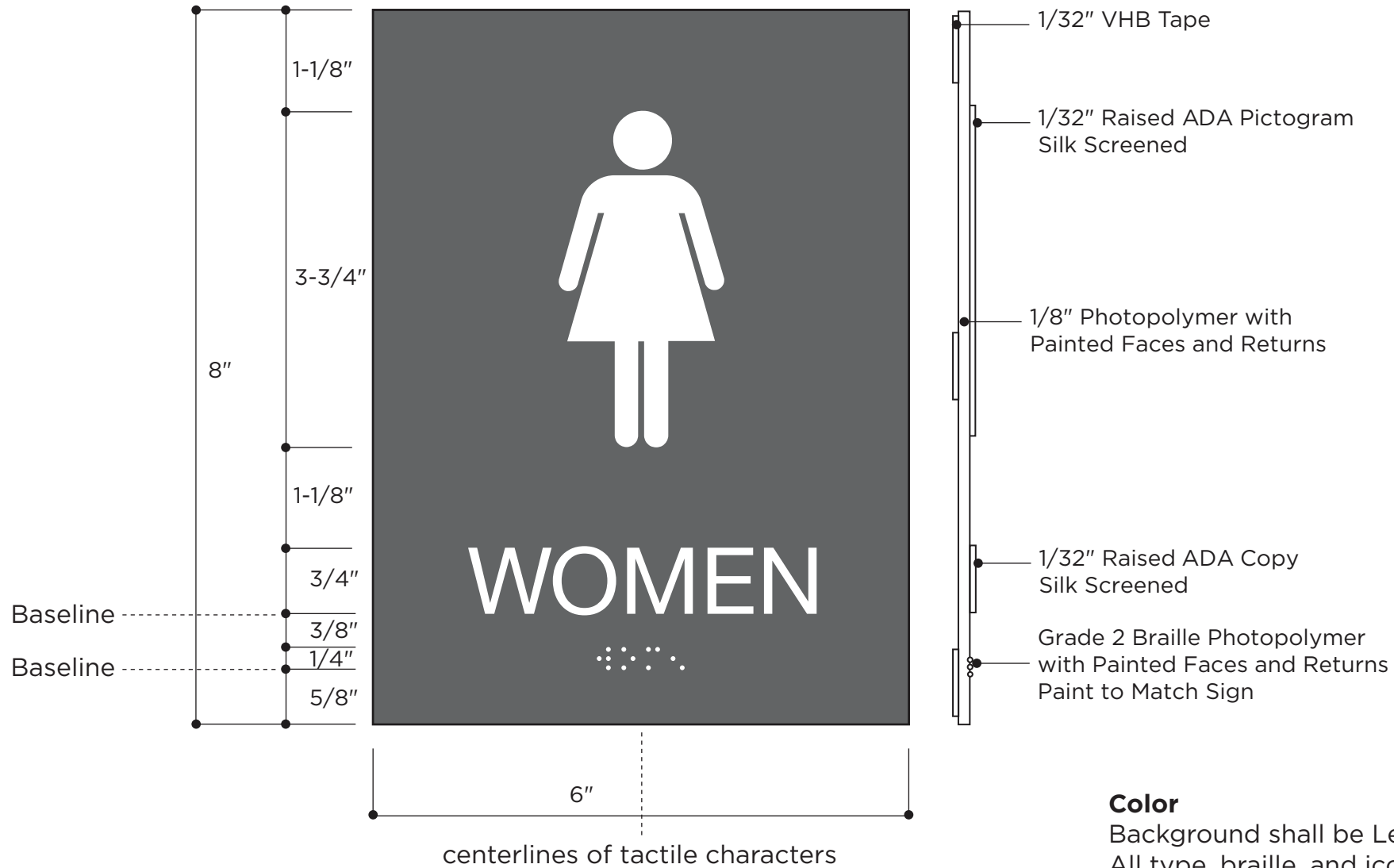
Background shall be Lead Grey (MP 18145)

All type, braille, and icons shall be white.

Signage Diagrams

RR03

Restroom Women



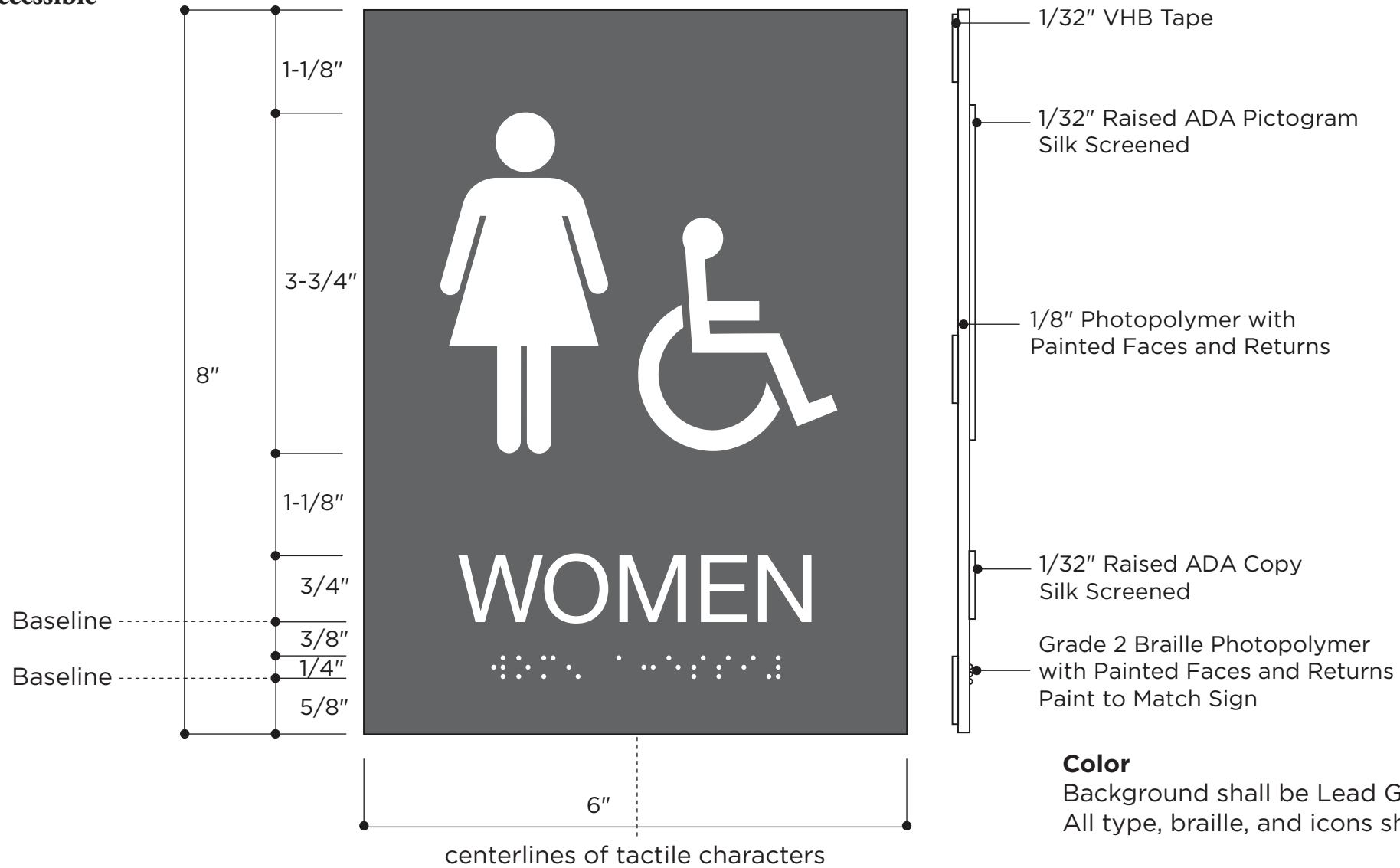
Color

Background shall be Lead Grey (MP 18145)
All type, braille, and icons shall be white.

Signage Diagrams

RR04

Restroom Women Accessible



Color

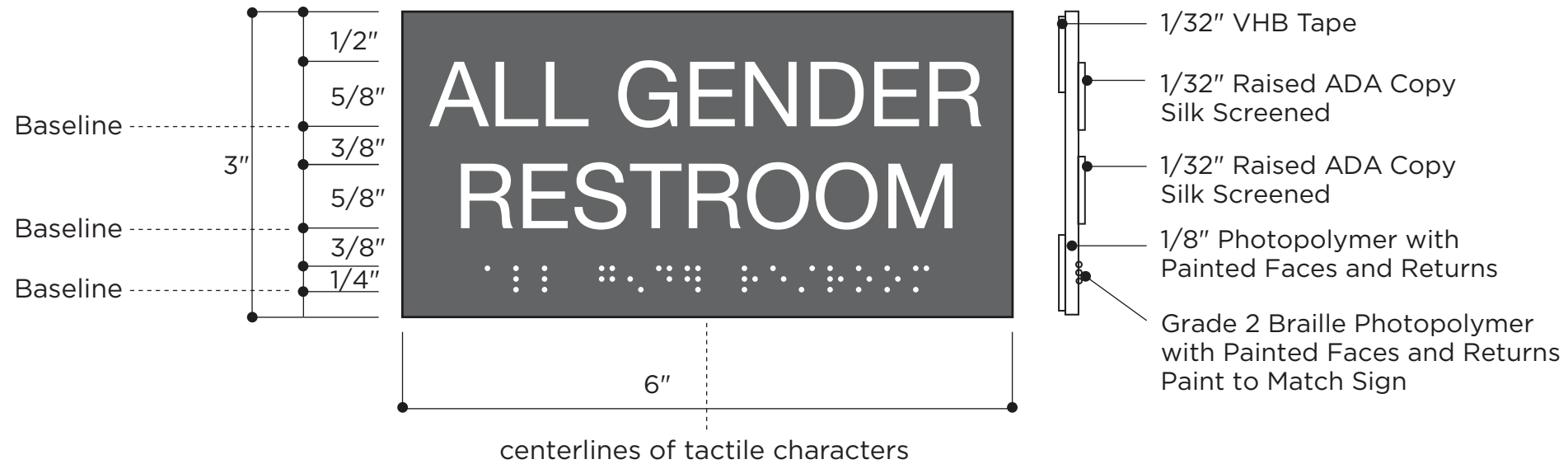
Background shall be Lead Grey (MP 18145)

All type, braille, and icons shall be white.

Signage Diagrams

RR05

All Gender Restroom



Color

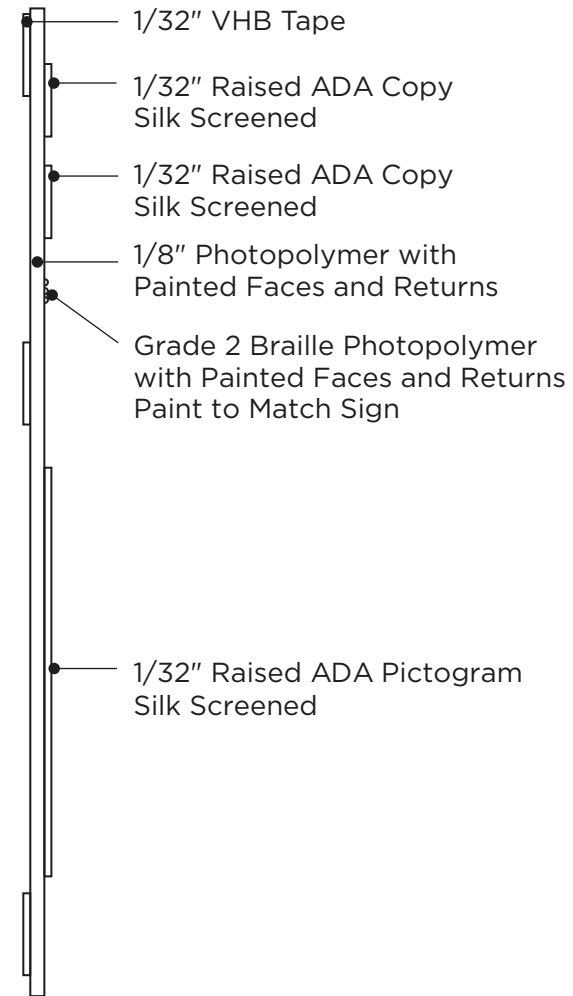
Background shall be Lead Grey (MP 18145)

All type, braille, and icons shall be white.

Signage Diagrams

RR06

All Gender Restroom Accessible



Color

Background shall be Lead Grey (MP 18145)
All type, braille, and icons shall be white.

Signage Diagrams

RR07

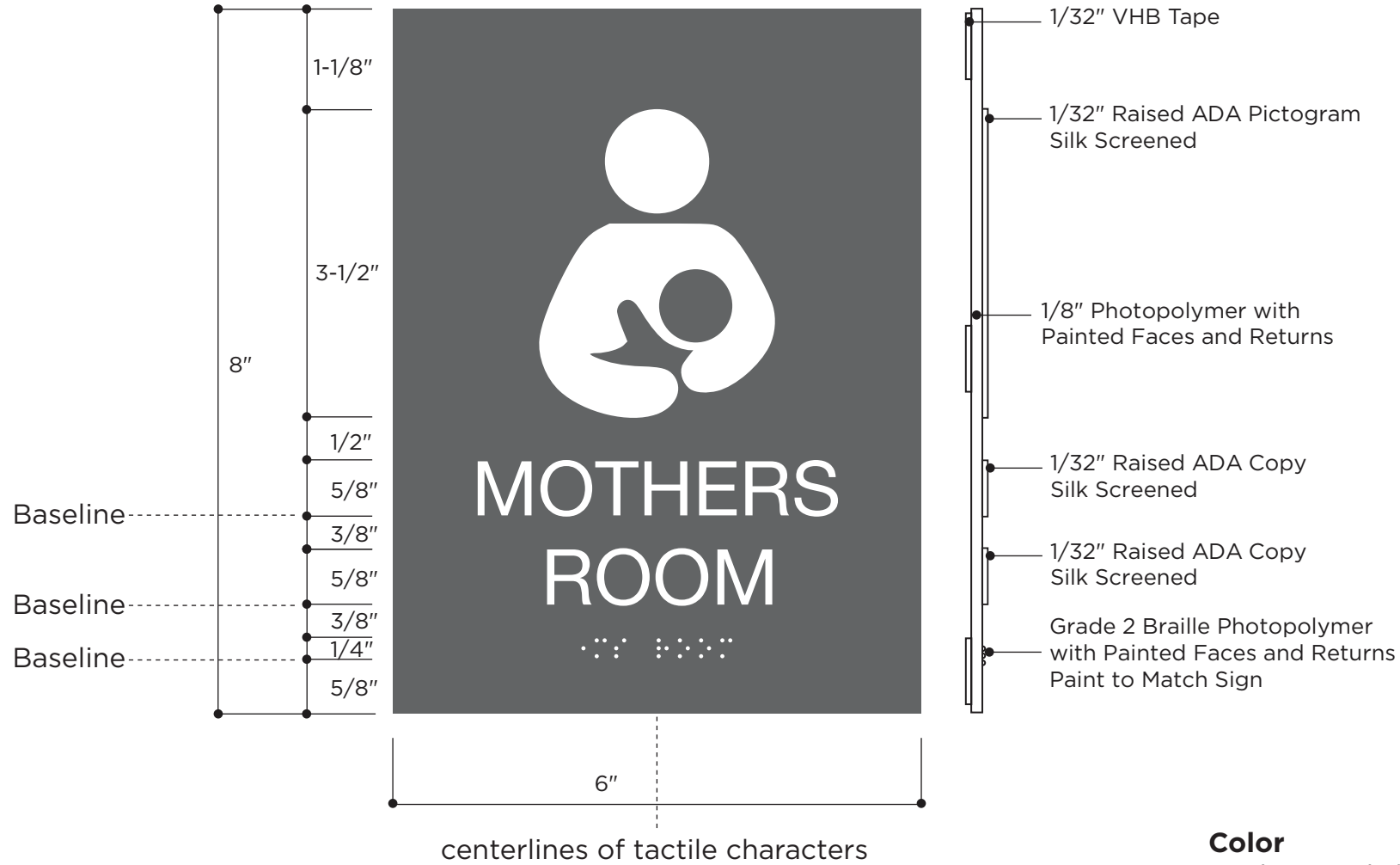
All Gender Restroom Nearest Accessible



Signage Diagrams

RR08

Mother's Room



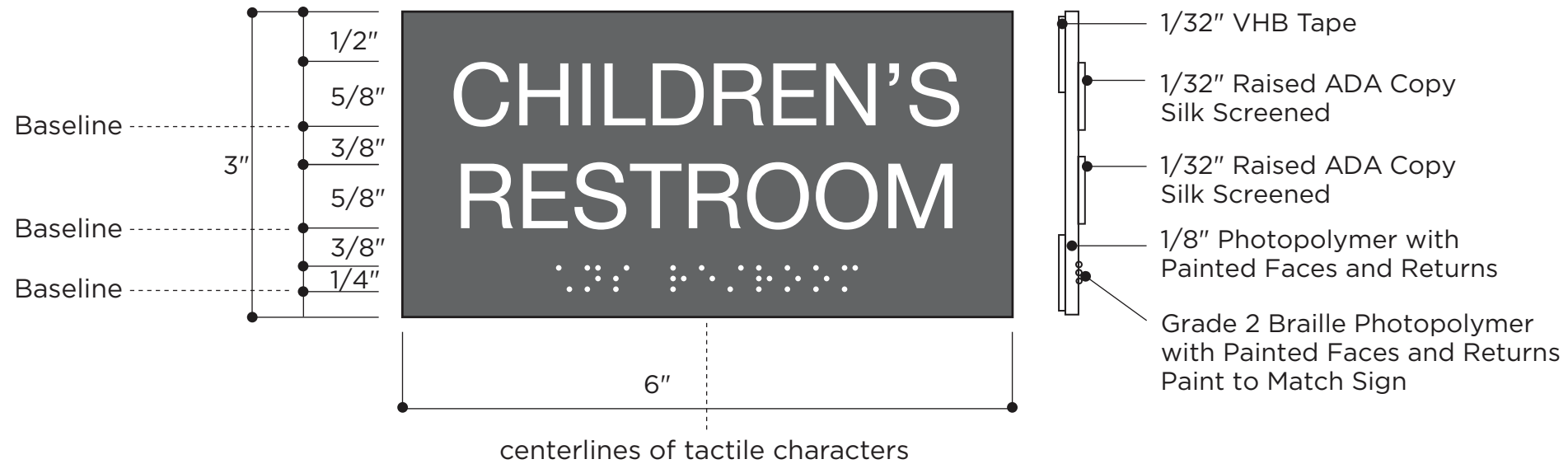
Color

Background shall be Lead Grey (MP 18145)
All type, braille, and icons shall be white.

Signage Diagrams

RR09

Children's Restroom



Color

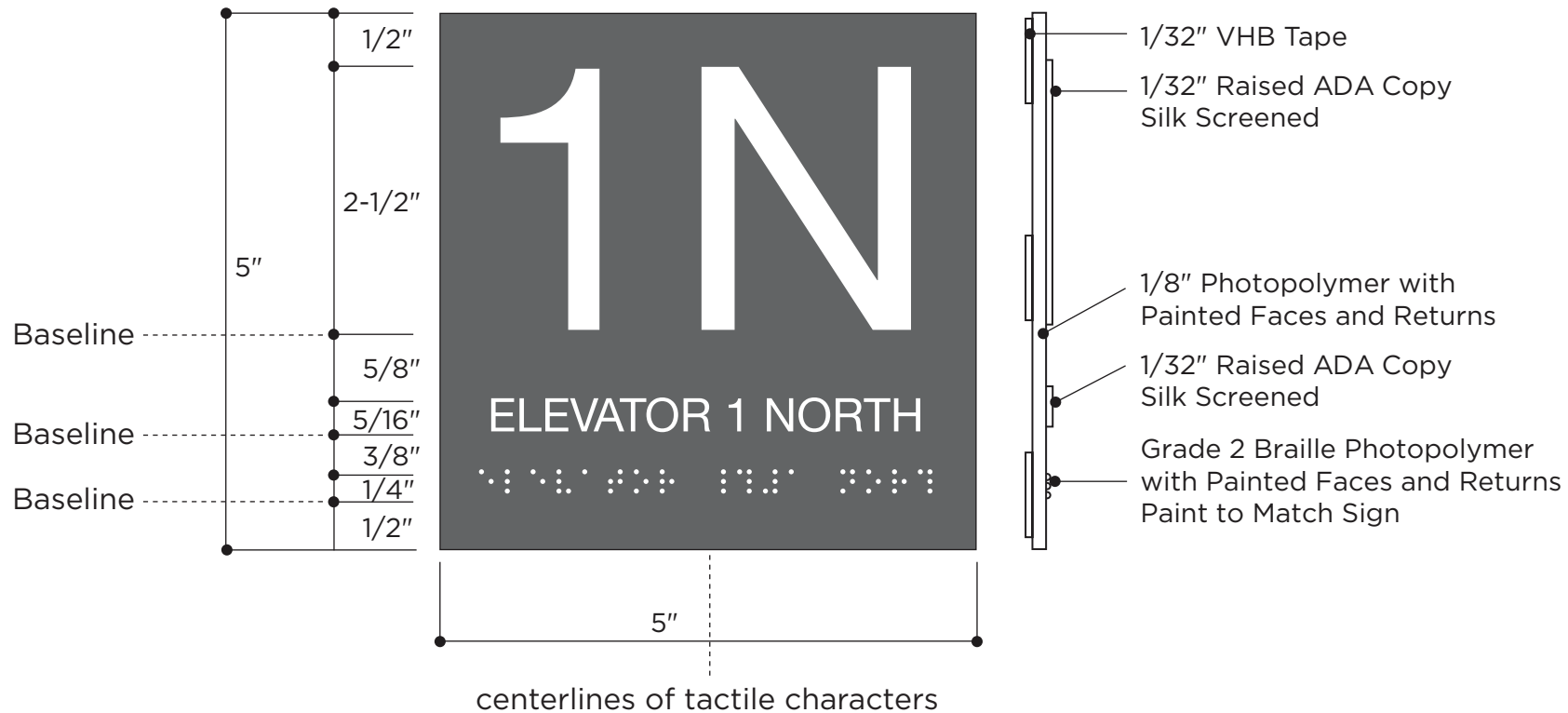
Background shall be Lead Grey (MP 18145)

All type, braille, and icons shall be white.

Signage Diagrams

CB01

Core Building – Elevator



Color

Background shall be Lead Grey (MP 18145)

All type, braille, and icons shall be white.

Signage Diagrams

CB02

Core Building – Stairwell



Color

Background shall be Lead Grey (MP 18145)

All type, braille, and icons shall be white.

Signage Diagrams

CB03
Core Building – Stairwell



Color
Background shall be Lead Grey (MP 18145)
All type, braille, and icons shall be white.

Signage Diagrams

CB04
Core Building
Area of Rescue Assistance



Color

Background shall be Lead Grey (MP 18145)
All type, braille, and icons shall be white.

Signage Diagrams

CB05
 Core Building –
 Assisted Listening Devices Available

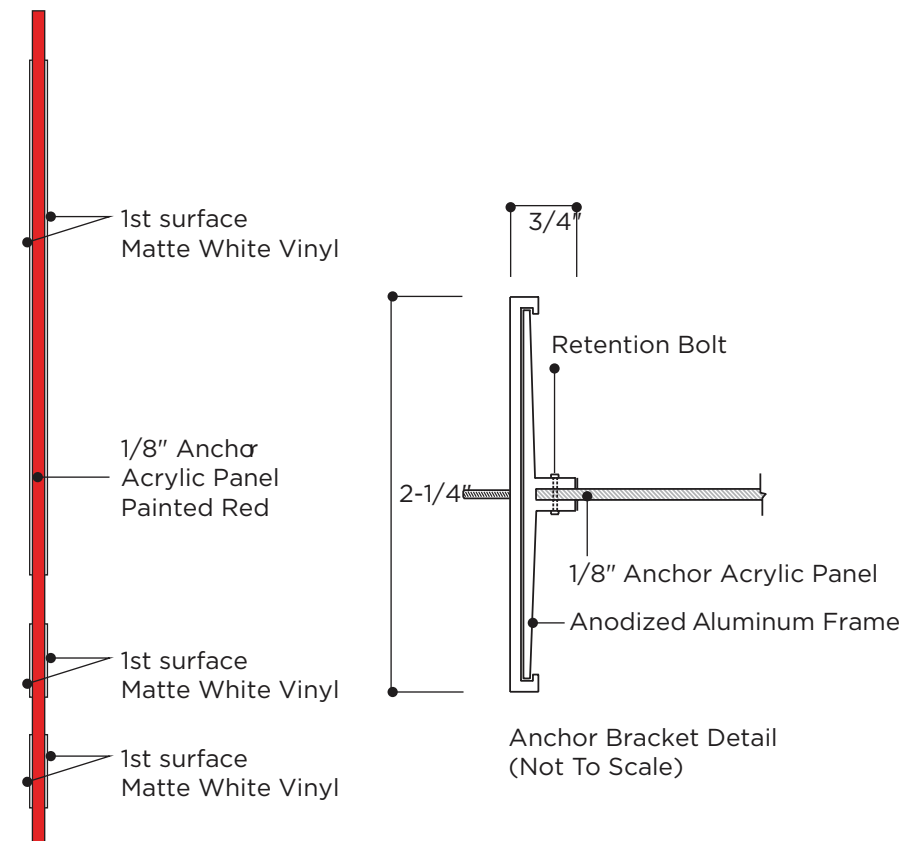
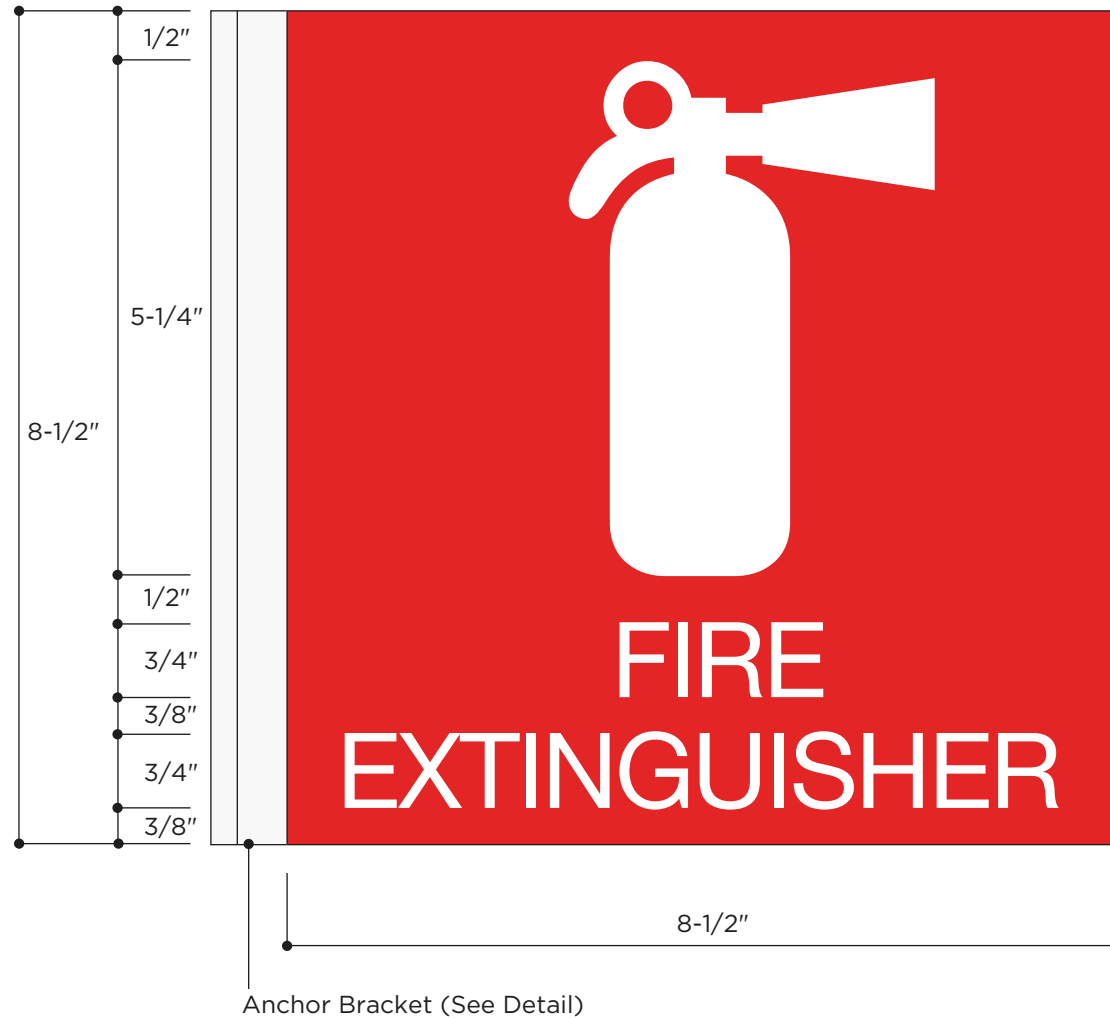


Color
 Background shall be Lead Grey (MP 18145)
 All type, braille, and icons shall be white.

Signage Diagrams

CB06

Core Building – Fire Extinguisher



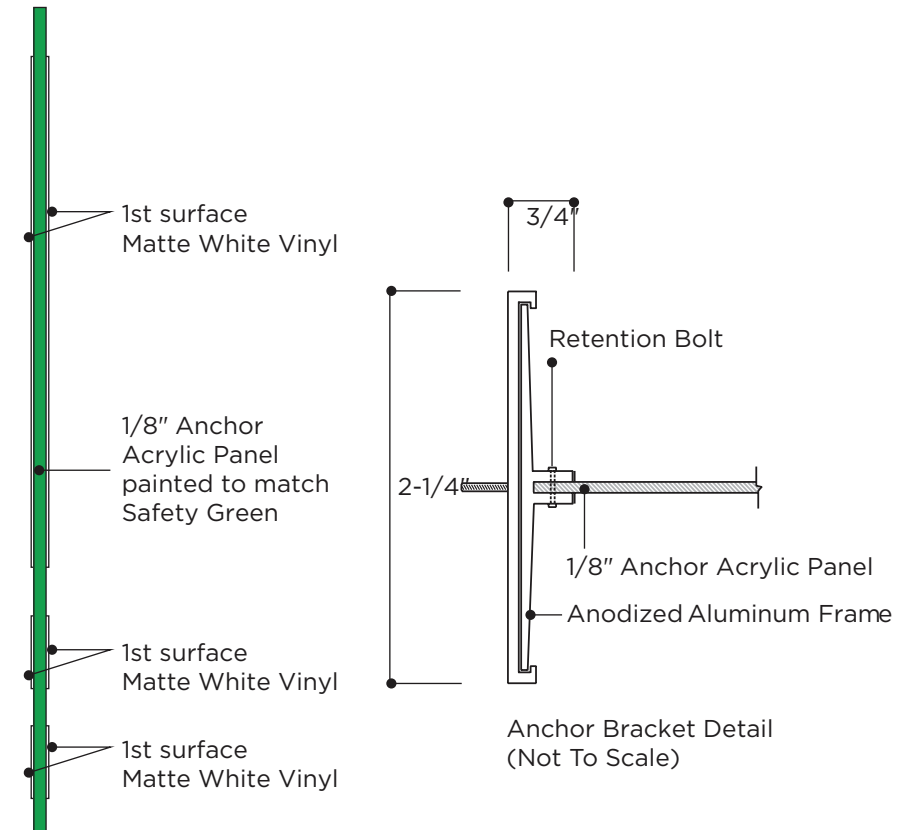
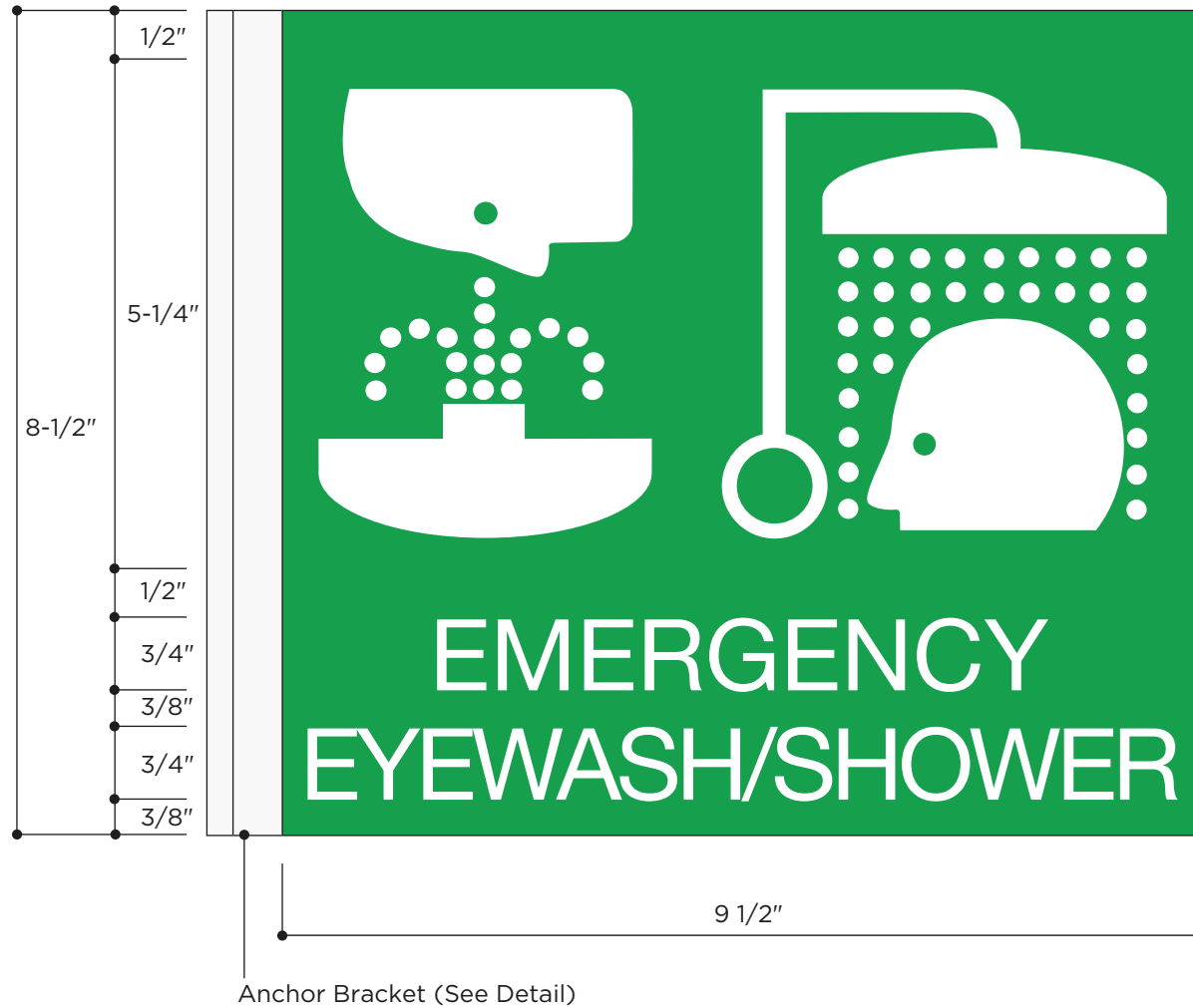
Color

Background shall be Red (PMS 485 C)
All type, braille, and icons shall be white.

Signage Diagrams

CB07

Core Building – Emergency Eyewash/Shower



Color

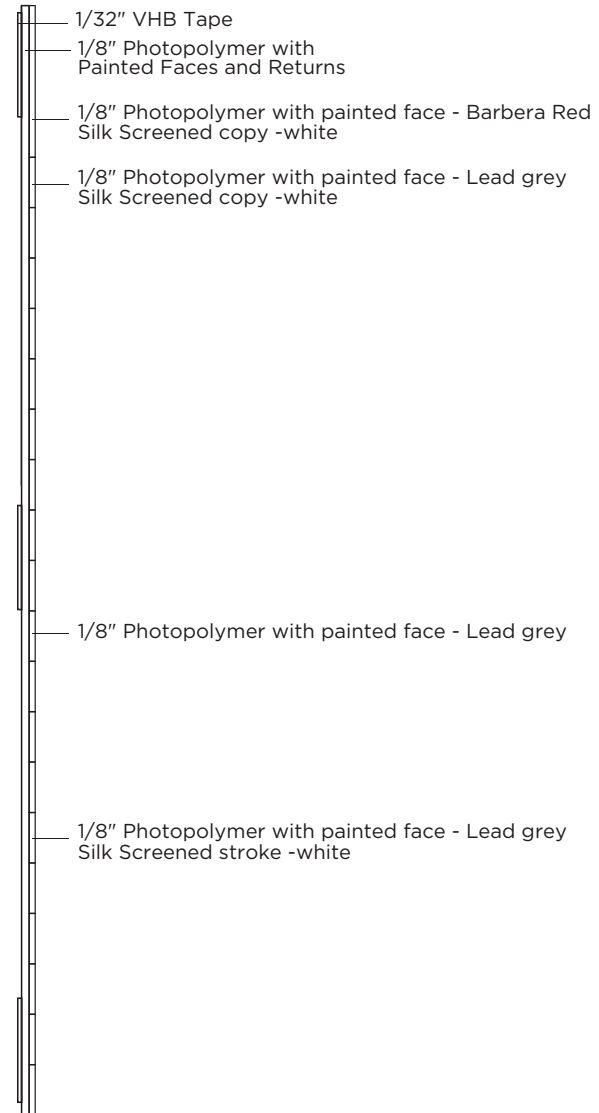
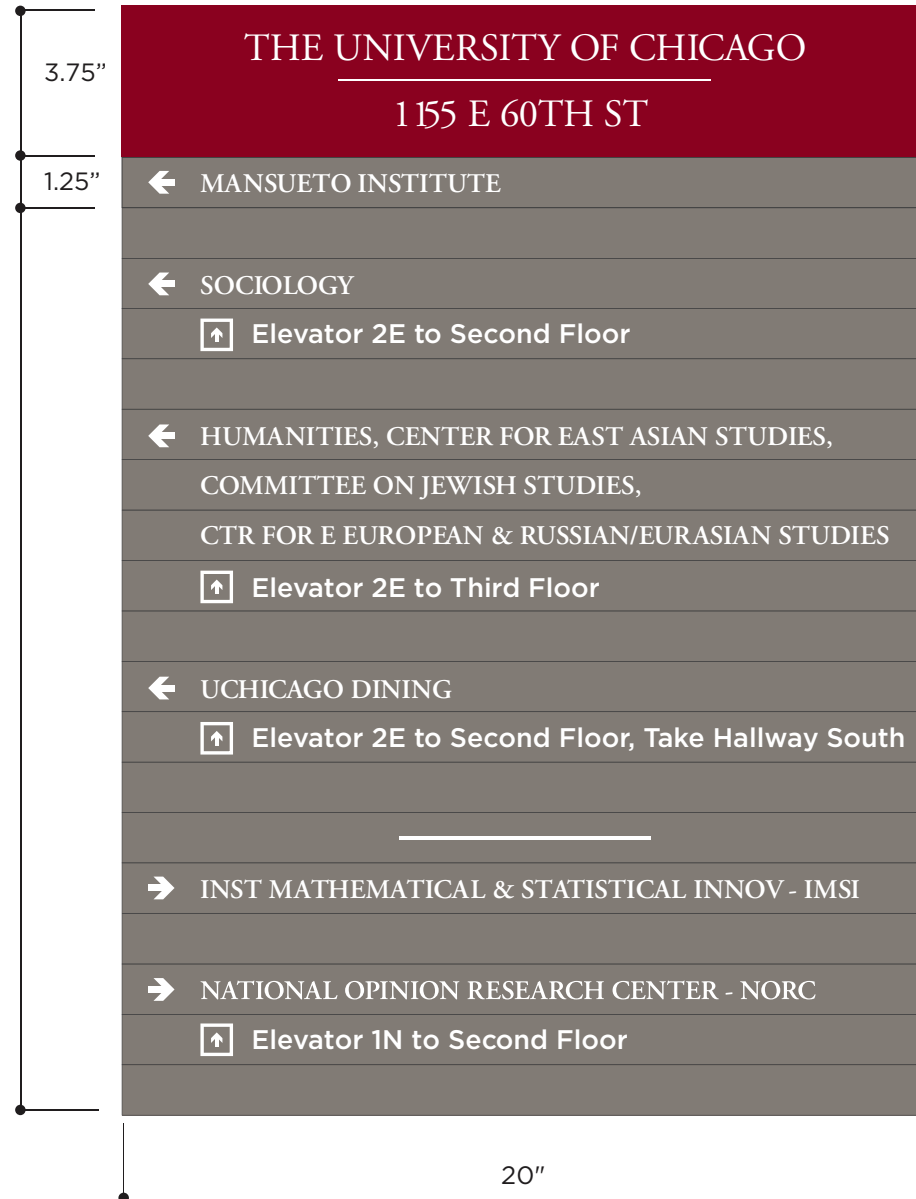
Background shall be Green (PMS 7482 C)
All type, braille, and icons shall be white.

Signage Diagrams

WF01

Slat Text Directory

Overall height may vary based on directory need. It is recommended to add at least 2 extra slats for future directory edits.



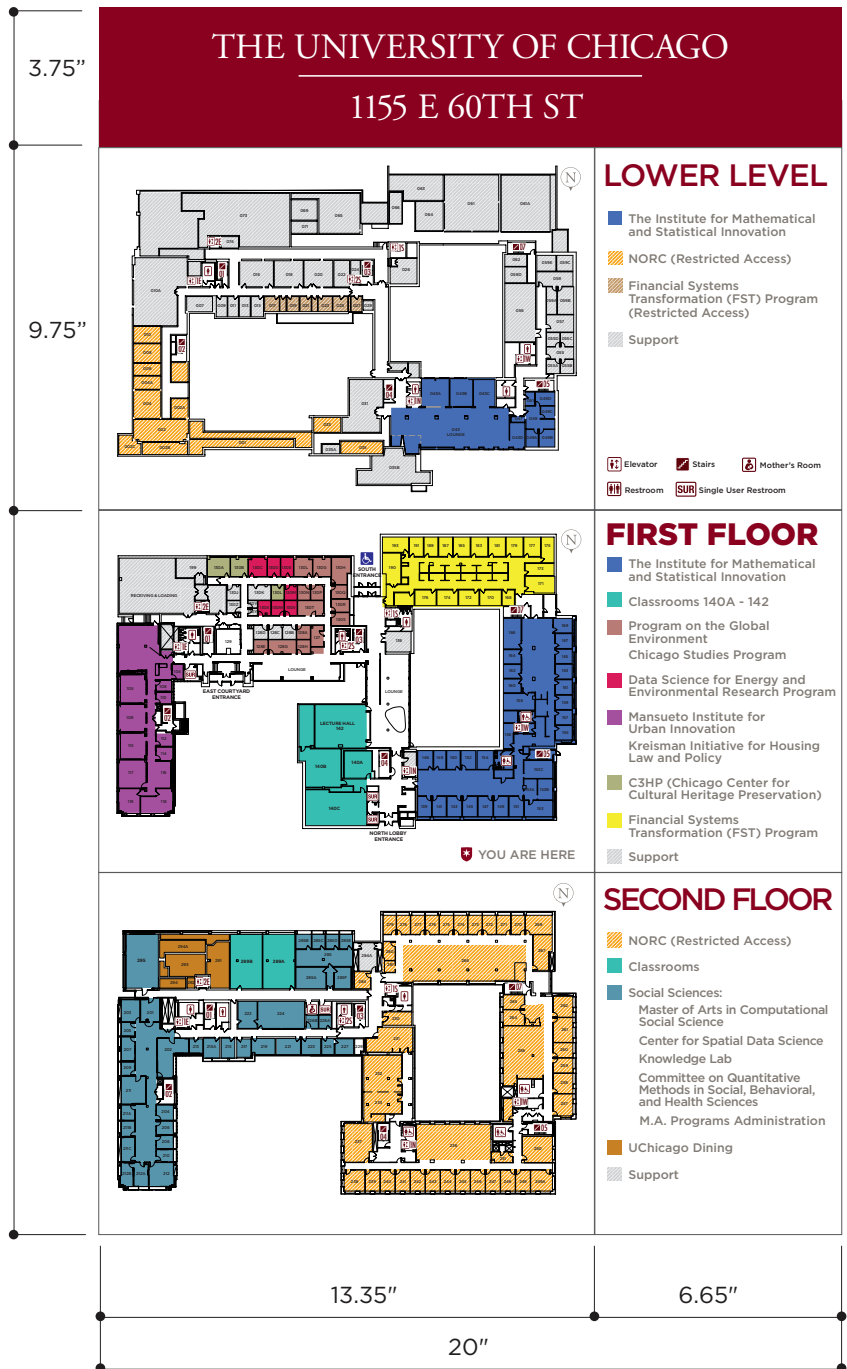
Color

Background shall be Lead Grey (MP 18145)
All type, braille, and icons shall be white.

Signage Diagrams

WF01 Slat Map Directory

Overall height may vary based on directory need.



- 1/32" VHB Tape
- 1/8" Photopolymer with Painted Faces and Returns
- 1/8" Photopolymer with painted face - Barbera Red Silk Screened copy -white
- 1/8" Photopolymer with painted face - White Silk Screened copy - Multi-color

Color
Background shall be White
All graphics are to be silk screened Four color