

APPENDIX B SIGNAGE STANDARDS

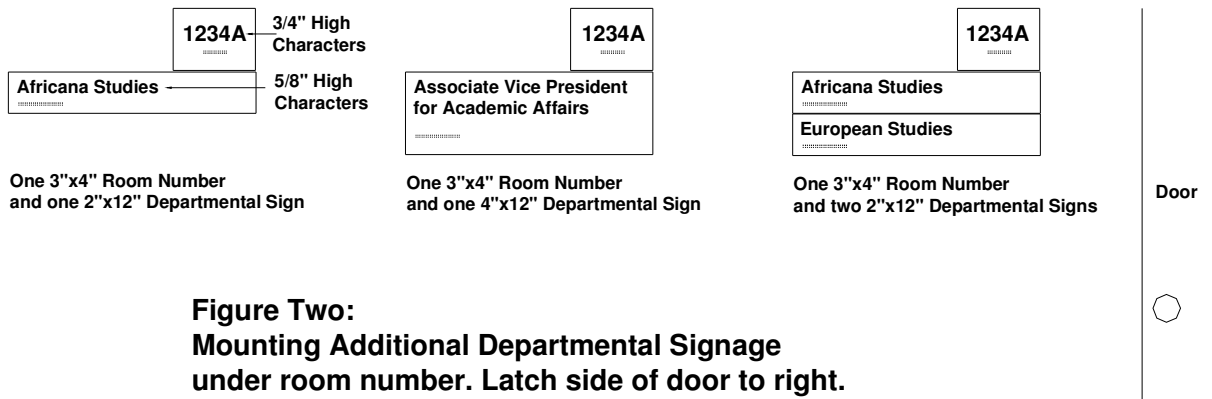
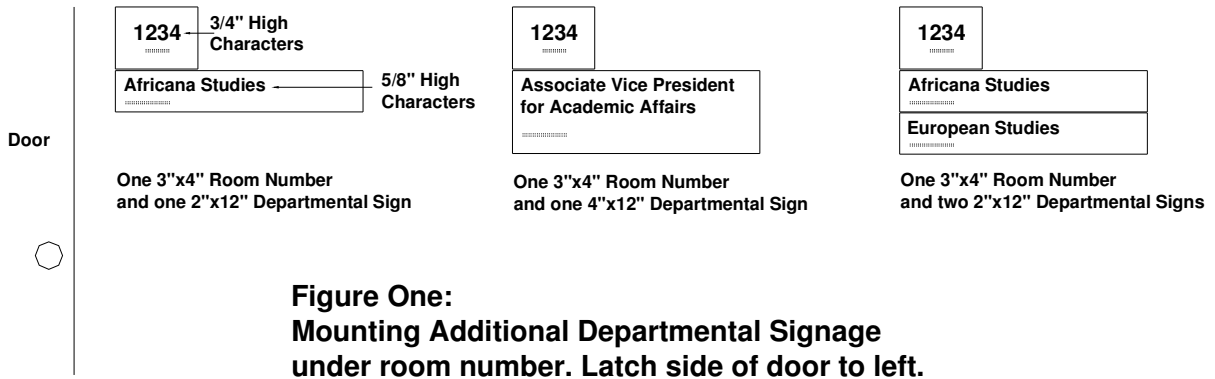
Post-merger, The University of Toledo has two signage design specifications. The former "Black & White" signage system (described in Part 1) is being phased out and gradually replaced by the new "China Blue" system (described in Part 2). The "Black & White" system is still being maintained on Main, Scott Park and auxiliary campuses. The "China Blue" system is being maintained on the Health Science Campus and is being installed on all major projects at the University. See below for design specifications for both signage systems. If you have any questions, contact Tom Garey at thomas.garey@utoledo.edu.

PART 1: Current Main & Scott Park Campus Signage Design Specifications

Interior Signage

- All room numbering is to be coordinated and approved, via the University's project manager, by the University of Toledo Facilities Information Systems' sign shop prior to schematic design. The approved room numbers shall be used during all stages of construction documentation.
- Signage shall comply with the Americans With Disabilities Act Accessibility Guidelines standards and the following University standards:
 - All signs shall have matte black backgrounds (including Grade 2 Braille) with white lettering.
 - Lettering shall be 5/8" high (minimum), raised 1/32", upper case, sans serif.
 - Room number characters shall be 3/4" high.
 - If the room ID includes an alpha character suffix, such as 1234A, the letter shall be 3/4" high.
 - Mounting height shall be 60" from floor to center of room number sign.
 - All signs shall be mounted level to the floor and 2" from doorframe, if possible.
 - Room identification shall be installed on the latch side, as opposed to the hinge side, of the doorframe whenever possible.
 - Any additional permanent or departmental signage is to be mounted below the room number sign flush with the edge of the room number sign nearest the latch side of the door. See the figures below.
 - Provide accessibility pictogram with each sign for accessible public restrooms.
 - Outside stairwells: Indicate stairs with an ADA compliant sign "STAIRS". Font size is 7/8". Placement is on the latch side of the doorframe entering the stairwell, if possible. If double doors, install on the right side of doorframe if possible.
 - Inside stairwells: Indicate building level with an ADA compliant sign. Examples: "1ST FLOOR", "BASEMENT". Font size is 7/8". Placement is on the latch side of the doorframe exiting the stairwell, if possible.
 - Public elevators: Install ADA compliant sign "ELEVATOR" on the side of the elevator that houses the elevator's controls. If there is a bank of elevators, only one sign is required.
 - All other required signage (e.g. directional signs for telephones, etc.) shall, in general, meet the above requirements.

- Special purpose signage, unable to meet the above requirements, must be approved by Facilities Information Systems.
- Only names of departments or titles are allowed, not names of individuals.



Exterior Signage

- Exterior signage is maintained by a collaborative effort between Facilities Information Systems and the Facilities & Construction Grounds Department. For specific questions, contact Tom Garey at thomas.garey@utoledo.edu or 419-530-1082.

PART 2: China Blue Signage Design Specifications

Interior Signage

- All room numbering is to be coordinated and approved, via the University's project manager, by the University of Toledo Facilities Information Systems' sign shop prior to schematic design. The approved room numbers shall be used during all stages of construction documentation.
- Signage shall comply with the Americans With Disabilities Act Accessibility Guidelines standards and the following University standards:
 - Sign base plate shall be single-faced, china blue (-381) matte finish plastic, 1/16" thick.
 - Base plate size to be 8" high by 8" wide with 3/8" corner radius.
 - Letters and numbers to be white (-201) 1/16" thick (with optional incised into baseplate 1/32".)
 - Letter style to be uppercase Helvetica Medium.
 - Letters to be 5/8" or 3/4" high; numbers to be 3/4" high.
 - Signs to be mounted in black matte anodized metal holders; holders to be screw mounted to wall at proper ADA height and location.
 - Signs to be held into holders magnetically and supplemented with double sided tape at certain locations. (Check with FIS for these locations.)
 - Custom sizes used for way-finding signs.
 - Frames to be mounted in office area or areas where legends could be changed.
 - Will require magnetic inserts and 1" x 8" sliders for individual names and titles. These may have 1, 2 or 3 inserts, as needed.

ADA Signage Regulations Summary

- **Character Height and Configuration**

In accordance with the 1990 American Disabilities Act, letters and numerals for permanent room identification shall be raised 1/32" uppercase, sans serif (i.e., Helvetica Medium) and shall be accompanied with Grade 2 Braille. Raised characters shall be at least 5/8" high, but no higher than 2". 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. Lettering of non-permanent names may be caps and lowercase and may be engraved if accompanied by the raised permanent room number.

- **Finish and Contrast**

The characters and background of signs shall be eggshell, matte or other non-glare finish. Characters and symbols shall contrast with their background—either light characters on a dark background or dark characters on a light background and have a minimum of 70% contrast.

- **Pictograms**

Pictograms (where required) shall be accompanied by the equivalent description placed directly below the pictogram. The border dimensions of the pictogram area shall be 6" in height with sufficient space below for the description and the Type 2 Braille.

- **Mounting Location and Height**

Signs shall be installed on the wall adjacent to the latch side of the door. 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. Mounting height shall be 60" above the finished floor to the centerline of the sign.

- **Additional UT Notes**

Signage shall be installed to indicate restrooms, stairs (unless open and obvious), floor numbers within stairwells, elevators, building exit and cubicle room numbers and occupant.

Additional ADA Signage Regulations

- There are regulations for interior signage that are designed to remove communication barriers. Signage may be required to change or be expanded to identify and give directions to accessible facilities. (To the extent that individual state or local regulations are more stringent, they will supersede ADA regulations.) Types of signs mentioned in the regulations are:
 - **“Signs which designate permanent rooms and spaces”** - Permanent rooms and spaces are not defined in the regulations. The federal office in charge of interpreting the regulations defines permanent rooms and spaces as areas whose function will not change once they are assigned. They will normally be used for the same purpose in the foreseeable future. Permanent room signs have the most requirements which include tactile and Braille lettering.
 - **“Signs which are temporary”** - Building directories, menu signs and all other signs which provide temporary information about rooms and spaces, such as occupant name signs, are not required to comply with ADA regulations.
 - **“Signs which provide direction to, or information about, functional spaces”** - Wall mounted signs “which provide direction to or information about functional spaces” are not required to have tactile and Braille lettering. However, they must meet requirements for character proportion and height, finish and contrast.
 - **”Suspended or projected overhead”** - “Suspended or projected overhead” signs need only meet requirements for clearance, character proportion and height, sign finish and contrast.
- Elements (components of a building, facility, space or site, e.g., door, curb ramp, drinking fountain, seating) and spaces (definable areas, e.g., room, hall, entrance) of accessible facilities which must be identified by the International Symbol of Accessibility are:
 - Parking spaces designated as reserved for disabled
 - Accessible passenger loading zones
 - Accessible entrances when not all are accessible
 - Accessible toilet/bathing facilities when not all are accessible
- Entrances which are not accessible must have complying directional signage which indicates the location of the nearest accessible entrance.

- Public telephones which are required to be accessible must have signage complying with applicable provisions, including identification with the international TDD symbol and/or international symbol for hearing loss.
- Each area of rescue assistance (an area, with direct access to an exit, where people who are unable to use stairs may remain temporarily in safety to await assistance during emergency evacuation) must be identified by a sign which states “AREA OF RESCUE ASSISTANCE” and displays the international symbol of accessibility. The sign must be illuminated only when exit sign illumination is required. Signage must also be installed at all inaccessible exits and where otherwise necessary to clearly indicate the direction to areas of rescue assistance. Instructions on the use of the area must be posted.
- Parking and passenger loading zones. Accessible parking spaces must be designated by a sign showing the symbol of accessibility. Spaces complying with van accessibility must have additional “Van Accessible” information mounted near the symbol of accessibility.