NEW SIGNAGE AND WAYFINDING SYSTEM: INTERIOR SIGN TYPES

SIGN TYPES: DW-1 — DW-3
FUNCTION: DIRECTIONAL
PRODUCT: APCO / CUSTOM
CAMPUS: ANY

These ten-insert (DW-1), five-insert (DW-2) and one-insert (DW-3) versions of the Wall Directional sign type are used at key interior wayfinding locations to direct visitors to nearby destinations or define the range of room numbers in each direction. They are based on the APCO Fullview sign system.

For the ten-insert and five-insert versions, the destinations are grouped by direction (left, then right, then straight ahead), and listed alphabetically within each directional grouping. The directional groupings are separated by a painted gold metallic rule. The custom acrylic header panel is painted gold metallic with a silk-screened University symbol graphic. The changeable gray styrene message inserts use vinyl letters with text rendered in the DIN Schrift Mittelschrift typeface. Paper inserts can also be used as needed on a temporary basis. Message insert slots use a clear protective overlay to discourage vandalism.

The gold metallic painted bolder element displays the building or facility name and floor number in the Trajan Bold typeface, using silk-screened white copy.

The two-line, one-insert Room Range Directional (DW-3) is used at key interior decision points to direct visitors to ranges of room numbers located in different directions. It uses a painted gold metallic rule at the top. The changeable gray styrene message inserts use vinyl letters with text rendered in the DIN Schrift Mittelschrift typeface. Paper inserts can also be used as needed on a temporary basis. Message insert slots have a clear protective overlay to discourage vandalism.
Building directories should be placed inside most main building entrances for first-time visitors to reference and locate their intended destination, and the appropriate floor and room number. Elevator directories are needed at each public elevator bank to list the destinations available from that elevator bank. Destinations are listed alphabetically for quick referencing. Note that the one-, two-, and four-column sign types can be used interchangeably as building directories or elevator directories, depending on the number of destinations that need to be referenced at each location.

The one-column LB-1 sign type is based on the APCO Accord 15 SignBand system. It uses tamper-resistant insert slots with a clear protective overlay, and a custom acrylic panel painted gold metallic. The LB-2 and LB-3 sign types are lockable cabinets based on the APCO Visuline 2350 cabinet system. They use a custom painted gold metallic aluminum header with white and gray silk-screened graphics permanently mounted to the top of the cabinet. The solid acrylic backer contains changeable message strips, a vertical divider or dividers, and an optional header.

The Trajan Bold typeface is used for the building or facility name, which is spelled out in capital letters. The DIN Schrift Mittelschrift typeface is used for the directory type and to list destinations. Elevator directories also list the current floor number in the sign footer to orient viewers, using the DIN Schrift Mittelschrift typeface.
**SIGN TYPES:** LB-3-Modified  
**FUNCTION:** DIRECTIONAL  
**PRODUCT:** APCO / CUSTOM  
**CAMPUS:** ANY

**Text Required**
**SIGN TYPES:** LB-6  
**FUNCTION:** DIRECTIONAL  
**PRODUCT:** APCO / CUSTOM  
**CAMPUS:** ANY

**LB-6 - Directory: 5 columns and map surface**  
APCO Visuline 2300.3GC Series Cabinet (or equal)  
33-1/8" tall x 59-3/8" wide x 3-1/2" deep  
Scale: 1-1/2"=1'

- **Top View:**  
  - 8-3/4" Message Strip  
  - 1/8" Acrylic map surface  
  - 1-1/4" moled plastic message strips  
  - APCO Concealed Lock hidden beneath door at center

- **Side View:**  
  - 33-1/8" Map Panel  
  - 5-1/16" Hinge at top  
  - Lift-assisted by two gas cylinders provided at each end of cabinet

- **Isometric View:**  
  - 2-11/32" Hinge at top  
  - Door lift-assisted by two gas cylinders provided at each end of cabinet

**Text Required**
These wall-mounted acrylic letters are used to identify a destination or amenity made possible through a donor's generosity. The letters are painted gold metallic and pin-mounted one-quarter of an inch from the wall. The name is rendered in the DIN Schrift Engschrift typeface, and centered above the entrance.
These custom gold metallic painted aluminum panel signs are used to identify a destination or amenity made possible through the generosity of a number of donors. The University logo, destination or amenity name, custom message and donor names are laser-etched on the body of the sign and infilled with black for better legibility. The destination or amenity name is rendered in the Trajan Bold typeface in small caps. Adobe Garamond Italic or a similar font should be used for the custom message and donor names. All copy is centered horizontally on the sign, with donor names listed in either one or two columns depending on the number of donors and the amount of other copy on the sign.
These custom sign headers are used to identify a destination or amenity made possible through a donor's generosity. They can attach to the top of a Primary Destination Identifier Sign (ID-1) in place of the standard header, or they can be used independently. They consist of a custom painted gold metallic aluminum header with a laser-engraved University logo and custom message that are laser-engraved and infilled with black for better legibility. Adobe Garamond Italic should be used for the custom message. See the Primary Destination Identifier (ID-1) sign type on page 3.8 for more information on that sign type.
SIGN TYPE: CD-6
FUNCTION: DONOR
PRODUCT: CUSTOM
CAMPUS: ANY

These custom plaques are used to identify a destination or amenity made possible through a donor’s generosity, in situations where a larger donor identification sign type is inappropriate. They consist of a custom painted gold metallic aluminum panel with a custom message that is laser-engraved and infilled with black for better legibility. Adobe Garamond Italic or a similar font should be used.

CD-6 - Custom Donor Plaque
Scale: 3”=1’

Donor plaque can be proportionally scaled.
Minimum cap height for donor name is 1/2”
Minimum cap height for donor text is 1/4”
Minimum margin is 1/2”

Gold Metallic

Black
These single-insert signs are used to identify public destinations. Based on the APCO Full View sign system, they use a custom painted gold metallic aluminum header element and a sign frame with gray styrene inserts and white vinyl text. Primary destinations are listed using the Trajan Bold typeface, and the name is centered on the insert. Secondary destinations are listed using the DIN Schrift Mittelschrift typeface, and the name is flush left. A paper insert can also be used for temporary informational needs. The footer of the sign displays the room number in the DIN Schrift Mittelschrift typeface along with tactile/Braille characters.

These sign types can also use the Donor Destination Plaque (CD-5) as a replacement header, and/or the Paper Insert Notifier Bar (TN-3) to hold temporary paper inserts.
**Office & Room Number Identifiers**

**Sign Types:** ID-3, ID-4

**Function:** Identification

**Product:** APCO

**Campus:** Any

The Office & Room Identifier is used to identify the office locations of staff members and other rooms. It is based on the APCO Accord15 sign system. The changeable gray styrene message inserts use vinyl letters with text rendered in the DIN Schrift Mittelschrift typeface. Paper inserts can also be used as needed on a temporary basis. Message insert slots use a clear protective overlay to discourage vandalism. The footer of the sign displays the room number in the DIN Schrift Mittelschrift typeface along with tactile/Braille characters.

**Note:** A Paper Insert Notifier Bar (TN-4) can be added to the Office & Room Identifier to hold printed paper inserts that convey temporary messages, as shown.

The Room Number Identifier is simply used to identify rooms by their number, when no further identification is necessary. It displays the room number in the DIN Schrift Mittelschrift typeface along with tactile/Braille characters. Both the room number and tactile/Braille characters are centered on the sign.
These ceiling-suspended lightweight signs are used to indicate the location of key public destinations from a distance where long sight lines support their use. Both sides can be used.

The standard OD-1 is ceiling suspended to accentuate its curved header. The header is painted gold metallic, and the text is applied to the gray painted sign with white vinyl. The typeface is Trajan Bold.

The OD-2 alternative design accommodates for low ceiling heights whereby maintaining ADA compliance and reducing likelihood of damage.

Installation Options:

**Solid Ceiling**
- 3/4" thick Sintra or high density foam gold metallic; U-channel routed to accept 1/4" thick Sintra panel; accepts cable for overhead suspension or pin mounts for overhead wall mounting.
- 1/4" thick Sintra (or equal) panel painted to match APCO A54 Graphite (Dark Gray); panel is inserted into above U-channel using adhesives and small set pins.
- White vinyl copy; center justified; 2" standard cap height (2" ch min.); Font: Trajan Bold

**Drop Ceiling**
- 1/16" Dia. Stainless steel cable with stainless steel crimp.
- 1/4" Dia. hole drilled through drop ceiling.
- I-Bolt (open) is bolted through mounting surface.
- Solid Ceiling: Decor Cable ceiling anchor (FHCC) 3,900.444.8271 or equal.
- Drywall or concrete ceiling.
- Wall Mounted Installation: Sign to be mounted 1/2" from wall with stainless steel pins.

**Installation Detail:**
- Solid Ceiling
  - 3/4" thick Sintra or high density foam gold metallic; U-channel routed to accept 1/4" thick Sintra panel; accepts cable for overhead suspension or pin mounts for overhead wall mounting.
  - 1/4" thick Sintra (or equal) panel painted to match APCO A54 Graphite (Dark Gray); panel is inserted into above U-channel using adhesives and small set pins.
  - White vinyl copy; center justified; 2" standard cap height (2" ch min.); Font: Trajan Bold

**Computer Lab**

**OD.1 - Overhead Destination Sign**
- Scale: 1"=1'
- Installation Detail: through Drop Ceiling
  - 1/4" Dia. hole drilled through drop ceiling.
  - 1/16" Dia. Stainless steel cable with stainless steel crimp.

**OD.2 - Overhead Destination Sign**
- Scale: 1"=1'
- Installation Detail: Solid Ceiling
  - 3/4" thick Sintra or high density foam gold metallic; U-channel routed to accept 1/4" thick Sintra panel; accepts cable for overhead suspension or pin mounts for overhead wall mounting.
  - 1/4" thick Sintra (or equal) panel painted to match APCO A54 Graphite (Dark Gray); panel is inserted into above U-channel using adhesives and small set pins.
  - White vinyl copy; center justified; 2" standard cap height (2" ch min.); Font: Trajan Bold
OVERHEAD FLAG IDENTIFIERS

SIGN TYPES: OF-1, OF-2
FUNCTION: IDENTIFICATION
PRODUCT: CUSTOM
CAMPUS: ANY

These wall-mounted lightweight acrylic signs are used to indicate the location of public destinations from a distance where long sight lines support their use. Two sizes are available, depending on the interior space available and the distance from which the sign needs to be viewed. The header is painted gold metallic, and the symbols are applied to the gray painted sign with white vinyl.

Note that the symbols shown are not the only available options. See the Symbols page for other options.

OF-1 - Overhead Flag Identifier
Scale: 2"=1'

1/2" Thick Sintra (or equal) painted gold metallic.
Standard "L" bracket sandwiching 1/2" sintra (or equal) panel. Painted to match APCO A54 Graphite (Dark Gray).
White vinyl graphic/copy centered in background panel.

OF-2 - Overhead Flag Identifier-large
Scale: 2"=1'

1/2" Thick Sintra (or equal) painted gold metallic.
Standard 1" bracket extrusion in used to sandwich a 1/2" high-density plastic panel (Sintra or equal). Mounted to wall using counter-sunk screws and 3M VHB tape. Bracket and mounting hardware to be painted-dark gray.
White vinyl copy centered in background panel; same height as symbol; or scaled appropriately if number length varies; font DIN Schrift Engelschrift.

SELECT VARIATIONS
Elevator
ATM
Phone
 Locker
Restroom

Minimum 80" (recommend locating near ceiling or 96" if possible)

APCO A54 Graphite
Dark Gray
White
Gold Metallic

Revised 09/01/09
These modular acrylic signs are used to indicate the locations of permanent building amenities including phones, restrooms and stairwells, and to convey exit information at stairwells. Based on the APCO Accord15 modular system, they use silk-screened copy and graphics above, and must use raised letters and tactile/Braille characters in the footer element for ADA compliance. They should be placed on the latch side of the relevant door as shown. Note that the possible amenities covered by this sign type are not limited to the examples shown.
**SIGN TYPES: RI-1 — RIX-13**

**FUNCTION:** REGULATORY

**PRODUCT:** APCO

**CAMPUS:** ANY

These modular acrylic signs are used to deliver messages such as those illustrated. Based on the APCO Accord15 modular system, they use silk-screened copy and graphics. They should be placed on the latch side of the relevant door as shown.

Note that the possible messages covered by this sign type are not limited to the examples shown.
SIGN TYPES:
RN-1 — RN-4
FUNCTION: REGULATORY
PRODUCT: APCO
CAMPUS: ANY

These modular acrylic signs are used to convey one- to four-line room use and regulatory messages as illustrated. Based on the APCO Full View modular system, they can use a digitally printed paper, vinyl or styrene insert. They should be placed on the latch side of the relevant door as shown.

Note that the possible messages covered by this sign type are not limited to the examples shown.
**NEW SIGNAGE AND WAYFINDING SYSTEM: INTERIOR SIGN TYPES**

**FREESTANDING TEMPORARY MESSAGE SIGNS**

**SIGN TYPES:** TN-1, TN-2  
**FUNCTION:** IDENTIFICATION  
**PRODUCT:** APCO / CUSTOM  
**CAMPUS:** ANY

These dark gray painted signs are used to display temporary paper, styrene or vinyl information inserts in locations where wall-mounted signs are unavailable or impractical for that purpose. They are based on the APCO Freestanding Information Display sign system and use a custom gold metallic painted acrylic header panel with the University word mark silk-screened in black. The larger version can accommodate an 11-by-17-inch sheet, while the smaller version accommodates an 8 1/2-by-11-inch sheet.
**Wall-Mounted Temporary Insert Sign, Insert Bar**

**Sign Types:** TN-3, TN-4

**Function:** Identification

**Product:** APCO / Custom

**Campus:** Any

The Wall-Mounted Temporary Insert Sign (TN-3) is used to display paper, styrene or vinyl information inserts in locations where wall-mounted signs are practical. It is based on the APCO Full View sign system and uses a custom gold metallic painted acrylic header panel. It can accommodate an 8 1/2-by-11-inch sheet.

The Paper Insert Notifier Bar (TN-4) is based on the APCO Accord15 SignBand Notifier Message Strip sign system. It can be attached to the bottom of the insert sign in order to hold an additional paper insert to convey temporary messages. It can also be attached to similar interior signs as needed. It should be as narrow or narrower than the width of the sign to which it is attached.
SIGN TYPES: NB-3, NB-4
FUNCTION: INFORMATION
PRODUCT: APCO / CUSTOM
CAMPUS: ANY

These five sizes of bulletin board cabinets are used in public spaces to post items of general interest to the campus, such as event flyers and notices. They are based on the APCO Visuline 2350 cabinet system and use a custom painted gold metallic aluminum header with white and gray silk-screened graphics permanently mounted to the top of the cabinet. The changeable cork board bulletin board can accommodate four or six 8 1/2-by-11-inch posters, depending on the size.

DIMENSIONS BY TYPE:

NB-3 and NB-3A: 24" tall x 24" wide
NB-4 and NB-4A: 24" tall x 36" wide
NB-5: 36" tall x 60" wide
NB-6: 48" tall x 72" wide
NB-6A: 72" tall x 48" wide

*All bulletin boards are 2 3/4" deep
This interior sign program is based primarily on APCO Sign’s Accord15 modular extruded signs (with the added custom feature of a curved top). For reasons of efficiency and practicality, the system has to be based on a readily available standard modular product. The APCO product is a broad-based system well-suited to this use. The system is designed for easy in-house updating using vertical messaging, and on certain signs, can accept standard paper inserts. More information on APCO can be obtained here:

APCO
368 Grant St. SE
Atlanta, GA 30307-2227
Phone: (404) 895-9000 / Fax: (404) 517-3847
Web site: http://www.apcosigns.com/

Other manufacturers of corresponding systems include:

ASI-Modulex, Inc
3860 W. North Ave., Suite 390
Dallas, Texas 75220
Phone: 214-352-1940 / Fax: 214-352-9741
Web site: http://www.asiaguyssystems.com/

INNERFACE Sign Systems, Inc.
5320 Parkway
Lithum (Atlanta), GA 30047
Phone: (800) 446-4796 / Fax: (770) 279-1327
Web site: http://www.innerface-signage.com/

Kroy Sign Systems
14545 N. Greenwood-Hayden Loop, Suite C-17
Scottsdale, Arizona 85260
Phone: (800) 960-5769 / Fax: (916) 916-3212
Web site: http://www.kroygn.com/

Non-APCO manufacturers can propose product substitutions, provided that a substitution’s functional aspects (color, changeable insert, paper/plastic insert behind a non-glare lens, routed/adhered tactile/wraster-bead Braille) match those as defined for the given sign type. The APCO system, as proposed, the “benchmark.”

Dimensions and hardware form & finish details may vary slightly between manufacturers. As such, any consideration of corresponding alternatives should be evaluated relative to their variance(s) from the proposed APCO product. Because manufacturers other than APCO will be considered by the University, each sign’s content and depiction herein is for visual representation only. The chart to the right shows a comparison of manufacturers of corresponding sign systems, describing their products and techniques relative to the specified APCO sign types. The University is the sole arbiter of any Non-APCO product substitutions, as based on the University’s specific needs.

The chart below shows a comparison of manufacturers and their corresponding systems, as well as manufacturer’s recommended insert sizes and system dimensions. The chart to the right shows a comparison of manufacturers of corresponding sign systems, describing their products and techniques relative to the specified APCO sign types.

Criteria
Fabricator / Product

<table>
<thead>
<tr>
<th>System (as specified)</th>
<th>APCO Extruded System</th>
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</thead>
<tbody>
<tr>
<td>APCO (as specified)</td>
<td>Aluminum extruded eystem</td>
</tr>
<tr>
<td>System 2/90</td>
<td>Aluminum extruded with other</td>
</tr>
<tr>
<td>ASP- Modules (Interior)</td>
<td>Aluminum extruded with other</td>
</tr>
<tr>
<td>ASP- Modules &amp; other fabricators</td>
<td>Acrylic Window</td>
</tr>
<tr>
<td>Kroy/Innerface</td>
<td>Acrylic Window</td>
</tr>
</tbody>
</table>

**Hardware/ Materials**

- **Aluminum extrusion and acrylic modular sign system using the Accord 15 product; message bars accommodate removable copy inserts; tight tolerances; substantial quality; custom and dimensional letters available.**
- **Aluminum extrusion and acrylic modular sign system; message bars accommodate removable copy inserts; tight tolerances; substantial quality.**
- **Aluminum extrusion and acrylic modular system supported by other product series; message bars accommodate removable copy inserts; very tight tolerances; substantial quality; custom and dimensional letters available.**
- **Custom acrylic window and plaque signage, designed to match the specified interior system; can be manufactured by most sign shops.**

**Functionality**

- **Modular/extruded system, interchangeable panels attached to a frame; insert-based vinyl message behind protective clear lens, hidden attachment mechanism; vandal-resistant end caps. In-house updating an option.**
- **Modular/extruded system, interchangeable panels attached to a frame; accommodates removable acoustic insert copies behind protective clear lens.**
- **Modular/extruded system, interchangeable panels attached to a frame; accommodates removable vinyl copy inserts behind protective clear lens (PaperFlex), hidden attachment mechanism; specify vandal-resistant end caps. In-house updating an option.**
- **By layering acrylic panels a window gap is created and a vinyl/styrene/paper substrate inserted; window gap should be no greater than 1/8” to reduce insert tampering (inserts less vandal-resistant); frameless; can be manufactured by most sign shops. In-house updating an option.**

**Size(s)**

- **Vary as specified; broad product offering. Sized within their standard system components (based on the Accord 15 metric sizes) and some sign types accommodate standard-sized paper inserts (i.e. 8 1/2” x 11”).**
- **Sizes vary slightly from specified APCO dimensions; broad product offering. Sized within their standard system components which are based on a 2” grid. Smallest insert size available is 1”. Most copy inserts will be different sizes than APCO product, but as much as possible, copy inserts should be sized so insert dimensions are consistent with specified APCO insert size.**
- **Sizes will vary more from the specified APCO dimensions; limited product offering therefore other series will need to be mixed in (W). As much as possible, all insert-based sign types should be sized so insert dimensions are consistent with specified APCO insert size.**
- **Since this is a custom fabrication, most sign sizes should be as close to the specified dimensions as possible. All insert-based sign types should be sized so insert dimensions are consistent with specified APCO insert size.**

**Aesthetic Appearance**

- **Highly refined modular system; painting is even, free of runs; basically frameless with narrow side end caps and narrow side profile.**
- **Highly refined modular system; painting is even, free of runs; basically frameless with narrow side end caps and narrow side profile.**
- **Modular extruded system; painting is even, free of runs; basically frameless with narrow side corner end caps and narrow side profile.**
- **Smooth surface with acrylic layered edges; mask is needed to hide insert edges; painting is even, free of runs; vandal-resistant; can fabricate based on Directory included in literature but probably not available.**

**Items, from other manufacturers, with the greatest variance from recommended APCO specifications.**

- **Directoriecs: Large Frame with Lock, directions are accessed by side screw hardware as opposed to a locked cabinet, making them vandal-resistant.**
- **Bullet Message Boards: Series with Dark Gray match backboard.**
- **Freestanding Message Signs: Standard floor stand must accommodate different single pole/circular base component (or can be custom fabricated to match APCO’s).**
- **Directoriecs: 470 Series with lockable door; sizes will vary.**
- **Bullet Message Boards: Series with Dark Gray match backboard.**
- **Freestanding Message Signs: Standard floor stand must accommodate different single pole/circular base component (or can be custom fabricated to match APCO’s).**
- **Directoriecs: narrow profile directions frame & attached with screws; header requires custom fitting to allow frame access/removal.**
- **Bulletin Message Board: Paper/substrate behind the sign type using Dark Gray textured fabric tack back board.**
- **Freestanding Message Signs: Standard floor stand must accommodate standard paper inserts as specified.**
General Considerations

Changeability

The primary feature of the wall-mounted sign product is that it uses clear plastic faces with information displayed behind the cover or sub-surface printed for protection. The designs promote changeability and allow the University to control production of the inserts. Vinyl lettering is used for overhead sign types, where it is unlikely that someone will be able to pick letters off. Ink-jet printed elements are used in some instances where they can fit behind a protective cover.

Terminology

Consistent terminology should be used on all directories, directional signs, department identifiers, and maps.

ADA Considerations

This program includes designs and specifications for sign elements that are required for ADA compliance including stairwell identifiers, restrooms, phones, etc.

Background

The Federal Americans with Disabilities Act (ADA) sets specific minimum requirements regarding the way that information is presented on sign types used to provide directions or identify particular spaces. The act does not specifically require that any space be identified, except for certain permanent and accessible facilities including restrooms, cafeterias, auditoriums, stairwells and exits. However, if a space is identified, the identification signage must comply with the relevant requirements.

Relevant sign types

The following sign definitions list relevant ADA requirements by sign type as defined by the ADA (note that these sign type terms may not correlate directly with the terminology used elsewhere in the Sign Type Program):

- **Permanent:** Signs designating “permanent rooms and spaces” (including restrooms, room numbers and exit signs) must use raised and Braille characters, must comply with ADA finish and contrast standards, and must be mounted at a certain height and location.
- **Directional:** Signs providing directions to or information about functional spaces (i.e. “Cafeteria – Right”) do not need raised or Braille letters, or to be mounted at a certain height and location. They do need to comply with ADA requirements for character proportion, finish and contrast, and with character height requirements if suspended or projected overhead.
- **Other:** Building directories and other signs providing temporary information (such as a professor’s name on an office space) do not need to comply with ADA requirements.

Note that a single sign may contain elements that fall under different provisions of the ADA. For instance, a Destination Identification Sign may include a room number, which would need to be rendered in raised and Braille characters, and also convey information about the space such as the title “Staff Lounge”, which would not.

Relevant Standards

The following standards describe each of the relevant ADA requirements in greater detail, while listing the sign types that are affected by each, as the sign types are defined by the ADA:

- **Character Proportion:** Letters and numbers on Directional signs must 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
- **Character Height:** Characters and numbers on suspended or projecting overhead Directional signs must have at least a three-inch letter height (measured using an uppercase “X”). (Note that this changes to a minimum two-inch letter height under pending changes to the ADA that are awaiting final approval.)
- **Raised and Braille Characters:** Letters and numerals on Permanent signs must be raised at least 1/32 of an inch, uppercase, in sans serif or simple serif type, and accompanied by Grade 2 Braille. (Grade 2 Braille is a series of contractions that forms a shorthand version of Braille, unlike Grade 1 Braille, which is a letter-to-letter translation.)
- **Finish and Contrast:** Characters and backgrounds of both Permanent and Directional signs must have a non-glare finish. Characters and symbols should have at least a 70-percent contrast with their background (i.e. light characters on a dark background or dark characters on a light background).
- **Mounting Location and Height:** Permanent signs must be installed on the wall next to the latch side of the door, or on the nearest adjacent wall if there is no space on the latch side, or on the door itself if it is always closed (e.g. a restroom door). Each sign must be mounted approximately 60 inches from the floor to the center of the sign. The mounting location must allow a person to get within three inches of the sign without running into protruding objects or standing within the swing of a door.
- **Head Room:** Walks, halls, corridors and other circulation routes must have at least 80 inches of clear head room, meaning that the bottom of any suspended or projecting overhead Directional signs in such spaces must be at least 80 inches from the floor.

This Sign Type Program was designed to comply with the ADA. In some cases, the program has been modified to conform to the intent of the ADA while addressing specific design, installation or legibility concerns. For example, the ADA requires that a Permanent wall sign be mounted 60 inches from the floor to the centerline of the sign, depending on the height of the sign. The mounting recommendations in this Sign Type Program may differ slightly in some cases to aid in the installation process, improve the visual continuity of the signs and assure that the sign messaging itself is at a consistent level. Another example is recommending the use of both uppercase and lowercase letters instead of all uppercase letters in naming locations (e.g. “Cafeteria” instead of “CAFETERIA”), which improves legibility for the visually impaired over the ADA requirement for all uppercase letters on Permanent signs.

In making these recommendations, the ADA regulations themselves have been reviewed, along with pending changes to the regulations that are awaiting final approval, and other documentation including a Society for Environmental Graphic Design (SEGD) White Paper which reviewed the regulations in light of “wayfinding and communication principles, character and symbol recognition, and typography.”

These recommendations should not be construed as legal advice in regard to ADA compliance. An attorney should be consulted if advice is needed, particularly in regard to the legal aspects of the Act.