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INTRODUCTION
INTRODUCTION

Virginia Tech interior signage standards are established by the Office of University Planning as a component of the Virginia Tech D.C.S (Orange Manual).

The campus has signage standards to provide consistent wayfinding and visual uniformity throughout campus. Wayfinding is the practice of planning and providing for clear paths of travel and clearly defined destinations through visual cues and the application of signage. A consistent design aesthetic, as well as typical applications, assists the campus community and its visitors with finding their destinations more easily.

Interior signs are organized in three different groups: Regulatory, Room Identification, and Directional, Emergency Evacuation, and Informational.

This document also introduces the documents needed for a complete interior sign submittal for a project to Virginia Tech. These documents include a signage installation plan, a signage schedule, and finally, evacuation and directional sign examples.
DELIVERABLE EXAMPLES
DELIVERABLES

This document introduces the documents needed for a complete interior sign submittal for a project to Virginia Tech. These documents include a signage schedule, a signage installation plan, and evacuation and directional sign examples.

The signage schedule will be provided by the A/E responsible for the project. These files are available from the owner or project manager or OUP.

Signage Installation plans will be provided by the A/E responsible for the project.

Evacuation signs will be provided by the A/E responsible for the project. These files are available from the owner or project manager or OUP.

Directional signs will be provided by the A/E responsible for the project. These files are available from the owner or project manager or OUP.
### Deliverable Examples

**Signage Schedule**

The signage schedule will be provided by the A/E responsible for the project. These files are available from the owner or project manager or OUP.

<table>
<thead>
<tr>
<th>ID-R: Room Identification - Regulatory Signage (Required for Occupancy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regulatory signage to be highlighted at the top section of spreadsheet for each floor.</td>
</tr>
<tr>
<td>Standard regulatory signage labels are not be changed without VT approval.</td>
</tr>
<tr>
<td>Frame, content and installation by CM.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ID-S: Room Identification - Standard / VT Logo Signage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content to be generated from labels on architectural plans by A/E.</td>
</tr>
<tr>
<td>Final VT content development by VT-DUP / department representative.</td>
</tr>
<tr>
<td>FF&amp;E work order to VT-Print Services for content.</td>
</tr>
<tr>
<td>Frame and installation by CM.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DIR &amp; E-MAP: Directional &amp; Emergency Egress Signage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frame, content and installation by CM.</td>
</tr>
<tr>
<td>Graphic layouts by A/E using VT supplied as templates.</td>
</tr>
<tr>
<td>A/E Deliverable: adobe illustrator electronic files to DUP for future changes.</td>
</tr>
</tbody>
</table>
Deliverable Examples

Signage Installation Plans

Signage Installation plans will be provided by the A/E responsible for the project.
Evacuation Signs

Evacuation signs will be provided by the A/E responsible for the project. These files are available from the owner or project manager or OUP.
Deliverable Examples

Company Meeting Room
Rooms 0B07 - 0B60
Conference Room
Study
Laundry
Living Room
Restrooms
Elevator
Stairs

INSTALLATION INFO:
DIRECTORY SIGN
BRODIE, BASEMENT, A000.1
(EXAMPLE: ICTAS II, 1ST FLOOR, AREA A2)

DIR TEMPLATE
A/E TO PROVIDE GRAPHIC:
- PROVIDE HIGH LEVEL DIRECTIONS
- INFORMATION FOR ALL SHARED SPACE
  INCLUDING LOBBY, ELEVATORS, STAIRS,
  RESTROOMS AND ROOM NUMBERS.
- PROVIDE INSTALLATION INFO.
- HELVETICA FONT
- OFFICIAL VT LOGO
- VT MARCON --- PMS 260
- PROVIDE ADOBE ILLUSTRATOR FILES
  TO VT FOR FUTURE CHANGES

Directional Signs

Directional signs will be provided by the A/E responsible for the project. These files are available from the owner or project manager or OUP.
SIGN OVERVIEW
Sign Overview

LIST OF APPROVED INTERIOR SIGN MANUFACTURERS AS OF JANUARY 2018:

Text under review

SIGN MANUFACTURER APPROVAL PROCESS:

Text under review.
**Sign Overview**

**REGULATORY SIGNAGE [R]**

Regulatory Signage (Code related signage for emergency or ADA access)

Selected Examples:

- **STAIR 3**
  - **2**
  - **EXIT AT FLOOR 1**

- **S1**
  - **L2**
  - **STAIR EXIT**

- Maximum Occupancy 55

- **RESTROOM**

**ROOM IDENTIFICATION SIGNAGE [ID]**

Room Identification Signage has two components: Utility Spaces (Includes housekeeping, electrical, etc.) and Standard Spaces (Includes signs for departmental offices, labs, workstations, etc.)

Selected Examples:

- **Communication Room**
  - **102**

- **Biotechnology Lab**
  - **102**

- **Dr. Janice Lawton**
  - Department of Engineering
  - **102**

- **Name Goes Here**
  - Second Tier Here
**Sign Overview**

**EMERGENCY EGRESS, DIRECTIONAL & DIRECTORY, AND INFORMATIONAL SIGNAGE [E-MAP / DIR / INFO]**

Emergency Egress Signage (Evacuation maps for building occupants, content approval required by VT Environmental Health and Safety)

Directional & Directory Signage (Wayfinding throughout building either wall or ceiling mounted & directories for buildings or suites)

Informational Signage (signs with temporary or customizable content)

Selected Examples:

![Evacuation Map](image)
IndiVidual
Sign Specs
REGULATORY SIGNAGE [R]

Signtype: [R-M]
MEN’S RESTROOM

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:
FULL VIEW SERIES
Mounting:
Vinyl Tape & MFH
Frame:
8x6 Frame
FVS0806(V) (Square)
I.D. Size: 8"x6"
Color: Natural Satin
Insert:
Sign Insert
Part Code: FVS0606(V) (ClearLens)
Size: 6"x6"
Part Color: A00 White
Insert Laser Printed Graphics:
Symbol: S60 (Men/Accessible)
Size: 4"
Color: Laser Printed Black
Sign Band
Part Code: FV-942-354 (Horiz. Grain)
Size: 2"x6"
Part Color: Silver
Band Raster Graphics:
Copy: HelveticaNeue-Roman (HR)
Size: 5/8"
Color: A02 Black
(Braille Color: Same as background.)

Note: Include ADA symbol in accordance with Accessible Building Code.
REGULATORY SIGNAGE [R]

Signtype: [R-W]
WOMENS RESTROOM

Note: Include ADA symbol in accordance with Accessible Building Code.

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:
FULL VIEW SERIES
Mounting:
Vinyl Tape & MFH
Frame:
FVS0806(V) (Square)
I.D. Size: 8" x 6"
Color: Natural Satin
Insert:
Sign Insert:
Part Code: FVCL0606(V) (ClearLens)
Size: 6" x 6"
Paper Color: A00 White
Laser Printed Graphics:
Symbol: S59 (Women/Accessible)
Size: 3 3/4"
Color: Laser Printed Black
Sign Band:
Part Code: FV-942-354 (Horiz. Grain)
Size: 2" x 6"
Part Color: Silver
Raster Graphics:
Copy: HelveticaNeue-Roman (HR)
Size: 5/8"
Color: A02 Black
(Braille Color: Same as backgrd.)
REGULATORY SIGNAGE [R]

Signtype: [R-SUR]
ALL-GENDER RESTROOM

Note: Include ADA symbol in accordance with Accessible Building Code.
REGULATORY SIGNAGE [R]

Signtype: [R-S] STAIR

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:
FULL VIEW SERIES
Mounting:
Vinyl Tape & MFH
Frame:
FVS0806(V) (Square)
I.D. Size: 8" x 6"
Color: Natural Satin
Insert:
Sign Insert:
Part Code: FVCL0606(V) (ClearLens)
Size: 6" x 6"
Paper Color: A00 White
Laser Printed Graphics:
Symbol: S48 (Stairs)
Size: 4"
Color: Laser Printed Black
Part Code: FV-942-354 (Horizontal Grain)
Size: 2" x 6"
Part Color: Silver
Raster Graphics:
Copy: HelveticaNeue-Roman (HR)
Size: 5/8"
Color: A02 Black
(Braille Color: Same as backgrd.)
REGULATORY SIGNAGE [R]

Signtype: [R-SE]
STAIR EXIT

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:
FULL VIEW SERIES
Mounting:
Vinyl Tape & MFH
Frame:
FVS0806(V) (Square)
I.D. Size: 8” x 6”
Color: Natural Satin
Insert:
Sign Insert:
Part Code: FVCL0606(V) (ClearLens)
Size: 6” x 6”
Paper Color: A00 White
Laser Printed Graphics:
Symbol: S48 (Stairs)
Size: 4”
Color: Laser Printed Black
Part Code: FV-942-354 (Horizontal Grain)
Size: 2” x 6”
Part Color: Silver
Raster Graphics:
Copy: HelveticaNeue-Roman (HR)
Size: 5/8”
Color: A02 Black
(Braille Color: Same as backgrd.)
**REGULATORY SIGNAGE [R]**

Sign type: [R-FL1]

STAIR FLOOR LEVEL/ EXIT (>3 FLOORS)

---

**APPROVED MANUFACTURER SPEC INCLUDED BELOW:**

**APCO:**

FULL VIEW SERIES

Mounting:
- Vinyl Tape

Top Plaque:
- Part Code: FV-942-354 (Horiz. Grain)
- Size: 20" x 15"
- Part Color: Silver

Printed Graphics:
- Copy: HelveticaNeue-Roman (HR)
- Size: 1 1/2", 1" & 5"
- Color: A02 Black
- Arrow: A120
  - Size: 1 1/4"
  - Color: A02 Black
- Raster Graphics:
  - Copy: HelveticaNeue-Roman (HR)
  - Size: 5/8"
  - Color: A02 Black
  (Braille Color: Same as backgrd.)

---

**STAIR 3**

FLOOR B TO 4

2

NO ROOF ACCESS

↓ DOWN TO FLOOR 1 FOR EXIT DISCHARGE

20x15
REGULATORY SIGNAGE [R]

Signtype: [R-FL2]
STAIR FLOOR LEVEL/ EXIT (< 3 FLOOR)

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:
FULL VIEW SERIES
Mounting:
Vinyl Tape
Top Plaque:
Part Code: FV-942-354 (Horiz. Grain)
Size: 8" x 8"
Part Color: Silver
Printed Graphics:
- Copy: HelveticaNeue-Roman (HR)
- Size: 2"
- Color: A02 Black
Raster Graphics:
- Copy: HelveticaNeue-Roman (HR)
- Size: 3/4" & 5/8"
- Color: A02 Black
  (Braille Color: Same as backgrd.)
REGULATORY SIGNAGE [R]

Signtype: [R-MO]
MAXIMUM OCCUPANCY IDENTIFICATION

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:
FULL VIEW SERIES
Mounting:
Vinyl Tape & MFH
Frame:
FVS0606(V) (Square)
I.D. Size: 6" x 6"
Color: Natural Satin
Insert:
Sign Insert:
Part Code: FV-942-354 (Horiz. Grain)
Size: 6” x 6”
Part Color: Silver
Screened Graphics:
Copy: HelveticaNeue-Roman (HR)
Size: 5/8"
Color: A02 Black
REGULATORY SIGNAGE [R]

Sign Type: [R-EL] ELEVATOR

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:
FULL VIEW SERIES
Mounting: Vinyl Tape & MFH
Frame: FVS0807(V) (Square)
I.D. Size: 8" x 7"
Color: Natural Satin
Insert:
Sign Insert:
Part Code: FV-942-354 (Horiz. Grain)
Size: 8" x 7"
Part Color: Silver
Raster Graphics:
Copy: HelveticaNeue-Roman (HR)
Size: 5/8" (Braille Color: Same as backgrd.)
REGULATORY SIGNAGE [R]

Signtype: [R-E1]  
ADA EXIT

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:  
FULL VIEW SERIES
Mounting:
  Vinyl Tape & MFH  
Frame:
  FVS0606(V)(Square)  
I.D. Size: 6" x 6"  
Color: Natural Satin  
Insert:
  Sign Insert:
    Part Code: FV-942-354 (Horiz. Grain)  
    Size: 6" x 6"  
    Part Color: Silver  
Raster Graphics:
  Copy: HelveticaNeue-Roman (HR)  
  Size: 1 1/2"  
  Color: A02 Black  
  (Braille Color: Same as backgrd.)
REGULATORY SIGNAGE [R]

Signtype: [R-E2]
ADA EXIT

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:
FULL VIEW SERIES
Mounting:
Vinyl Tape & MFH
Frame:
FVS0606(V) (Square)
I.D. Size: 6” x 6”
Color: Natural Satin
Insert:
Sign Insert:
Part Code: FV-942-354 (Horiz. Grain)
Size: 6” x 6”
Part Color: Silver
Raster Graphics:
Copy: HelveticaNeue-Roman (HR)
Size: 1 1/2”
Color: A02 Black
(Braille Color: Same as backgrd.)
REGULATORY SIGNAGE [R]

Signtype: [R-AL]
ASSISTIVE LISTENING

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:
FULLVIEW SERIES

Mounting:
Vinyl Tape & MFH
Frame:
FVS0306(V) (Square)
I.D. Size: 3" x 6"
Color: Natural Satin
Insert:
Sign Insert:
Part Code: FVCL0306(V) (ClearLens)
Size: 3" x 6"
Paper Color: A00 White
Laser Printed Graphics:
Symbol: M53 (Hearing Assistance)
Size: 2"
Color: Laser Printed Black
Copy: HelveticaNeue-Roman (HR)
Size: 5/16"
Color: Laser Printed Black
Drawings + Specifications

REGULATORY SIGNAGE [R]

Signtype: [R-MED]
MEDICAL SYMBOL

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:
FULL VIEW SERIES
Mounting: VT & MFH
Frame: FVS0404(V) (Square)
I.D. Size: 4.08" x 4.08"
Color: Natural Satin
Insert:
Sign Insert:
Part Code: FVOP0404(V) (Opaque)
Size: 4.08” x 4.08”
Part Color: A02 Black
Screened Graphics:
Logo: LTBD (VA Tech Caduceus)
Size: 3 1/8”
Color: A02 Black & A89 Satin Silver
REGULATORY SIGNAGE [R]

Signtype: [R-FP]
FIRE PUMP

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:
PRESSURE SENSITIVE VINYL
101V Background:
Size: 12" x 20"
Color: A01 White
PSV Graphics:
Copy: HelveticaNeue-Roman (HR)
Size: 4"(h)
Color: 25-08 Fire Red
REGULATORY SIGNAGE [R]

Signtype: [R-EXT]
STAIR FLOOR LEVEL/ EXIT (< 3 FLOOR)

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:
PRESSURE SENSITIVE VINYL
PSV Graphics:
Copy: HelveticaNeue-Roman (HR)
Size: 1"(h)
Color: 25-01 White

approx 2.5x9
**ROOM IDENTIFICATION SIGNAGE [ID]**

**Signtype:** [ID-S] + [ID-U]

**FRAME WITH ROOM NUMBER & ADA BAND**

---

**APPROVED MANUFACTURER SPEC INCLUDED BELOW:**

**APCO:**

**FULL VIEW SERIES**

- **Mounting:** Vinyl Tape & MFH
- **Frame:** FVS0606(V) (Square)
- **I.D. Size:** 6" x 6"
- **Color:** Natural Satin
- **Insert:**
  - **Sign Insert:**
    - **Part Code:** FVCL0406(V) (ClearLens)
    - **Size:** 4" x 6"
    - **Paper Color:** A00 White
  - **ADO Graphics:**
    - **Copy:** HelveticaNeue-Roman (HR)
    - **Size:** 3/8" & 1/4"
    - **Color:** A02 Black
- **Sign Band:**
  - **Part Code:** FV-942-354 (Horiz. Grain)
  - **Size:** 2" x 6"
  - **Part Color:** Silver
- **Band Raster Graphics:**
  - **Copy:** HelveticaNeue-Roman (HR)
  - **Size:** 5/8"
  - **Color:** A02 Black
  - **(Braille Color: Same as backgrd.)**
ROOM IDENTIFICATION SIGNAGE [ID]

Signtype: [ID-S-WET ]
EXTERIOR DOORS FOR NON REGULATORY ADA ID

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:
FULL VIEW SERIES
Mounting:
Vinyl Tape & MFH
Frame:
FVS0606(V) (Square)
I.D. Size: 6” x 6”
Color: Natural Satin
Insert:
Sign Insert:
Part Code: FV-OP0406(V) (Opaque)
Size: 4” x 6”
Part Color: A78 Pearl Grey
Printed Graphics:
Copy: HelveticaNeue-Roman (HR)
Size: 7/16”
Color: A02 Black
Part Code: FV-942-354 (Horizontal Grain)
Size: 2” x 6”
Part Color: Silver
Raster Graphics:
Copy: HelveticaNeue-Roman (HR)
Size: 5/8”
Color: A02 Black
(Braille Color: Same as backgrd.)
ROOM IDENTIFICATION SIGNAGE [ID]

Sigtotype: [ID-S-CTS]
COUNTER TOP DESK MOUNT

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:
FULL VIEW SERIES
Mounting:
Vinyl Tape & MFH
Frame:
FVS0406(V) (Square)
I.D. Size: 4” x 6”
Color: Natural Satin
Insert:
Sign Insert:
Part Code: FVCL0406(V) (ClearLens)
Size: 4” x 6”
Paper Color: A00 White
ADO Graphics:
Copy: HelveticaNeue-Roman (HR)
Size: 3/8” & 1/4”
Color: A02 Black
ROOM IDENTIFICATION SIGNAGE [ID]

Signtype: [ID-S-SLD]
LACTATION ROOM, INTERVIEW ROOM, MEETING ROOM

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:
FULL VIEW SERIES
Mounting:
Vinyl Tape & MFH
Frame:
FVS071806(V)SL (Square)
I.D. Size: 7 3/16" x 6" (approx.)
Color: Natural Satin
Insert:
Sign Insert:
Part Code: FVCL0406(V)(ClearLens)
Size: 4" x 6"
Paper Color: A00 White
Laser Printed Graphics: TBD
Part Code: FV-SL (Slider)
Size: 30mm x 6" Part Color: Natural Satin
Slider Color: A89 Satin Silver
Paper Color: A78 Pearl Grey
Laser Printed Graphics:
Copy: HelveticaNeue-Roman (HR)
Size: 3/8"
Color: Laser Printed Black
Part Code: FV-942-354 (Horizontal Grain)
Size: 2" x 6"
Part Color: Silver
Raster Graphics:
Copy: HelveticaNeue-Roman (HR)
Size: 5/8"
Color: A02 Black
(Braille Color: Same as backgrd.)
EMERGENCY EGRESS, DIRECTIONAL & DIRECTORY, AND INFORMATIONAL SIGNAGE [E-MAP / DIR / INFO]

Signtype: [E-MAP]
EMERGENCY EGRESS MAP

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:
FULL VIEW SERIES
Mounting:
Vinyl Tape & MFH
Frame:
FVSI211(V) (Square)
I.D. Size: 12" x 11"
Color: Natural Satin
Insert:
Sign Insert:
Part Code: FVCL1211(V) (ClearLens)
Size: 12" x 11"
ADO Color: Per artwork
**Drawings + Specifications**

**EMERGENCY EGRESS, DIRECTIONAL & DIRECTORY, AND INFORMATIONAL SIGNAGE [E-MAP / DIR / INFO]**

**Signtype: [DIR]**

DIR (STANDARD SIZE WALL MOUNTED DIRECTIONAL SIGN)

---

**APPROVED MANUFACTURER SPEC INCLUDED BELOW:**

**APCO:**

**FULL VIEW SERIES**

- **Mounting:** Vinyl Tape & MFH
- **Frame:** FVS1211(V) (Square)
- **I.D. Size:** 12” x 11”
- **Color:** Natural Satin

**Insert:**

- **Sign Insert:** Part Code: FVCL1211(V) (ClearLens)
  - Size: 12” x 11”
- **ADO Paper Color:** A00 White

**ADO Graphics:**

- **Color Block:**
  - Size: 2” x 2”
  - Color: PMS 208 Red
- **Arrow:** LTBD (Custom A107)
  - Size: 1 3/8”
  - Color: A01 White
- **Copy:** HelveticaNeue-Roman (HR)
  - Size: 9/16”
  - Color: A02 Black
- **Symbol:** S3 (Accessible)
  - Size: 5/8”
  - Color: A02 Black
- **Rule:**
  - Size: 1/32” x 7 11/16”
  - Color: PMS 208 Red
**EMERGENCY EGRESS, DIRECTIONAL & DIRECTORY, AND INFORMATIONAL SIGNAGE [E-MAP / DIR / INFO]**

**Signtype: [DIR-CM1]**

**DIRECTIONAL INFORMATION**

**APPROVED MANUFACTURER SPEC INCLUDED BELOW:**

**APCO:**

**FULL VIEW CEILING MOUNT**

- Part Code: CMT-M (Metal)
- Track Color: Natural Satin
- Track Width: 46"
- Double Sided Graphics
- Frame: FVS1248(H)CM
- Square Holder
- Holder Color: Natural Satin
- Insert:
  - Sign Insert:
    - Part Code: FV-CL (ClearLens)
    - Size: 12"(h) x 48"(w)
    - ADO Backg.d Color: A00 Paper White
    - ADO Graphics:
      - Custom Arrow: ATBD
      - Size: 4" (Alt: 13/16" & 5/8")
      - Color: PMS 208 C (Magenta)
      - Copy: HelveticaNeue-Roman (HR)
      - Vertical Divider Rule Line:
        - Size: 10 1/8"(h) x 1/8"(w)
        - Color: PMS 208 C (Magenta)

(Typical Sign Type Shown. All other Location Graphics per Architect’s Art Files)
EMERGENCY EGRESS, DIRECTIONAL & DIRECTORY, AND INFORMATIONAL SIGNAGE [E-MAP / DIR / INFO]

Signtype: [DIR-CM2]
DIRECTIONAL INFORMATION

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:
FULL VIEW CEILING MOUNT
Part Code: CMT-M (Metal)
Track Color: Natural Satin
Track Width: 22”
Z2 Single Sided Graphics
Z3 & Z3a Double Sided Graphics
Frame:
FVS1224(H)CM
Square Holder
Holder Color: Natural Satin
Insert:
Sign Insert:
Part Code: FV-CL (ClearLens)
Size: 12”(h) x 24”(w)
ADO Backg.d Color: A00 Paper White
ADO Graphics:
Custom Arrow: ATBD
Size: 4”
Color: PMS 208 C (Magenta)
Copy: HelveticaNeue-Roman (HR)
Size: 13/16”
Color: A02 Black

(Typical Sign Type Shown. All other Location Graphics per Architect’s Art Files)
**Drawings + Specifications**

**EMERGENCY EGRESS, DIRECTIONAL & DIRECTORY, AND INFORMATIONAL SIGNAGE [E-MAP / DIR / INFO]**

**Signtype: [DIR-CM3]**  
DIRECTIONAL INFORMATION

---

**APPROVED MANUFACTURER SPEC INCLUDED BELOW:**

**APCO:**

**FULL VIEW CEILING MOUNT**

- Part Code: CMT-M (Metal)
- Track Color: Natural Satin
- Track Width: 22"
- Double Sided Graphics
- Frame: FVS0824(H)CM
- Square Holder
- Holder Color: Natural Satin
- Insert:

  - Sign Insert:
    - Part Code: FV-CL (ClearLens)
    - Size: 8"(h) x 24"(w)
    - ADO Background Color: A14 Medium Grey
    - ADO Graphics:
      - Custom Arrow: ATBD
      - Size: 4"
      - Color: PMS 208 C (Magenta)
      - Copy: HelveticaNeue-Roman (HR)
      - Size: 13/16"
      - Color: A02 Black

(Typical Sign Type Shown. All other Location Graphics per Architect’s Art Files)
EMERGENCY EGRESS, DIRECTIONAL & DIRECTORY, AND INFORMATIONAL SIGNAGE [E-MAP / DIR / INFO]

**Signtype: [DIR-FM1]**
DIRECTIONAL INFORMATION

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

**APCO:**
FULL VIEW WALL MOUNT
Part Code: PWM-M (Metal)
Track Color: Natural Satin
Track Width: 12"
Double Sided Graphics
Frame:
FVS__1211PWM
Square Holder
Holder Color: Natural Satin
Insert:
Sign Insert:
Part Code: FV-CL (ClearLens)
Size: 12"(h) x 11"(w)
ADO Background Color: A14 Medium Grey
ADO Graphics:
Custom Arrow: ATBD
Size: 4"
Color: PMS 208 C (Magenta)
Copy: HelveticaNeue-Roman (HR)
Size: 13/16"
Color: A02 Black

(Typical Sign Type Shown. All other Location Graphics per Architect’s Art Files)
EMERGENCY EGRESS, DIRECTIONAL & DIRECTORY, AND INFORMATIONAL SIGNAGE [E-MAP / DIR / INFO]

**Signtype: [DIR-FM2]**
DIRECTIONAL INFORMATION

**APPROVED MANUFACTURER SPEC INCLUDED BELOW:**

**APCO:**
FULL VIEW WALL MOUNT
- Part Code: PWM-M (Metal)
- Track Color: Natural Satin
- Track Width: 8.5"
- Double Sided Graphics
- Frame:
  - FVS__8585PWM
- Square Holder
- Holder Color: Natural Satin
- Insert:
  - Sign Insert:
    - Part Code: FV-CL (ClearLens)
    - Size: 8.5"(h) x 8.5"(w)
    - ADO Backg. Color: A14 Medium Grey
    - ADO Graphics:
      - Custom Arrow: ATBD
      - Size: 4"
      - Color: PMS 208 C (Magenta)
      - Copy: HelveticaNeue-Roman (HR)
      - Size: 13/16"
      - Color: A02 Black

(Typical Sign Type Shown. All other Location Graphics per Architect’s Art Files)
EMERGENCY EGRESS, DIRECTIONAL & DIRECTORY, AND INFORMATIONAL SIGNAGE [E-MAP / DIR / INFO]

**Signtype: [DIR-D-22x17]**

**DIRECTORY- INFORMATIONAL**

---

**APPROVED MANUFACTURER SPEC INCLUDED BELOW:**

**APCO:**

**FULL VIEW SERIES**

- **Mounting:** Vinyl Tape & MFH
- **Frame:** FVS2217(V) (Square)
- **I.D. Size:** 22” x 17”
- **Color:** Natural Satin
- **Insert:**
  - **Sign Insert:**
    - Part Code: FVCL2217(V) (ClearLens)
    - Size: 22” x 17”
    - ADO Paper Color: A00 White
  - **ADO Graphics:**
    - **Color Block:**
      - Size: 3” x 3”
      - Color: PMS 208 Red
    - **Arrow:** LTBD (Custom A107)
      - Size: 2 1/16”
      - Color: A01 White
    - **Copy:** HelveticaNeue-Roman (HR)
      - Size: 27/32”
      - Color: A02 Black
    - **Symbol:** S3 (Accessible)
      - Size: 15/16”
      - Color: A02 Black
    - **Rule:**
      - Size: .046” x 11 17/32”
      - Color: PMS 208 Red

---

Virginia Tech Office of University Planning
EMERGENCY EGRESS, DIRECTIONAL & DIRECTORY, AND INFORMATIONAL SIGNAGE [E-MAP / DIR / INFO]

**Signtype:** [DIR-D-36x24]  
**BUILDING DIRECTORY**

**APPROVED MANUFACTURER SPEC INCLUDED BELOW:**

**APCO:**  
**LARGE FORMAT FULLVIEW WITH CLEARLENS COVER**  
Size O.D.: 38.2”(h) x 24.22”(w)  
Holder Shape: Square  
Holder Color: Natural Satin  
Mounting: Vinyl Tape (VT) & Mech.Fasteners (MFH)  
Insert:  
Insert(s):  
Part Code: ADO Paper  
Size: 36”(h) x 24”(w)  
ADO Backg.d Color: A00 Paper White  
ADO Laser Printed Graphics:  
Header Rule Line:  
Size: 2” x Bleed  
Color: PMS 208 C (Magenta)  
Copy: HelveticaNeue-Roman (HR)  
Size: 1 1/4”  
Color: A00 Paper White (Dropped-Out)  
Copy: HelveticaNeue-Roman (HR)  
Size: 3/4”  
Color: PMS 208 C (Magenta)  
Copy: HelveticaNeue-Roman (HR)  
Size: 3/8”  
Color: A02 Black  
Copy: HelveticaNeue-Roman (HR)  
Size: 1/2”  
Color: A02 Black  

(Typical Sign Type Shown. All other Location Graphics per Architect’s Art Files)
ROOM IDENTIFICATION SIGNAGE [ID]

Signtype: [INFO-6x6]
INFORMATIONAL SIGN - SMALL

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

FULLVIEW SERIES
Mounting:
Vinyl Tape & MFH
Frame:
FVS0606(V) (Square)
I.D. Size: 6” x 6”
Color: Natural Satin

FRONT VIEW
6x6
Drawings + Specifications

EMERGENCY EGRESS, DIRECTIONAL & DIRECTORY, AND INFORMATIONAL SIGNAGE [E-MAP / DIR / INFO]

Signtype: [INFO-8.5x11]
INFORMATIONAL SIGN - MEDIUM

APPROVED MANUFACTURER SPEC INCLUDED BELOW:

APCO:
FULL VIEW SERIES
Mounting:
Vinyl Tape & MFH
Frame:
FVST185(V) (Square)
I.D. Size: 11" x 8-1/2"
Color: Natural Satin
Insert:
Sign Insert:
Part Code: FVCL1185(V) (ClearLens)
Size: 11" x 8-1/2"
PAPER Color: by others

11x8.5
EMERGENCY EGRESS, DIRECTIONAL & DIRECTORY, AND INFORMATIONAL SIGNAGE [E-MAP / DIR / INFO]

**Signtype:** [INFO-8.5x11-IA]  
(SPECIFY INTERIOR ACCESS TO EASILY CHANGE CONTENTS)

**APPROVED MANUFACTURER SPEC INCLUDED BELOW:**

**APCO:**  
FULL VIEW Inner Access SERIES  
Mounting: Vinyl Tape / MFH  
Frame: FVS1185(V)IA (Square)  
I.D. Size: 11” x 8-1/2”  
Color: Natural Satin  
Insert: Sign Insert:  
Part Code: FVCL1185(V) (ClearLens)
Placement
Placement

SIGN INSTALLATION LOCATION

Glass Mount

Notes:
**Placement**

**SIGN INSTALLATION LOCATION**

Double Sign Mount

Notes:

Double Sign Mount (Vertical)- ADA Placement

48” Minimum to the baseline of the lowest tactile character

60” Maximum to the baseline of the highest tactile character
Placement

SIGN INSTALLATION LOCATION

Flag Mount Example

Notes:

For flagmount and overhead signage see full view specification in Specifications.
**Placement**

**SIGN INSTALLATION LOCATION**

Wall Mount Directional

Notes:
- The center of wall mounted signs should be 60" to center.

Notes:
For further notes see deliverables section and the drawings and specifications section.
Placement

SIGN INSTALLATION LOCATION

Overhead Sign Example

Notes:
For flagmount and overhead signage see following notes on page 46.
Placement

SIGN INSTALLATION LOCATION

Flagmount and Overhead Signage Installment

Notes:

Full View Series
Double Sided Graphics
Mounting: CMT-M
Track Color: Natural Satin

FVS1236(H)CM (Square)
I.D. Size: 12” x 36”
Color: Natural Stain

Sign Insert:
Part Code: FVCL1236(H) (ClearLens)
Size: 12” x 36”
ADO Paper Color: A00 White

ADO Graphics:
Color Block:
Size: 2” x 2”
Color: PMS 208 Red

Arrow: A107
Size: 1 3/8”
Color: A01 White

Copy: HelveticaNeue-Roman (HR)
Size: 1”
Color: A02 Black

Symbol: S3 (Accessible)
Size: 1 1/2”
Color: A02 Black

Color Block:
Size: 2” x 2”
Color: PMS 208 Red

Color Block:
Size: 2” x 2”
Color: PMS 208 Red

Arrow: A107
Size: 11/32”
Color: PMS 208 Red & A02 Black
Branding

Identifying Standards

About Our Name: Our official name is Virginia Polytechnic Institute and State University, but using “Virginia Tech” is preferable in all but formal uses. Virginia Tech is used in news releases, feature articles, and publications and on the web. When using the full name of the university, never use an ampersand instead of “and”. Never use VPI&SU, VPI and SU, VA Tech, Or Virginia Tech University. “Tech” is acceptable after a first reference to “Virginia Tech”, but it should not be used repeatedly or solely. “VT” and “Va. Tech” are acceptable only in limited informal situations, such as a news headline where space is tight. Do not use “VT” or “Va. Tech” in body copy, in titles of publications, on signs, or in any formal publication.

University Seal

Athletic trademarks are applicable only in athletic and informal usage and must not be used for academic applications, academic products, or university. Using the university seal in non-university publication is prohibited without prior approval from the University.

For more information on branding please see University Relations at:
http://www.unirel.vt.edu/
**ADA Compliance**

**Typography**

**Overview**
To ensure legibility of signage Arial or Helvetica will be used in interior signage. This promotes consistency across ADA compliant signage.

Arial regular typeface and Helvetica typeface are used on interior signage because it is a universal non-serif standard that is easy to read. Currently, Helvetica is the font used for the ADA band raised number and lettering.

We will retain Helvetica for raised signage numbering/lettering to maintain ADA legibility as well as retain Arial for printed signs to maintain ADA legibility compliance and ease of use for end users printing the templates.

**Arial**

```
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
0123456789!@#$%^&*~({"\["-\'\+:\;\:\:\:\:\\""]})
```

**Helvetica**

```
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
0123456789!@#$%^&*~({"\["-\'\+:\;\:\:\:\:\\""]})
```
Contact

FACILITIES DEPARTMENT

112 Facilities Complex (0529)
Blacksburg, VA 24061

540-231-4300
www.facilities.vt.edu

LIVE › LEARN › WORK

Revised 2018
APPENDICES
VT: (Bldg. / Project Name)  
Floor: 1  

**Signage Schedule**  
Type: Metal  
Color: Silver

### KEY

- **R**: Regulatory Signage (Required for Occupancy)  
  - Regulatory signage to be highlighted at the top section of spreadsheet for each floor.  
  - Standard regulatory signage labels can not be changed without VT approval.  
  - Frame, content and installation by CM.

- **ID**: Room Identification Signage (Utility & Standard)  
  - Content to be generated from labels on architectural plans by A/E.  
  - Final VT content development by VT-OUP / department representative.  
  - FF&E work order to VT-Print Services for content.  
  - Frame and installation by CM.

- **E-MAP / DIR / INFO**: Emergency Egress, Directional & Directory, and Informational Signage  
  - Frame, content and installation by CM.  
  - Graphic layouts by A/E using VT supplied ai templates.  
  - A/E Deliverable- adobe illustrator electronic files to OUP for future changes.

### Arch. Room # | Sign Type | Permanent Message: Room # Braille | Installation Type | Display Message | Notes  
--- | --- | --- | --- | --- | ---
A60 | R-M | Men | Wall | Men’s Restroom Symbol |  
A62 | R-W | Women | Wall | Women’s Restroom Symbol |  
A70 | R-EL | Elevator | Wall | Elevator Symbol | Do Not Use |  
A80 | R-SE | Stair A Level 1 | Wall | Stair Symbol, Stair Exit | Quantity-2 |  
A10 | R-S | Stair B Level 1 | Wall | Stair Symbol (S1, L1) | Quantity-2 |  
115 | R-MO | N/A | Wall | Max Occ. 55 | Mount inside room near exit |  
A38 | ID-U | A38 | Wall | Communications Room |  
A39 | ID-U | A39 | Wall | Housekeeping Closet |  
A40 | ID-U | A40 | Wall | Mechanical Room |  
A42 | ID-U | A40 | Wall | Electrical Room |  
A50 | ID-S-SLD | A42 | Glass* | Lactation Room | "In Use/ Vacant" Slider band |  
113A | ID-S | 113A | Glass* | TBD | Occupant name to be provided by VT client  
113B | ID-S | 113B | Wall | Storage |  
113 | ID-S | 113 | Glass* | TBD | Occupant name to be provided by VT client  
114 | ID-S | 114 | Wall | Break Room |  
105 | ID-S | 115 | Glass* | Conference Room |  
106 | ID-S | 115 | Glass* | Classroom |  
116 | ID-S | 116 | Wall | TBD | Occupant name to be provided by VT client  
117 | ID-S | 117 | Wall | Mail/ Copy Room |  
105 | E-MAP | N/A | Wall | Emergency Egress Map | graphic content/ layout to be provided by A/E |  
128 | E-MAP | N/A | Wall | Emergency Egress Map | graphic content/ layout to be provided by A/E |  
145 | E-MAP | N/A | Wall | Emergency Egress Map | graphic content/ layout to be provided by A/E |  
105 | DIR | N/A | Wall | Directional | graphic content/ layout to be provided by A/E |  
128 | DIR | N/A | Wall | Directional | graphic content/ layout to be provided by A/E |  
145 | DIR | N/A | Wall | Directional | graphic content/ layout to be provided by A/E |  

* Glass mounting requires opaque black vinyl backer to be applied to inside of glass to hide the back of sign from view.
SIGNATURE ENGINEERING - 1ST FLOOR
ENVIRONMENTAL, HEALTH & SAFETY SERVICES: 231-5985

INSTALLATION INFO:
EMERGENCY EGRESS SIGN
BUILDING NAME, FLOOR, AREA
(EXAMPLE: ICTAS II, 1ST FLOOR, AREA A2)

E-MAP TEMPLATE
A/E TO PROVIDE GRAPHIC:
- PROVIDE FLOOR PLAN
- IDENTIFY BUILDING/ FLOOR
- INDICATE KEY ITEMS ON MAP
- PROVIDE ACCURATE SCALE
- PROVIDE INSTALLATION INFO.